Scheduling an Appointment

Quick Steps

1. Click on "Request for Appointment" under the "Home" menu header.
2. Click the "Request for Appointment" button to continue.
3. Select the type of appointment from the drop-down menu and indicate what you would like to discuss with SAS staff.
4. Select at least four available time slots by clicking the times you are available to meet.
5. Click the "Submit Request for Appointment" button to complete your request.
6. SAS will confirm your appointment time via email.

Scheduling an Appointment

To schedule an appointment, click on the "**Request for Appointment**" link under the "Home" menu header.

Click the "**Request For Appointment**" button to continue.

REQUEST FOR APPOINTMENT

IMPORTANT NOTES

Select what type of appointment you prefer in the "Type" category below, let us know what you wish to discuss, a select at least 4 times you are available.

We will send a confirmation to you with an official meeting time once we review the request and find an available specialist.

[**Request For Appointment**]

Select the type of appointment from the drop-down menu and indicate what you would like to discuss with SAS staff using the fields in the "**Appointment Request Detail**" section.

Appointment Request Detail

Type *: In-Person Preferred

What would you like to speak to SAS about? *: I would like to discuss my accommodations for the fall.

Next, **select at least four available time slots** by clicking the times you are available to meet.

SELECT YOUR AVAILABILITY

Important Note: Please select at least **4** available time slot(s).

THURSDAY 07/22/2021	FRIDAY 07/23/2021	MONDAY 07/26/2021	TUESDAY 07/27/2021	WEDNESDAY 07/28/2021
09:00 AM - 10:00 AM	09:00 AM - 10:00 AM	09:00 AM - 10:00 AM	09:00 AM - 10:00 AM	09:00 AM - 10:00 AM
10:00 AM - 11:00 AM	10:00 AM - 11:00 AM	10:00 AM - 11:00 AM	**10:00 AM - 11:00 AM**	10:00 AM - 11:00 AM
11:00 AM - 12:00 PM	11:00 AM - 12:00 PM	11:00 AM - 12:00 PM	11:00 AM - 12:00 PM	11:00 AM - 12:00 PM
12:00 PM - 01:00 PM	**12:00 PM - 01:00 PM**	12:00 PM - 01:00 PM	**12:00 PM - 01:00 PM**	12:00 PM - 01:00 PM
01:00 PM - 02:00 PM	01:00 PM - 02:00 PM	01:00 PM - 02:00 PM	01:00 PM - 02:00 PM	01:00 PM - 02:00 PM
02:00 PM - 03:00 PM	02:00 PM - 03:00 PM	02:00 PM - 03:00 PM	02:00 PM - 03:00 PM	02:00 PM - 03:00 PM
03:00 PM - 04:00 PM	03:00 PM - 04:00 PM	03:00 PM - 04:00 PM	03:00 PM - 04:00 PM	03:00 PM - 04:00 PM
04:00 PM - 05:00 PM	04:00 PM - 05:00 PM	04:00 PM - 05:00 PM	04:00 PM - 05:00 PM	04:00 PM - 05:00 PM
05:00 PM - 06:00 PM	05:00 PM - 06:00 PM	05:00 PM - 06:00 PM	05:00 PM - 06:00 PM	05:00 PM - 06:00 PM

When you are done, click the "**Submit Request for Appointment**" button.

Once you have successfully submitted your request, you will see a "**System Update is Successful**" message at the top of the screen and your requested appointments will appear on the page.

REQUEST FOR APPOINTMENT

✓ SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.

IMPORTANT NOTES

Use the button below to submit a request for an appointment. We will send a confirmation to you with an official meeting time once we review the request and find an available specialist.

[**Request For Appointment**]

List Requests:
- Request Submitted on 07/21/2021 at 02:03:40 PM   Action: Modify   Cancel

Use the "**Modify**" and "**Cancel**" links to either modify or cancel your appointment request.