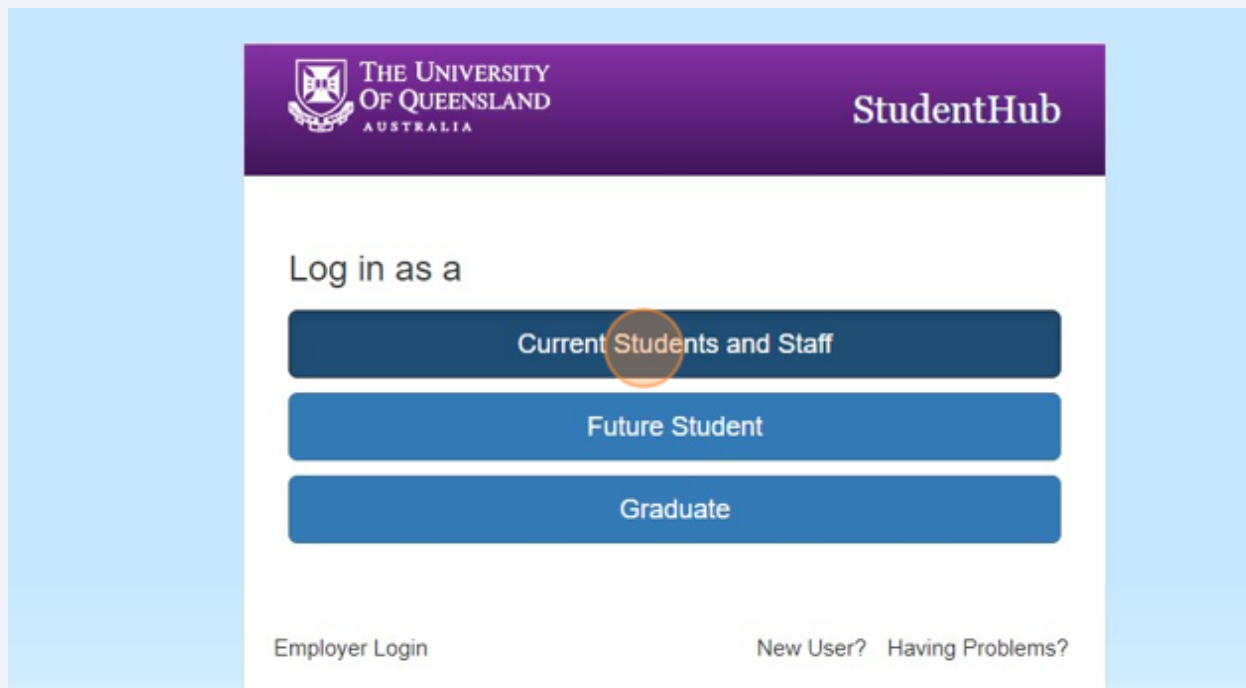


# How to Book an Appointment (Student)

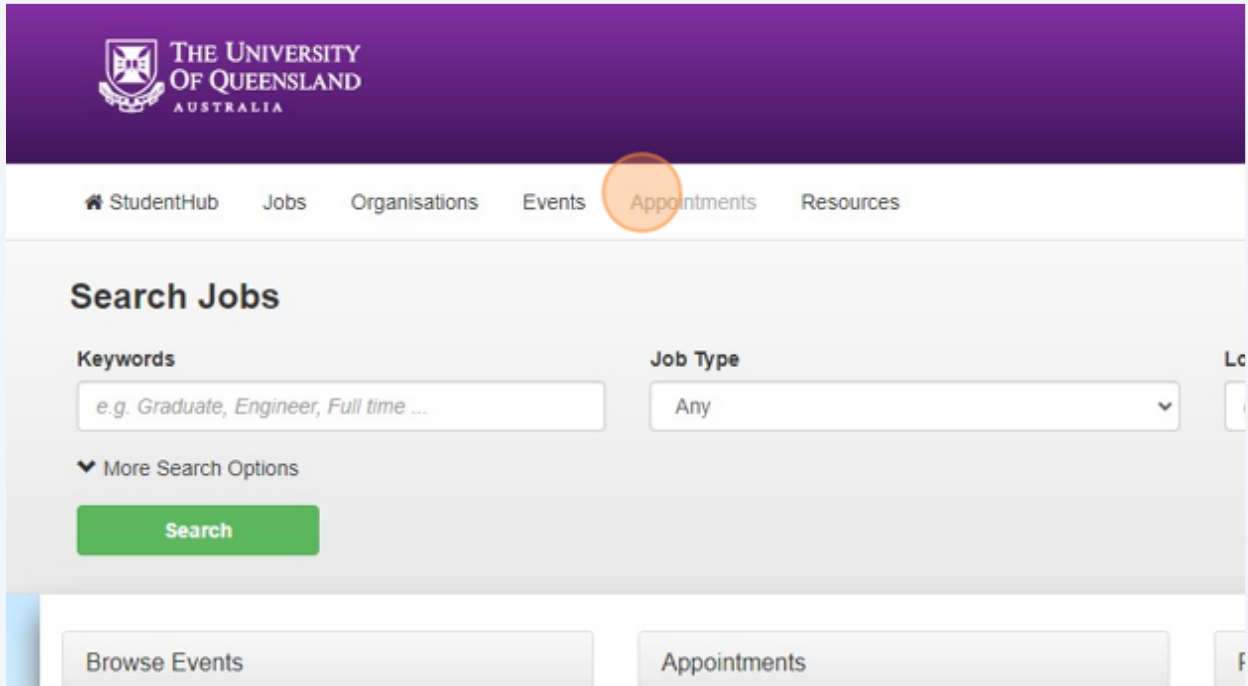
These steps will show how a student could schedule an appointment with an academic advisor.

- 1 Navigate to [studenthub.uq.edu.au](https://studenthub.uq.edu.au)

- 2 Click "Current Students and Staff"

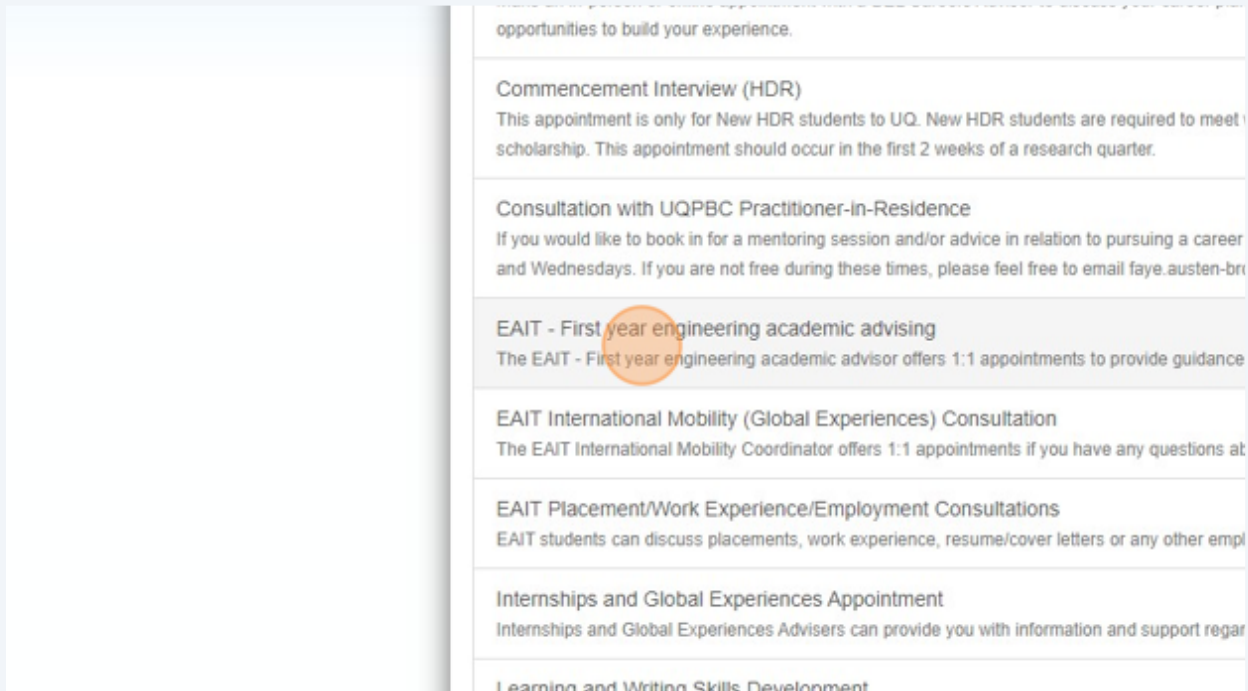


### 3 Click "Appointments"



The screenshot shows the top navigation bar of The University of Queensland Australia website. The 'Appointments' link is highlighted with an orange circle. Below the navigation bar is a 'Search Jobs' section with a 'Keywords' input field (containing 'e.g. Graduate, Engineer, Full time ...'), a 'Job Type' dropdown menu (set to 'Any'), and a green 'Search' button. At the bottom of the page, there are buttons for 'Browse Events' and 'Appointments'.

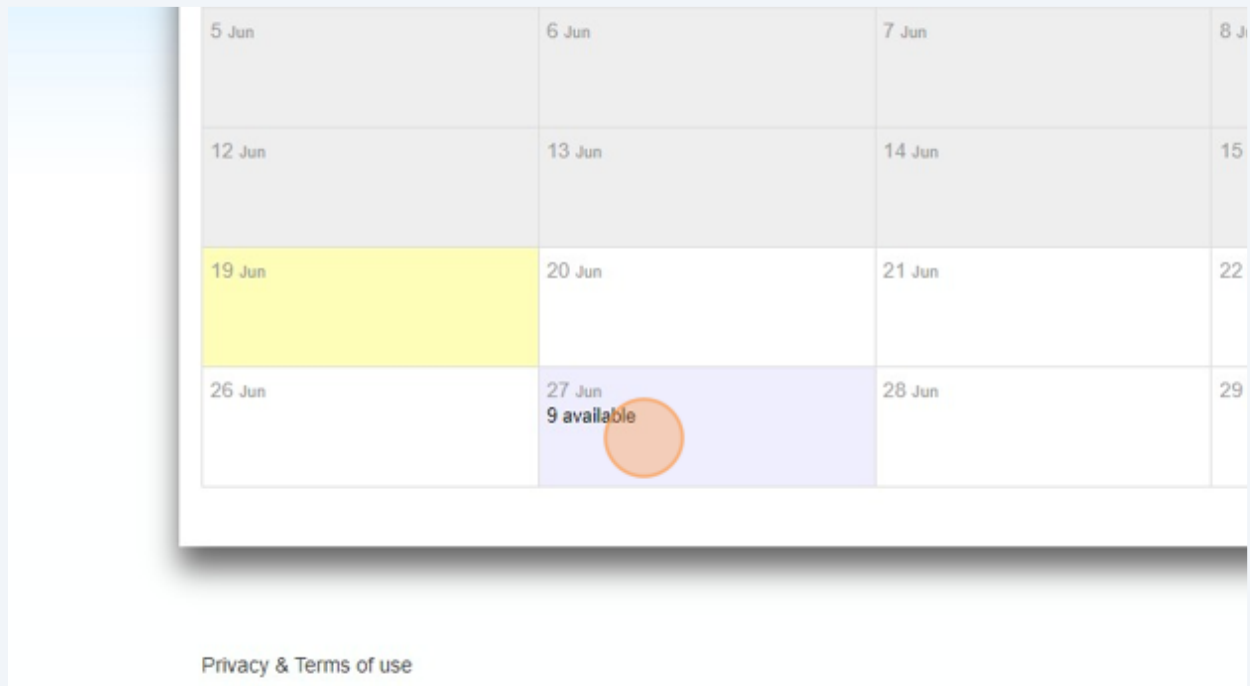
### 4 Click "EAIT - First year engineering academic advising."



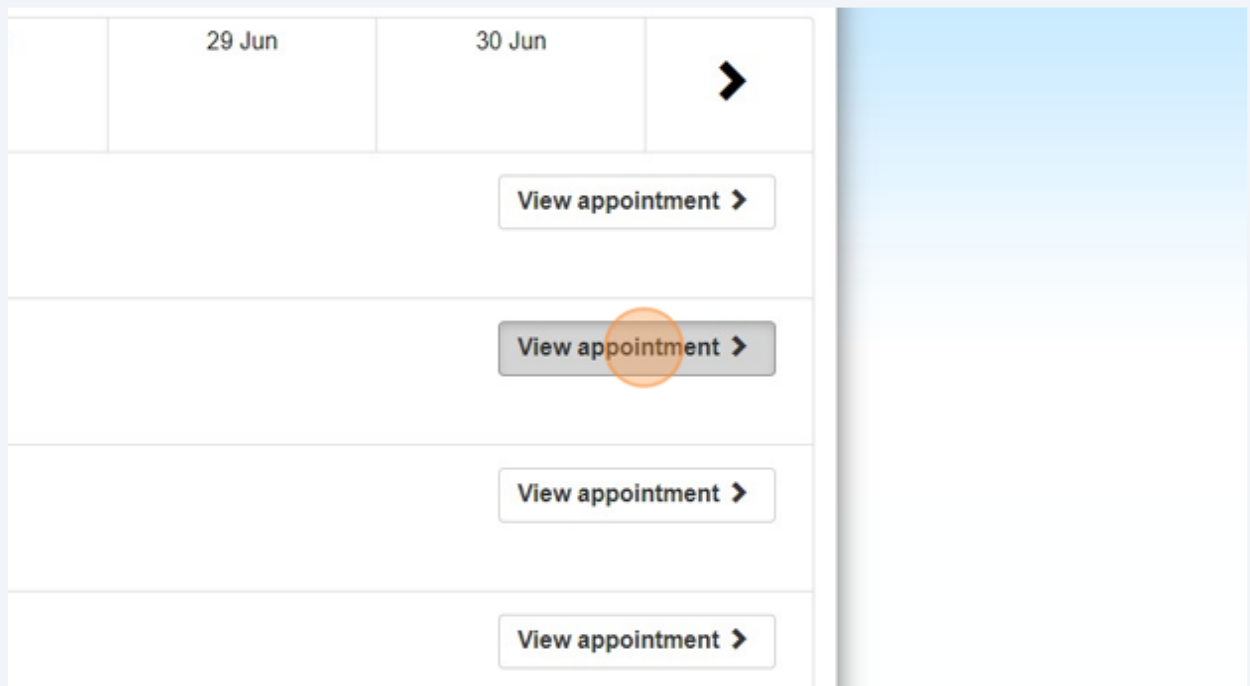
The screenshot shows a list of academic advising opportunities. The 'EAIT - First year engineering academic advising' option is highlighted with an orange circle. The list includes:

- opportunities to build your experience.
- Commencement Interview (HDR)  
This appointment is only for New HDR students to UQ. New HDR students are required to meet with a scholarship advisor. This appointment should occur in the first 2 weeks of a research quarter.
- Consultation with UQPBC Practitioner-in-Residence  
If you would like to book in for a mentoring session and/or advice in relation to pursuing a career in engineering, please contact the practitioner-in-residence on Tuesdays and Wednesdays. If you are not free during these times, please feel free to email faye.austen-bray@uq.edu.au
- EAIT - First year engineering academic advising**  
The EAIT - First year engineering academic advisor offers 1:1 appointments to provide guidance and support for first year engineering students.
- EAIT International Mobility (Global Experiences) Consultation  
The EAIT International Mobility Coordinator offers 1:1 appointments if you have any questions at all stages of your international mobility journey.
- EAIT Placement/Work Experience/Employment Consultations  
EAIT students can discuss placements, work experience, resume/cover letters or any other employment related matters.
- Internships and Global Experiences Appointment  
Internships and Global Experiences Advisers can provide you with information and support regarding internships and global experiences.
- Learning and Writing Skills Development

5 Click a suitable appointment date.



6 Select a suitable time and click "View appointment".



7 Fill in your contact number in the "Phone" field.

Welcome to the EAIT first-year engineering academic advising with Professor Caroline Crosthwaite guidance and support to students in their academic journey, including advice on course selection. To schedule an appointment with Professor Crosthwaite, simply choose a time slot that works best for you. You are required to double check their information before booking an appointment to ensure that their details are correct.

▼ Read more

You've chosen to discuss: **EAIT - First year engineering academic advising** Change topics

Appointment format: ☒ Advisor online meeting room

Phone (required)

Additional comments (10 characters required)

Attachments (optional)

or Drop items here

8 In the Additional Comments Field include:

- 1) Name: First Name | Last Name
- 2) Program of Study and year/semester: BSc Civil Engineering (First Year)
- 3) Reason of the appointment:

You've chosen to discuss: **EAIT - First year engineering academic advising** Change topics

Appointment format: ☒ Advisor online meeting room

Phone (required)

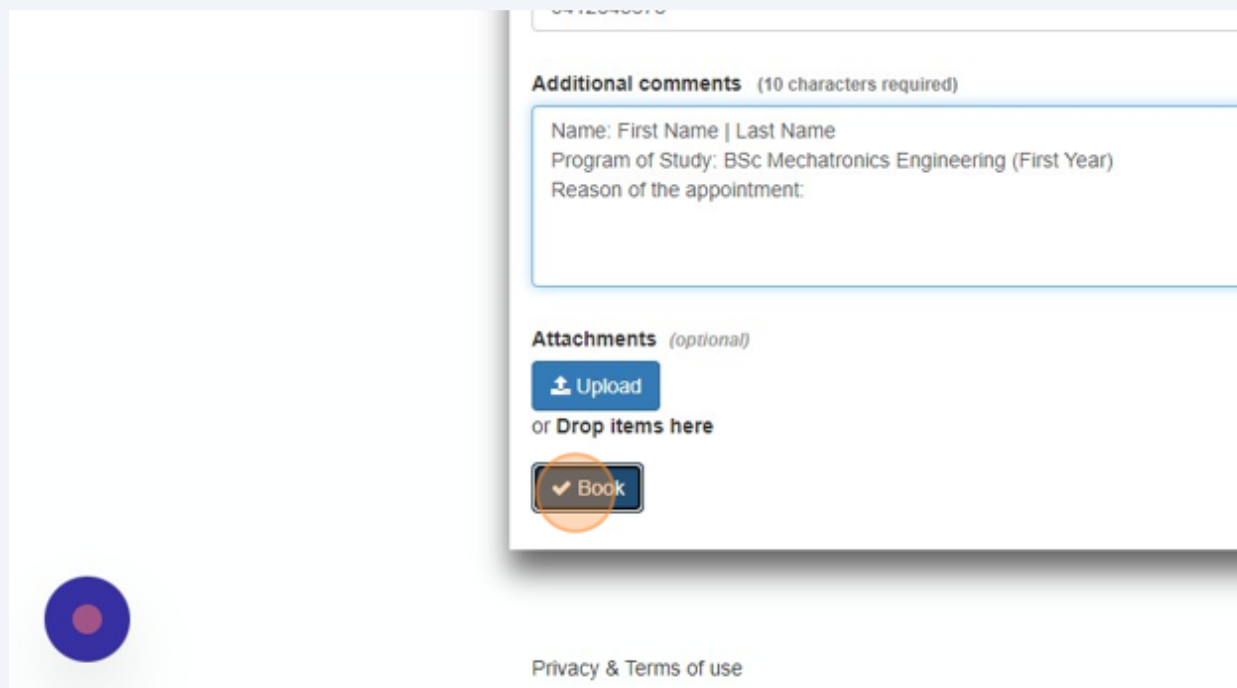
Additional comments (10 characters required)

Attachments (optional)

or Drop items here

9

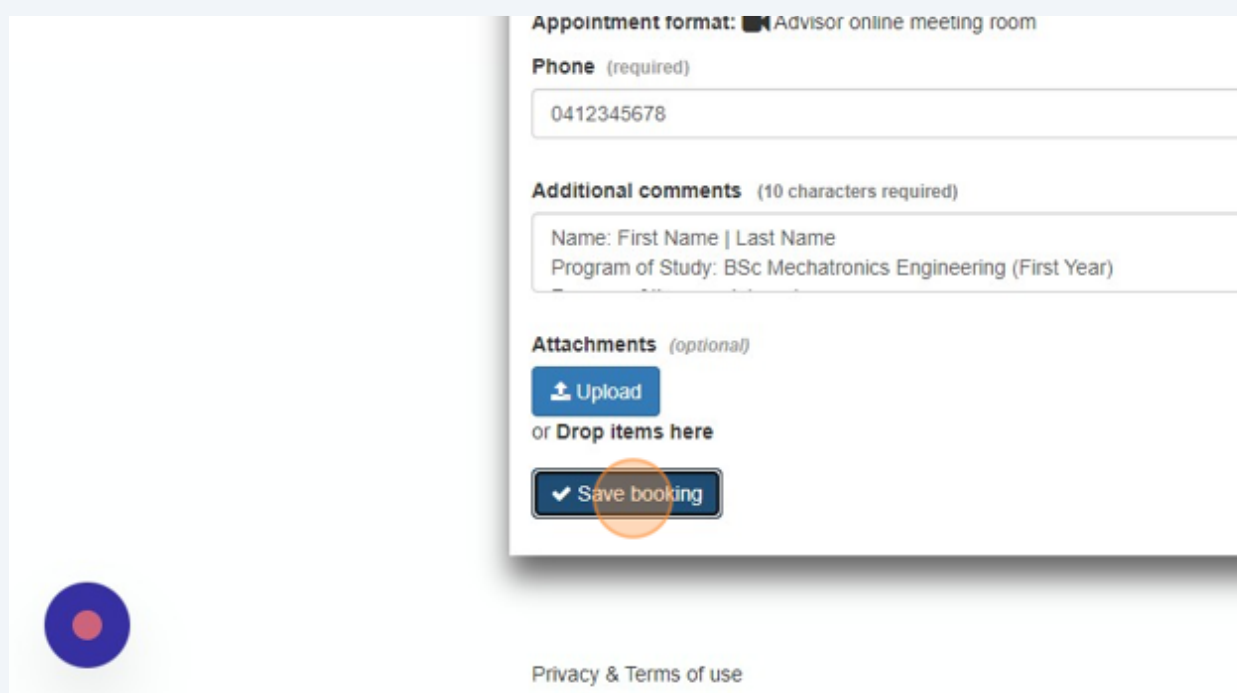
Once all the required fields are completed, click "Book" to confirm your appointment.



The screenshot shows a web form for booking an appointment. On the left is a large, empty white rectangular area. To its right is a form with the following sections: a header with a partially visible label, an 'Additional comments' section with a text area containing 'Name: First Name | Last Name', 'Program of Study: BSc Mechatronics Engineering (First Year)', and 'Reason of the appointment:'. Below this is an 'Attachments (optional)' section with an 'Upload' button and the text 'or Drop items here'. At the bottom of the form is a 'Book' button with a checkmark icon, which is highlighted with an orange circle. At the bottom left of the form area is a blue circular icon with a red center. At the bottom right is a link for 'Privacy & Terms of use'.

10

Click "Save booking"



The screenshot shows the same web form as in step 9, but with additional fields. The 'Appointment format' is set to 'Advisor online meeting room'. A 'Phone (required)' field contains the number '0412345678'. The 'Additional comments' section is the same as in step 9. The 'Attachments (optional)' section is also the same. At the bottom of the form is a 'Save booking' button with a checkmark icon, which is highlighted with an orange circle. The blue circular icon with a red center and the 'Privacy & Terms of use' link are also present.

- 11 Click "Add to Calendar" to add the RSVP in the personal calendar.

Caroline Crosthwaite

Your booking has been saved

**You are booked into this appointment.**

⚠ Failure to attend will lead to you being marked as absent and may result in you being banned from making event and appointments.

You can cancel / edit your booking up until **26 Jun 2023, 10:15 am**

[Join meeting room](#) [Cancel Booking](#) [Add to Calendar](#)

**Appointment Details**

Welcome to the EAIT first-year engineering academic advising with Professor Caroline Crosthwaite, our experienced academic advisors provide guidance and support to students in their academic journey, including advice on course selection and program planning.

To schedule an appointment with Professor Crosthwaite, simply choose a time slot that works best for you from the available slots. Students are required to double check their information before booking an appointment to ensure that their details are up to date and correct.

▼ [Read more](#)