

HOW TO SCHEDULE AN APPOINTMENT

1. Click on “Schedule Advising Appointment”
2. If this is your first visit to the site—select “Click Here To Register”
3. Complete the Form, then click “Register”
4. You may now log-in using your Email address and chosen password
5. Once you are at the scheduler, notice that white boxes designate open appointment times
6. Click on the white box for the time you choose to schedule an advising appointment
7. Complete the summary form
8. Click “Save”

You will receive an Email confirmation regarding your appointment.

HOW TO CHANGE AN APPOINTMENT

1. Go to “My Control Panel”
2. Under “My Reservations” find the appointment you want to change
3. Click “Modify”
4. Use the drop down menus to change the start and end time of your appointment
5. Click “Modify” to save your changes

You will receive and Email confirmation regarding your modified appointment.

HOW TO CANCEL AN APPOINTMENT

1. Log in to the scheduler using your Email address and password
2. Click on the box that has your appointment to bring up the details.
3. Click the box next to “Delete?”
4. Click “Modify”

If you need to cancel your appointment and it is less than 24 hours away, you will need to contact the DCS Office at 554-2370.

Bachelor of General Studies

THE QUALITY
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