Directions for scheduling an Individual Consultation (IC) appointment:

1. Log on to your 49er Express
2. Under your “My 49er” tab, on the bottom right, look for the “My Advising” block and select “Click to Access Niner Advisor”
3. In Niner Advisor, find the “Academic Support and Tutoring Centers” block, here you will find a link to Individual Consultation (UCAE) select this link, which will take you to the Individual Consultation scheduling page.
4. Select the appointment month (you should not need to change the default appointment year).

5. Click on Filter

**IMPORTANT NOTE:** After the system has filtered, you must click the blue hyperlink called “Appointments Available” on the calendar that corresponds with the date you’d like to schedule. The system will then pull up more information about appointment times and specific GAs. *This may take a few minutes.*

6. After the appointments have filtered, you may select the Graduate Assistant (GA) and time you prefer. **If an appointment time is less than 24 hours away, it will not let you book the appointment. You must schedule all appointments 24 hours in advance.**

7. Select an appointment time to schedule a visit with the corresponding GA.

8. Enter your current phone number in case UCAE needs to contact you about the appointment.

9. You may write a message to your GA (which is optional) about what you’d like to discuss and you may upload a document that you can later reference in the IC appointment.

10. Select “Confirm Appointment”.

*Updated 1/24/2013*
11. You will receive an automated confirmation email after you’ve successfully scheduled the appointment. **DO NOT RESPOND DIRECTLY TO THIS EMAIL**

Please Read Our Student Expectations:

- I agree to notify UCAE by calling if I need to cancel a **same day (less than 24 hours notice)** appointment. Email cancelations to the GA or the Learning Lab are not accepted at this time. All correspondence about your appointment needs to be through the UCAE Office **704-687-2162 / Fretwell 330**.

- **Please note:** any time you wish to cancel your appointment, it will count against you. At this time students are allowed to cancel an appointment THREE TIMES before you are deactivated and cannot book any future appointments without being reactivated by a UCAE staff member.

- I understand **after one no-show** (a missed appointment without proper cancellation) or after **three cancellations I will be ineligible to schedule IC sessions and will be deactivated from the system until appropriate actions are taken to be reinstated**.

*This policy is subject to change as we continue to adapt our new scheduling system to better serve our needs and yours. We understand cancelations in advance will happen and we appreciate your consideration to call us ahead of time.*