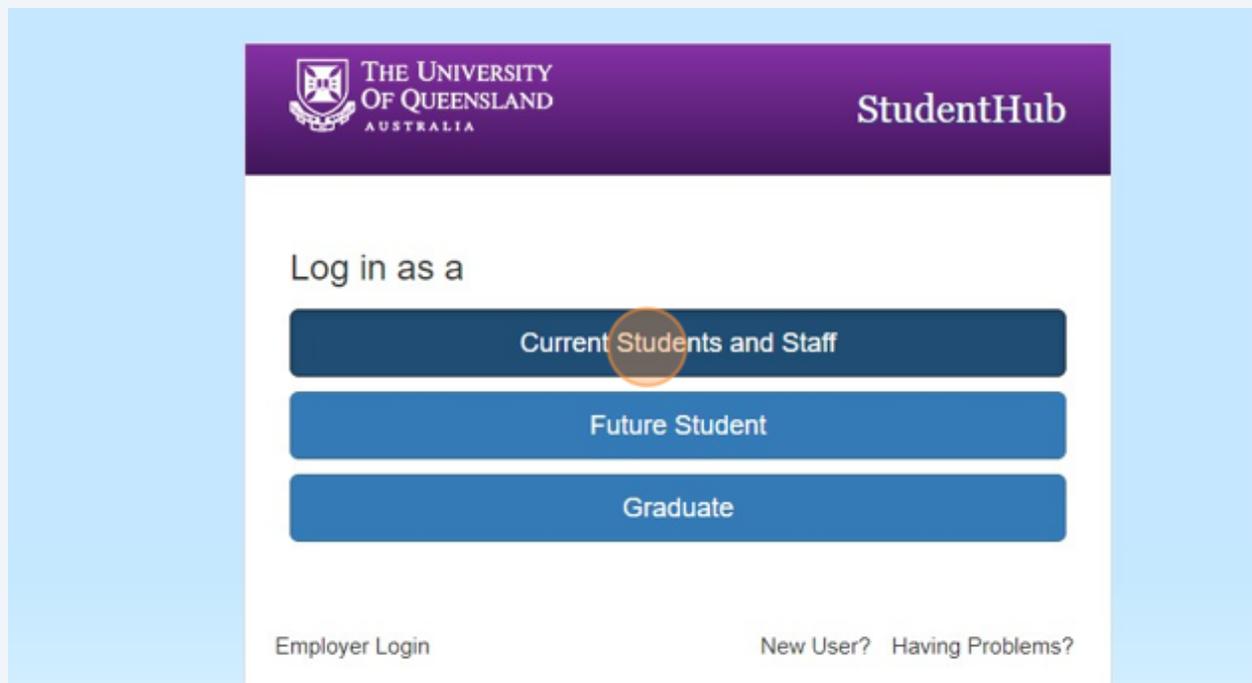


How to Book an Appointment (Student)

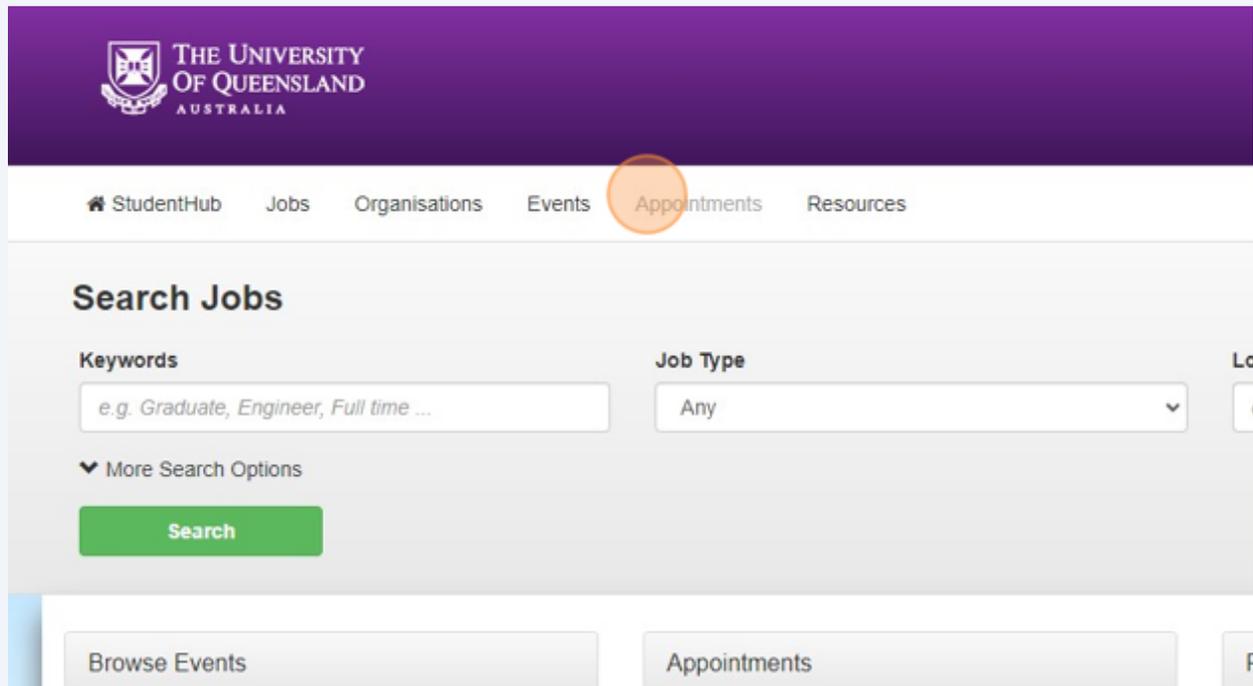
These steps will show how a student could schedule and appointment with an academic advisor.

1 Navigate to studenthub.uq.edu.au

2 Click "Current Students and Staff"

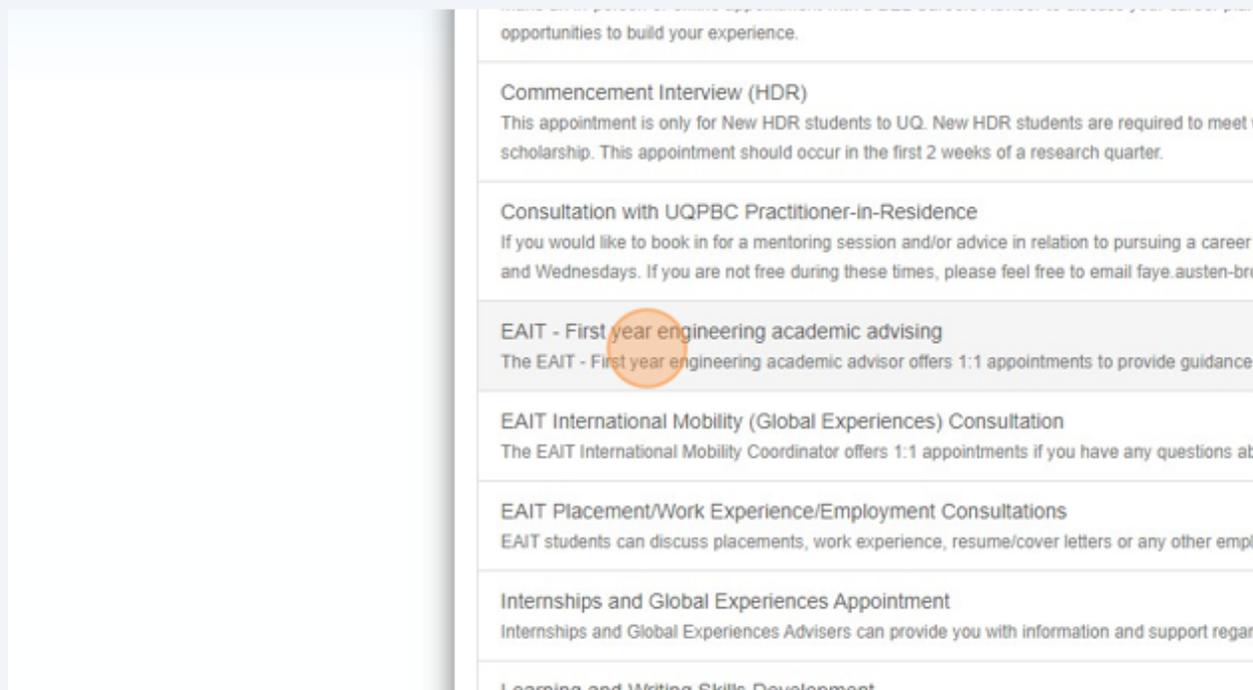


3 Click "Appointments"



The screenshot shows the top navigation bar of The University of Queensland Australia website. The 'Appointments' menu item is highlighted with an orange circle. Below the navigation bar is a 'Search Jobs' section with a search form. The search form includes a 'Keywords' field with the placeholder text 'e.g. Graduate, Engineer, Full time ...', a 'Job Type' dropdown menu set to 'Any', and a green 'Search' button. Below the search form are two buttons: 'Browse Events' and 'Appointments'.

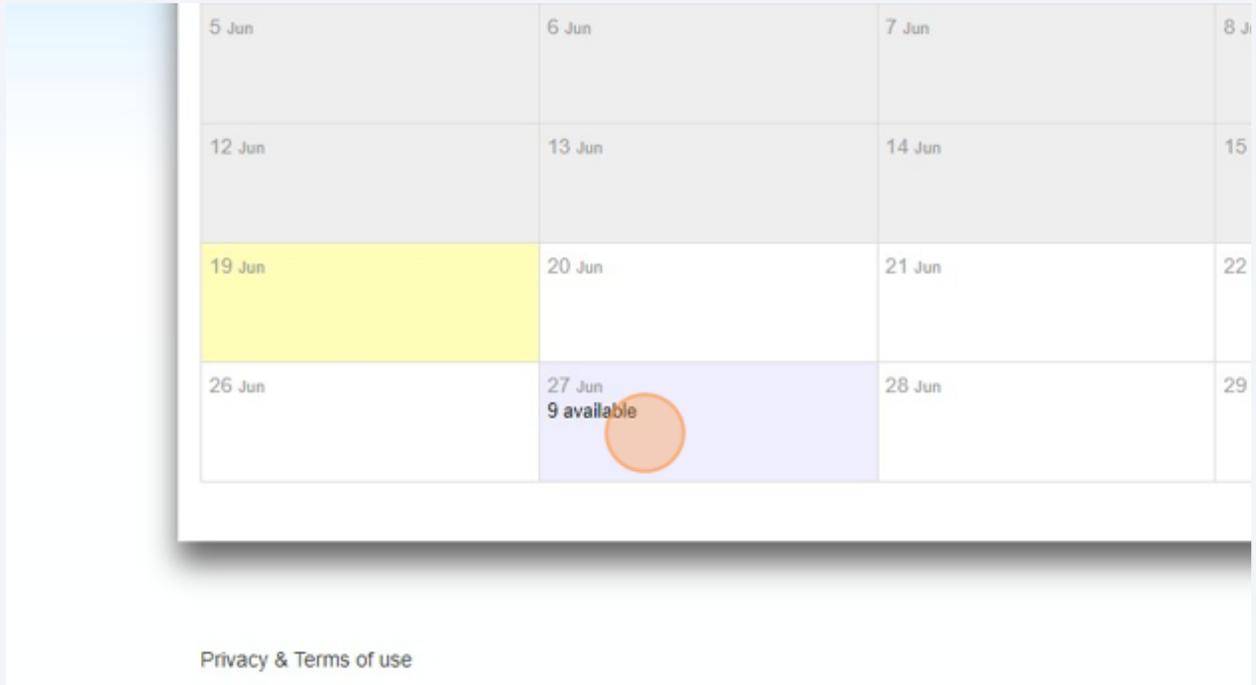
4 Click "EAIT - First year engineering academic advising."



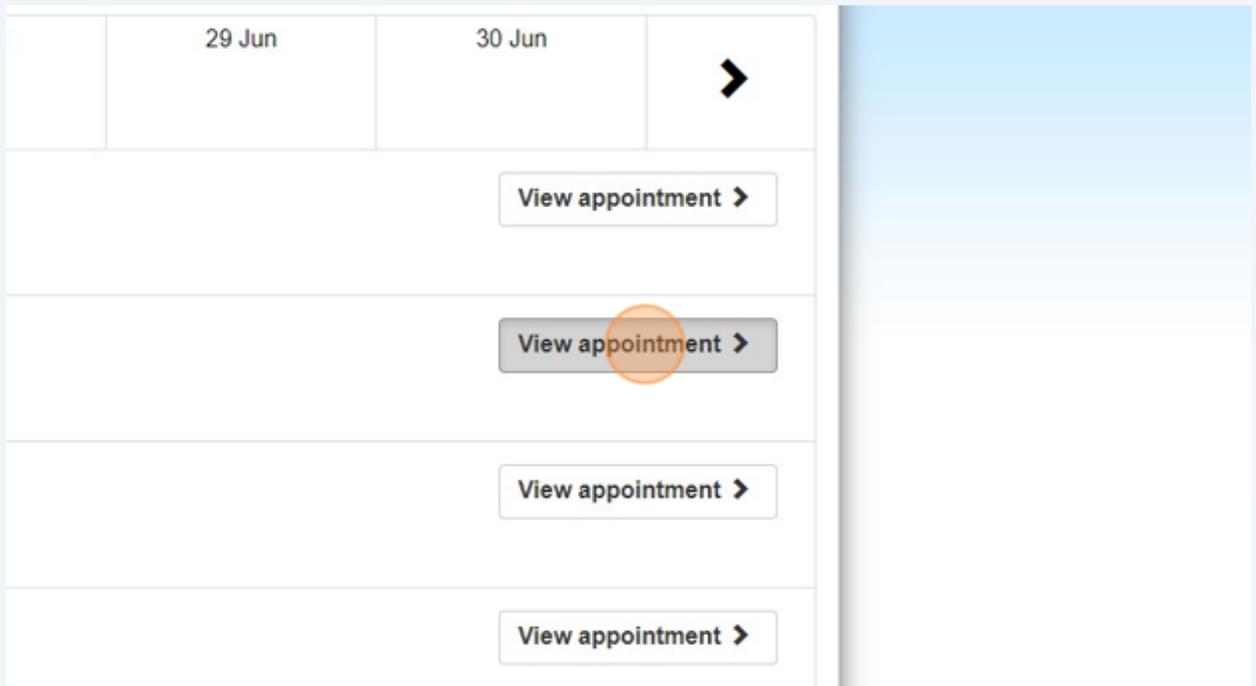
The screenshot shows a list of appointment types on the website. The 'EAIT - First year engineering academic advising' item is highlighted with an orange circle. The list includes the following items:

- 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 for a commencement interview to receive their scholarship. 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 the industry, please contact the Practitioner-in-Residence on 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 process.
- 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 your internship and global experiences.
- Learning and Writing Skills Development**

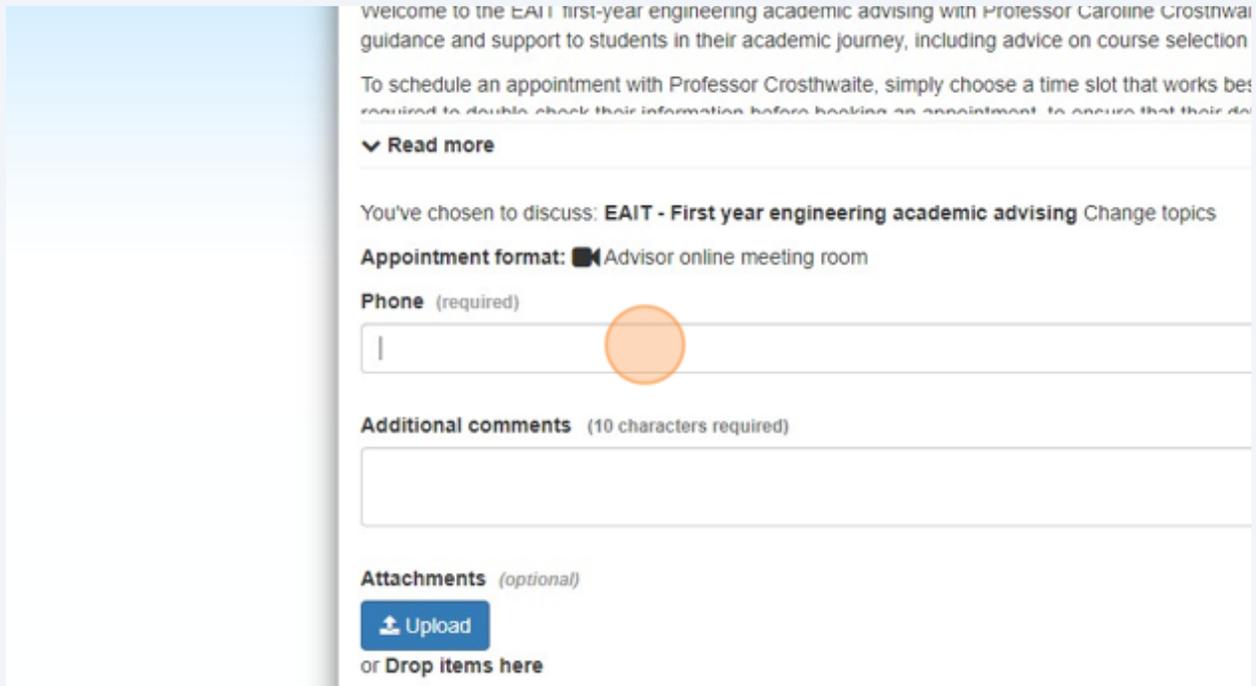
5 Click a suitable appointment date.



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)

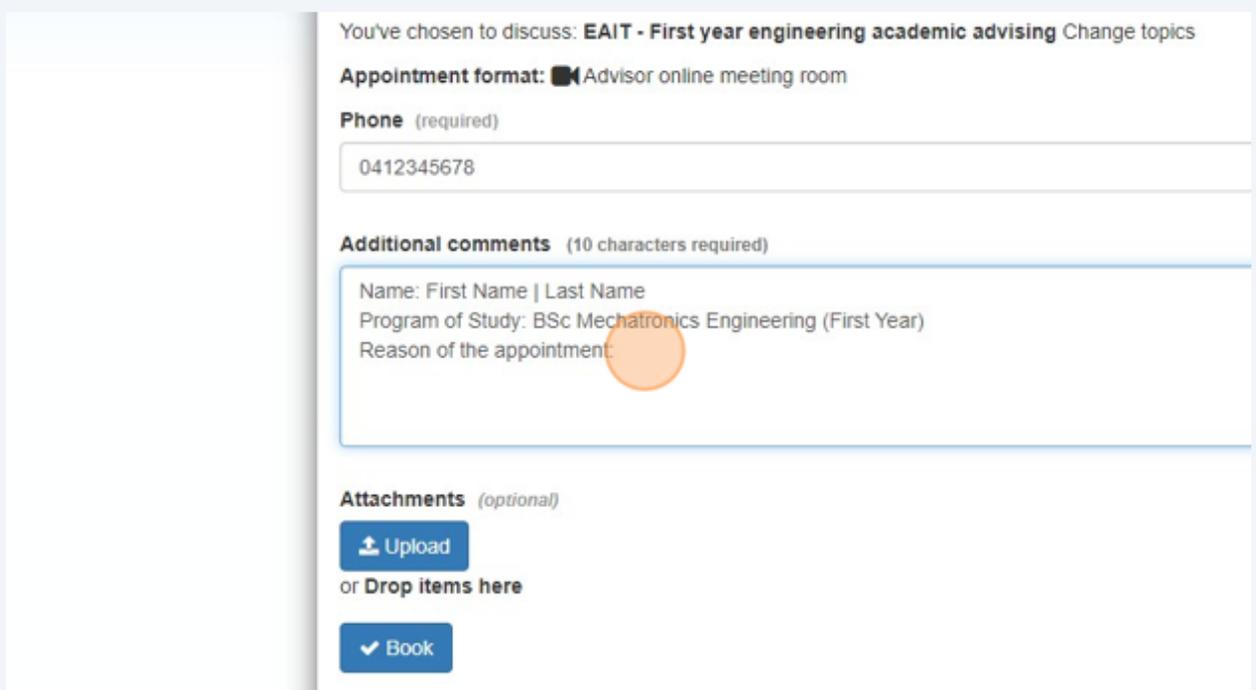
Additional comments (10 characters required)

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)

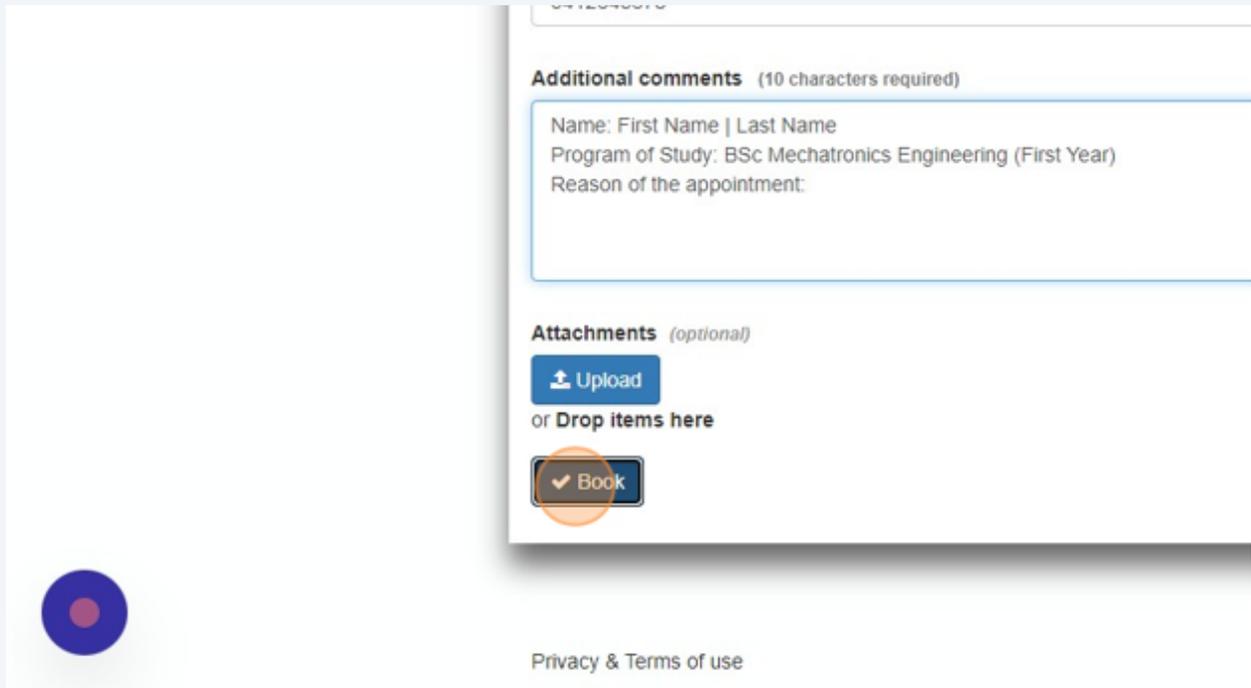
Additional comments (10 characters required)

Attachments (optional)

or Drop items here

9

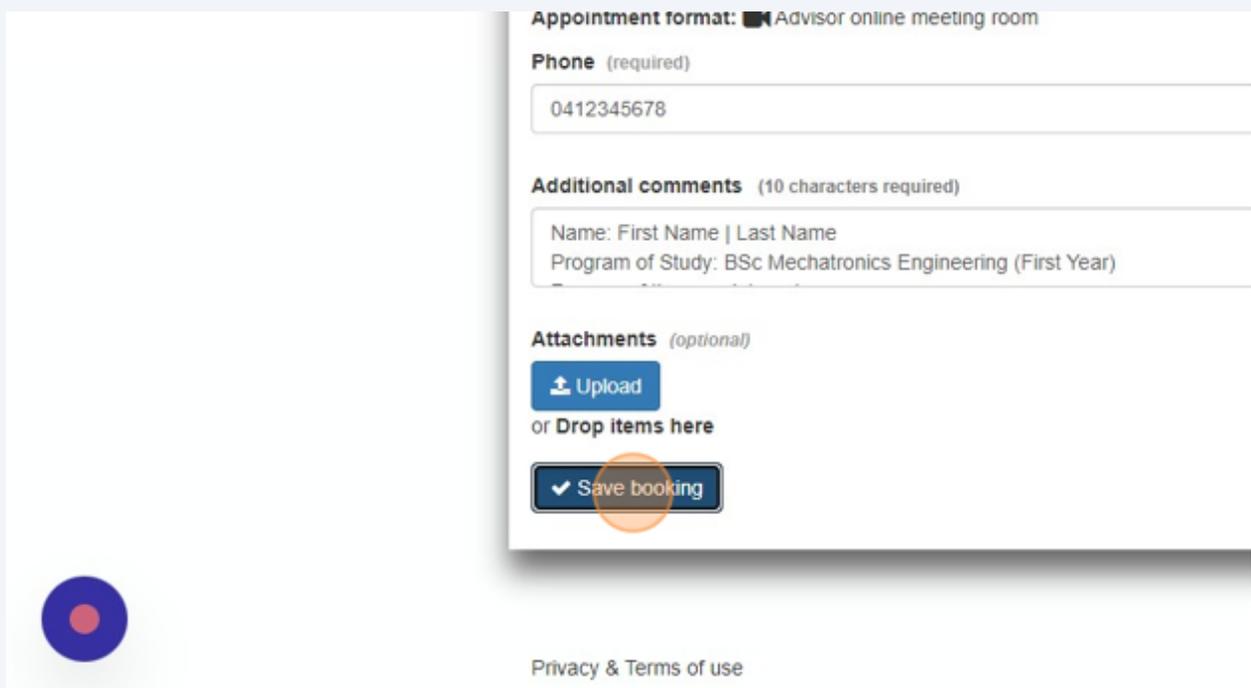
Once all the required fields are completed, click "Book" to confirm your appointment.



A screenshot of a web form for booking an appointment. The form is partially filled out. At the top, there is a text input field containing the number '0412345678'. Below this is a section titled 'Additional comments (10 characters required)' with a text area containing the following text: 'Name: First Name | Last Name', 'Program of Study: BSc Mechatronics Engineering (First Year)', and 'Reason of the appointment:'. Below the comments section 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. In the bottom left corner of the form area, there is a blue circular icon with a red center. At the bottom right, there is a link for 'Privacy & Terms of use'.

10

Click "Save booking"



A screenshot of a web form for booking an appointment. The form is partially filled out. At the top, there is a section titled 'Appointment format:' with a dropdown menu set to 'Advisor online meeting room'. Below this is a 'Phone (required)' section with a text input field containing the number '0412345678'. Below the phone field is a section titled 'Additional comments (10 characters required)' with a text area containing the following text: 'Name: First Name | Last Name' and 'Program of Study: BSc Mechatronics Engineering (First Year)'. Below the comments section is an 'Attachments (optional)' section with an 'Upload' button and the text 'or Drop items here'. At the bottom of the form is a 'Save booking' button with a checkmark icon, which is highlighted with an orange circle. In the bottom left corner of the form area, there is a blue circular icon with a red center. At the bottom right, there is a link for 'Privacy & Terms of use'.

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 options. Students are required to double check their information before booking an appointment to ensure that their details are up to date and accurate.

▼ [Read more](#)