## Scheduling a Meeting with Engineering Career Services

1. Go to the "Advising Appointments" tile under the Student Information section of the MyUI Home Page



2. Click on the "New appointment with..." dropdown menu, select "Engineering Career Center", and then click the "Schedule Appointment" button

• NEW: Appointment reminder notifit tab under the My Ulowa panel or sim	cations have been added ply click on the <b>Appoi</b> n	I to MyUI! To update your notific ntment Reminder Notification	cation preferences, visit the <b>My Text Notific</b> Is link below.	ations page in the Student Information
SCHEDULE A NEW AP	POINTMENT			Appointment Reminder Notifications: Off
✓ New appointment with My Advisor	Schedule Appoi	intment		
Campus Involvement Center for Diversity & Enrichment College Office	MENTS			
Engineering Career Center	Location	Advisor	Reason/Description	Tools
Study Abroad UI Service Center		No appointments w	vere found.	
> PAST APPOINTMEN	rs			

3. Select a Reason from the dropdown menu

••• < >	00	h	🗎 myui.uiowa.edu		Ċ	
	IOWA				ŀ	tello Maeve Bittle Logout
	MyU	HOME COURSES / REGISTRATI	ON STUDENT INFORMATION	FINANCIAL AID & BILLING		ICON
	Home > My Ap	pointments > Schedule Appointment				
	SCHEDULE	AN APPOINTMENT WITH A EN	GINEERING CAREER SEF	RVICES		
	»	Reason Exploring Engineering Interview Tips & Practice Job Offer Evaluation & Neg Resume & Cover Letter He Search Strategies & Resou	otiation jp rces (Internship/Co-ops or Job)			

4. After selecting a reason, the date/time for meetings ribbon appears and the appointment can be scheduled. At this time, you can add notes if there are specific topics you are looking to discuss.

• < >		h			a myul.ulowa.edu		Ċ		0 @ @	
	МуШ номе	COURSES	/ REGISTRATION			CIAL AID & BILLING			ICON	
	Home > My Appointments	> Schedule A	ppointment							
	SCHEDULE AN APP	OINTMENT	WITH A ENGIN	IEERING CAR	EER SERVICES	3				
	» Reason	Job Offer E	valuation & Negotial	ion \$						
	» Date/Time	Advisor	Mon, February 8, 2021	Tue, February 9, 2021	Wed, February 10, 2021	Thu, February 11, 2021	Fri, February 12, 2021	Sat, February 13, 2021	Next Week >> Sun, February 14, 2021	
		Travis Greenlee	No Times Available	9:00 AM 9:30 AM 1:30 PM 2:00 PM 2:30 PM	○ 1:00 PM ○ 2:30 PM	No Times Available	1:00 PM 1:30 PM 2:00 PM 2:30 PM	No Times Available	No Times Available	
	» Appointment Format			\$						
	Notes									
	Schedule Appointment			4					Cancel	