



Connect

Making an Appointment

Scheduling an Appointment

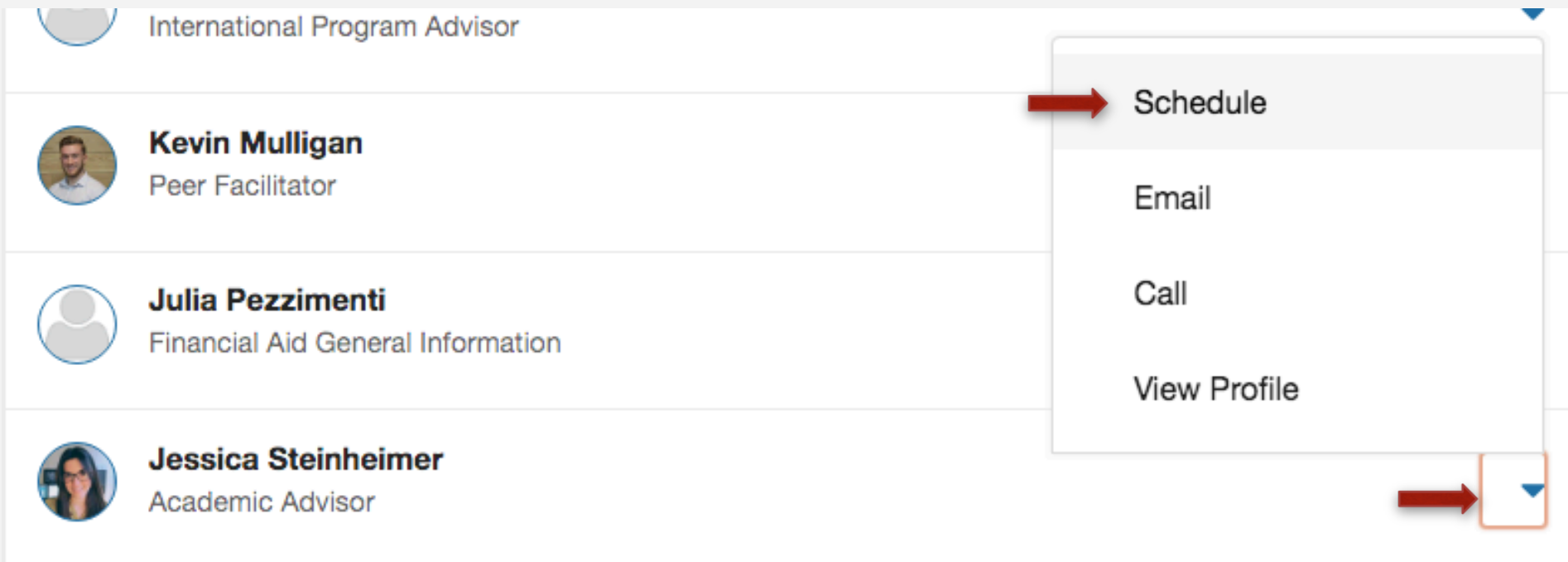
1. Go to web.ramapo.edu and click the red **Connect** button of the right side of the Intranet Home Page.
2. Go to the **My Success Network** channel in the drop-down on the left-hand side of the Connect main page.
 - This will display a list of all people on campus with whom you can make appointments. Find your advisor's name on this list.

The screenshot shows the 'My Success Network' interface. At the top is a blue header with a hamburger menu icon and the text 'My Success Network'. Below the header is a search bar with the placeholder text 'Search services and people' and a magnifying glass icon. Under the search bar is the text 'How can we help?'. Below that is the section 'Your Connections', which displays two columns of advisor profiles. Each profile includes a circular profile picture, the advisor's name, their title, and a downward-pointing arrow. A red arrow points to the profile of Jessica Steinheimer, who is an Academic Advisor.






Advisor Name	Advisor Title
Janet Capotele	Loan Counselor
Brianna Deglman	Peer Facilitator
Scott Frees	Instructor
Donna Lane-Baur	International Program Advisor
Kevin Mulligan	Peer Facilitator
Julia Pezzimenti	Financial Aid General Information
Jessica Steinheimer	Academic Advisor
Melissa Van Der Wall	Dean of Students
Janet Chocky	Instructor
Sarah Dwyer	Area Director
James Gillespie	Instructor
Catherine Magner	Krame Center General Information
Nicole Pedoto	Instructor
Peter Shalit	Krame Center General Information
Amery Thompson	Graduate Residence Director
Nicole Videla	Career Advisor

Scheduling an Appointment

1. Click on the drop-down next to your academic advisor, then click “Schedule”



The screenshot shows a list of academic advisors. The first entry is 'International Program Advisor' with a generic profile icon. The second entry is 'Kevin Mulligan', a Peer Facilitator, with a photo of a man. A dropdown menu is open next to his name, showing four options: 'Schedule', 'Email', 'Call', and 'View Profile'. A red arrow points to the 'Schedule' option. The third entry is 'Julia Pezzimenti', Financial Aid General Information, with a generic profile icon. The fourth entry is 'Jessica Steinheimer', Academic Advisor, with a photo of a woman. A red arrow points to the dropdown arrow icon next to her name.

	International Program Advisor	
	Kevin Mulligan Peer Facilitator	<div>Schedule Email Call View Profile</div>
	Julia Pezzimenti Financial Aid General Information	
	Jessica Steinheimer Academic Advisor	

Scheduling an Appointment

1. Click on the drop-down next to “Student Success Advisement”, then click “Continue”

☰ Schedule Appointment



Jessica Steinheimer
Academic Advisor, Advisor

What do you need help with?

Student Success Advisement



[CANCEL](#)

 [CONTINUE](#)

Scheduling an Appointment

1. Select which option you would like to schedule an appointment for, then click “Continue”

≡ Schedule Appointment



Jessica Steinheimer
Academic Advisor, Advisor

What do you need help with?

Student Success Advisement ^

☐ Academic Advisement Hold



☐ Academic Standing (GPA under 2.5)

☐ General Advisement

☐ Missed Orientation

☐ Study Abroad


[CANCEL](#)




CONTINUE

Scheduling an Appointment

1. Select an available time that works for you. You can select different days from the calendar on the left. Then click “Continue”.

 **Schedule Appointment**



Jessica Steinheimer
Academic Advisor, Advisor

What day and time works for you?

09-19-2018 → 09-21-2018

← **September 2018** →

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

☒ Show group meetings

Thursday, September 20 9 available

☐ 9:00 am - 9:30 am
D207 30m

☐ 10:30 am - 11:00 am
D207 30m

☐ 11:30 am - 12:00 pm
D207 30m

☐ 2:30 pm - 3:00 pm
D207 30m

☐ 4:00 pm - 4:30 pm
D207 30m

☐ 9:30 am - 10:00 am
D207 30m

☐ 11:00 am - 11:30 am
D207 30m

☐ 1:00 pm - 1:30 pm
D207 30m

☐ 3:30 pm - 4:00 pm
D207 30m

Friday, September 21 10 available

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Scheduling an Appointment

1. Review the appointment details and add any additional comments or concerns. Then click “Confirm”.

☰ Schedule Appointment



Jessica Steinheimer

Academic Advisor, Advisor

Does this look correct?



Date and Time

Thursday, September 20
9:00 am – 9:30 am

Location

D207
Please sign in for your appointment in room D207 - the Center for Student Success main office.

Reason for Visit

General Advisement [Change](#)

Course

[Add a course](#)

If you want, tell us a little bit about what's going on so we can help



[BACK](#)



CONFIRM