

How to Schedule, Cancel or Reschedule an Advising Appointment

Fall 2020



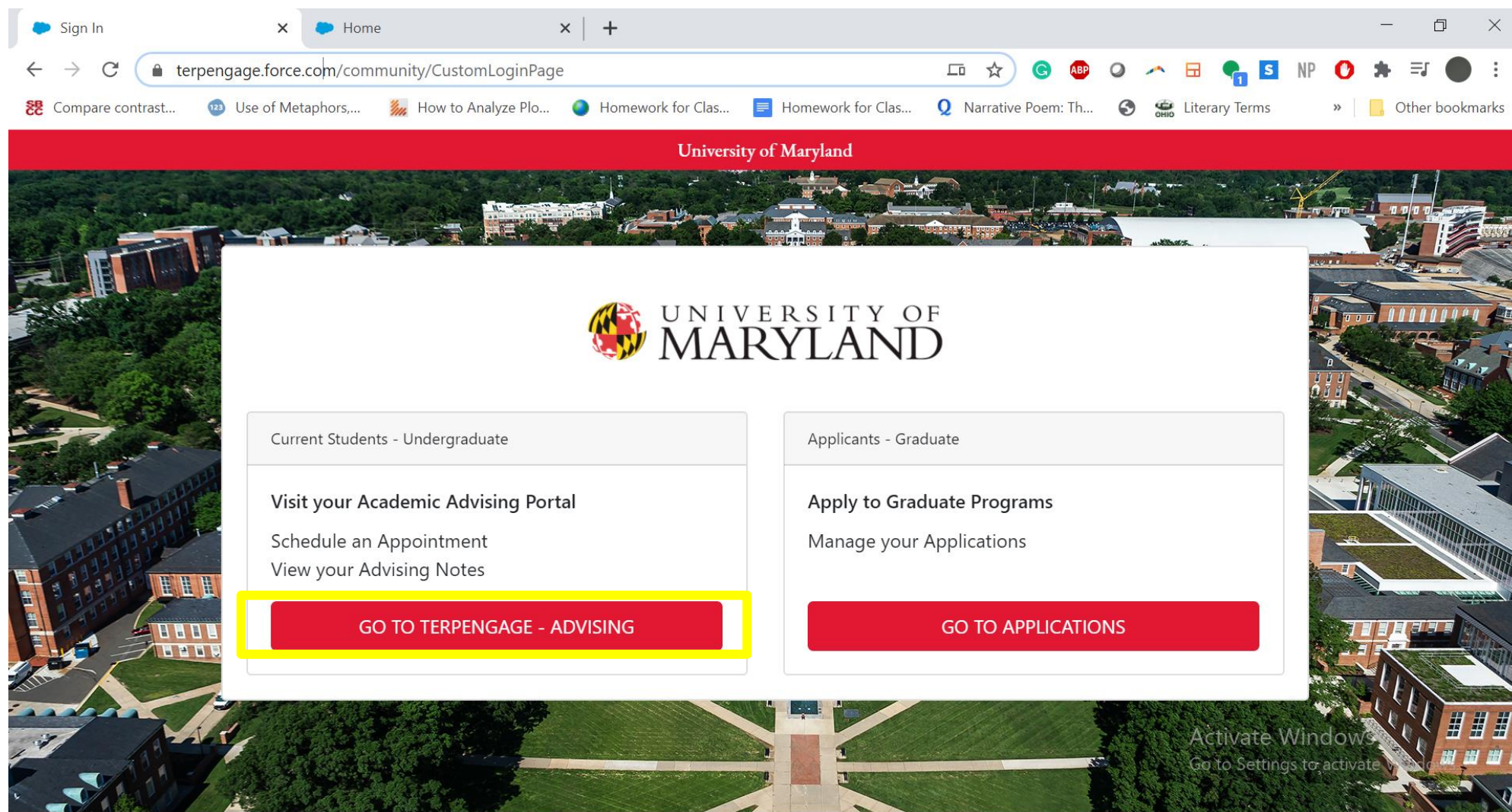
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Scheduling an Appointment

Step 1: Registering

- Click on the [link](#) to get to the site below and click “**GO TO TERPENGAGE – ADVISING**”



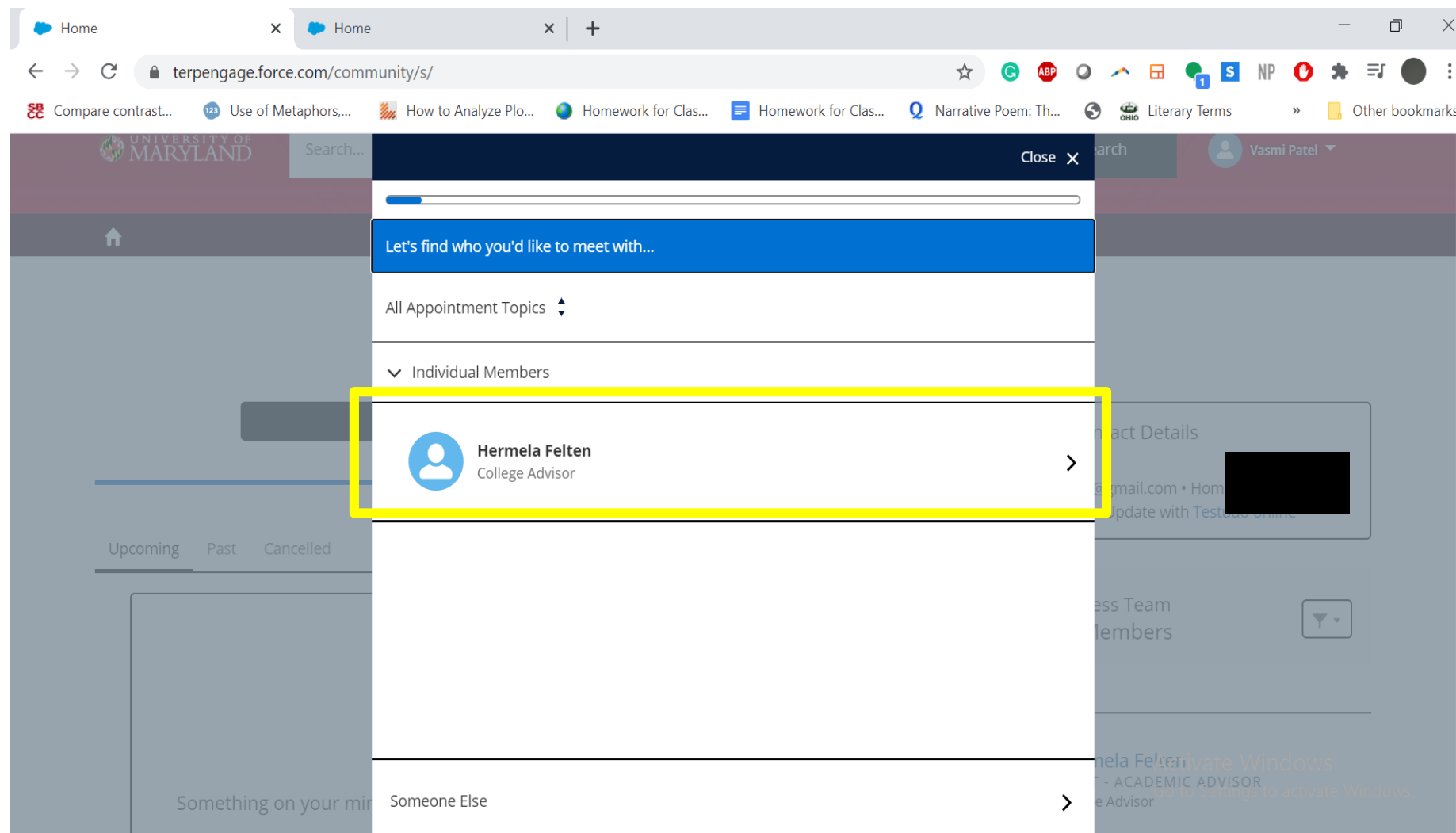
Step 2: Scheduling the Appointment

- Click on “Schedule an Appointment” button

The screenshot shows a web browser window with the URL `terpengage.force.com/community/s/`. The page header includes the University of Maryland logo, a search bar, and a user profile for Vasmi Patel. The main content area is titled "Welcome To TerpEngage" and includes the subtitle "Schedule and manage appointments, and confirm your contact information". A prominent black button labeled "Schedule an Appointment" is highlighted with a yellow rectangular box. Below this button, there are tabs for "Upcoming", "Past", and "Cancelled". The "Upcoming" tab is selected, and the main content area displays a calendar icon and the text "No appointments to show.". On the right side of the page, there is a section for "Your Contact Details" showing the email `vasmipatel123@gmail.com` and a "Success Team" section with a dropdown menu for "All Members". At the bottom right, there is a notification for "Hermela Felten" with the role "BMGT - ACADEMIC ADVISOR".

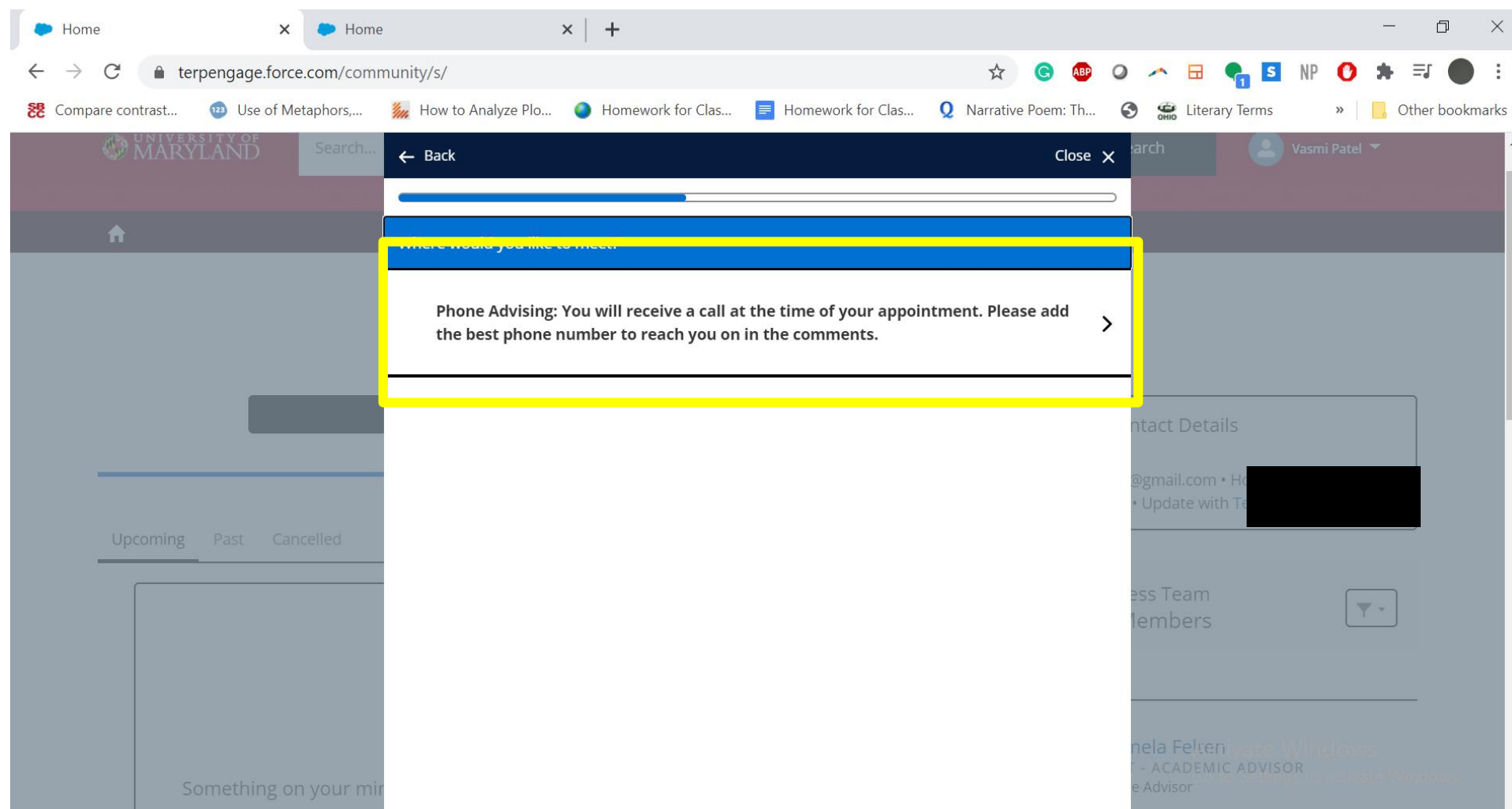
Step 3: Following Through Scheduling

- Click on the Advisor you want to meet with



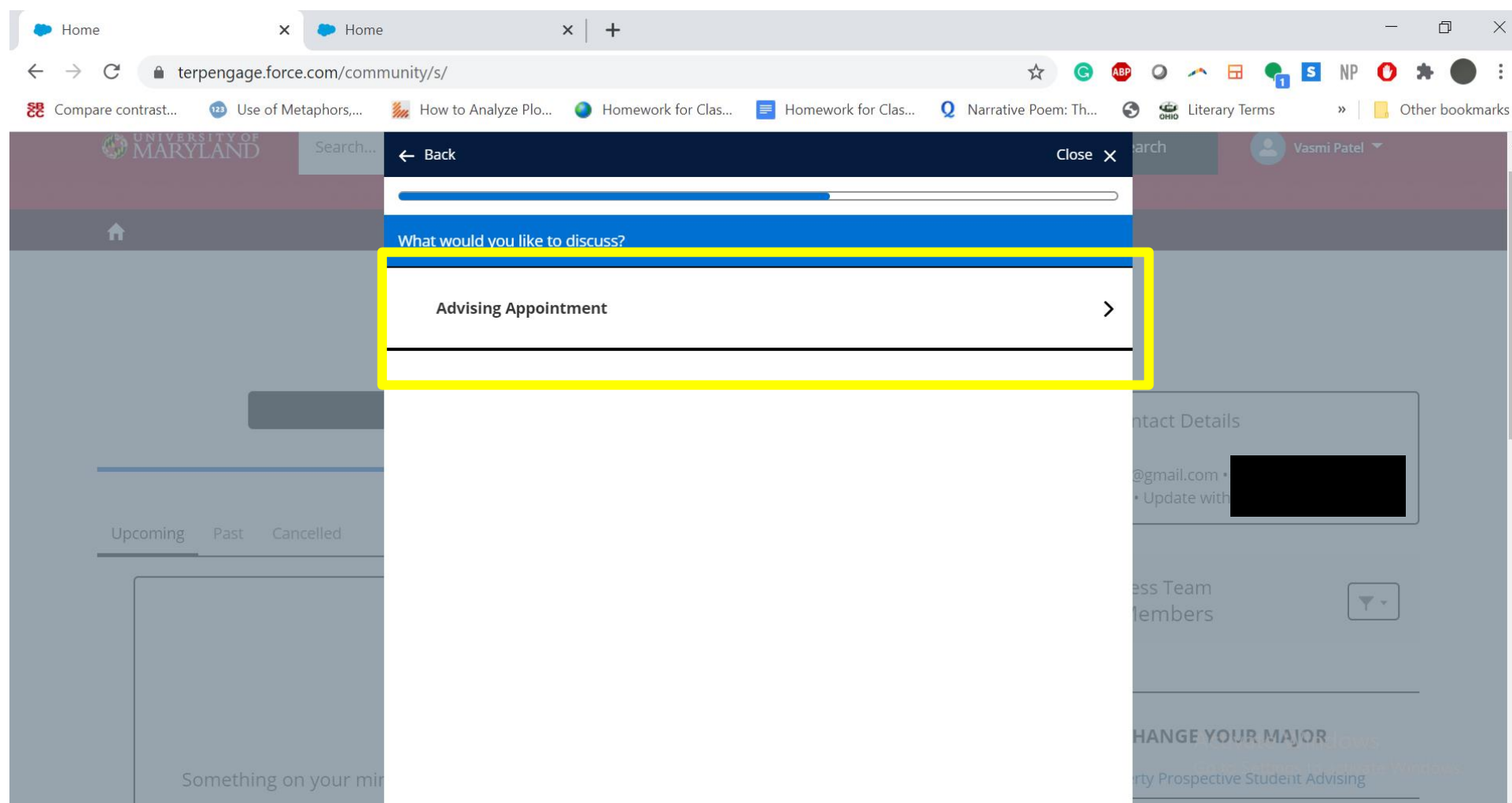
Step 3: Following Through Scheduling (cont.)

- Click the type of advising option, here it is phone advising because of *coronavirus*



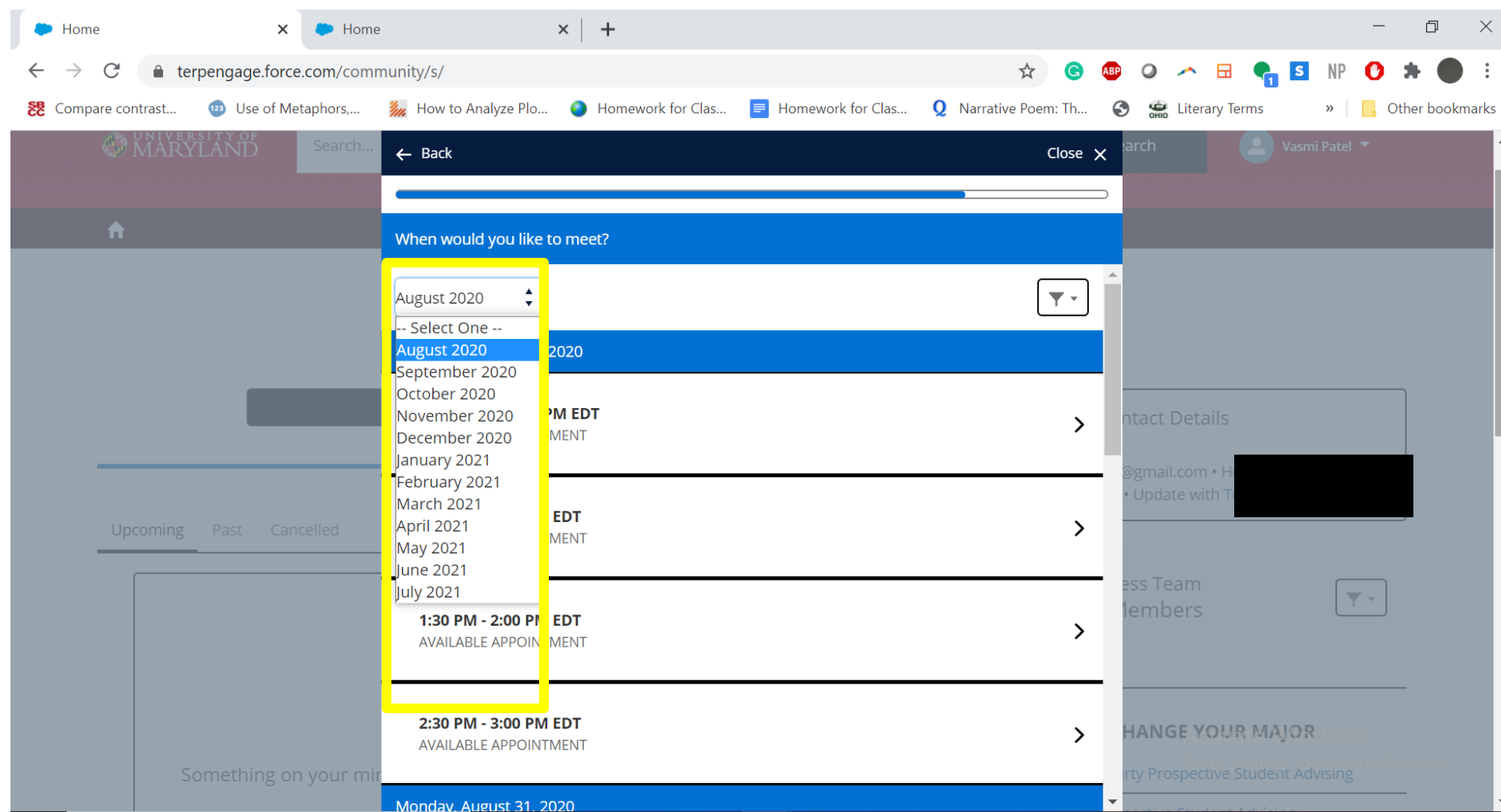
Step 3: Following Through Scheduling (cont.)

- Click what you would like to discuss, which is **“Advising Appointment”** in this case



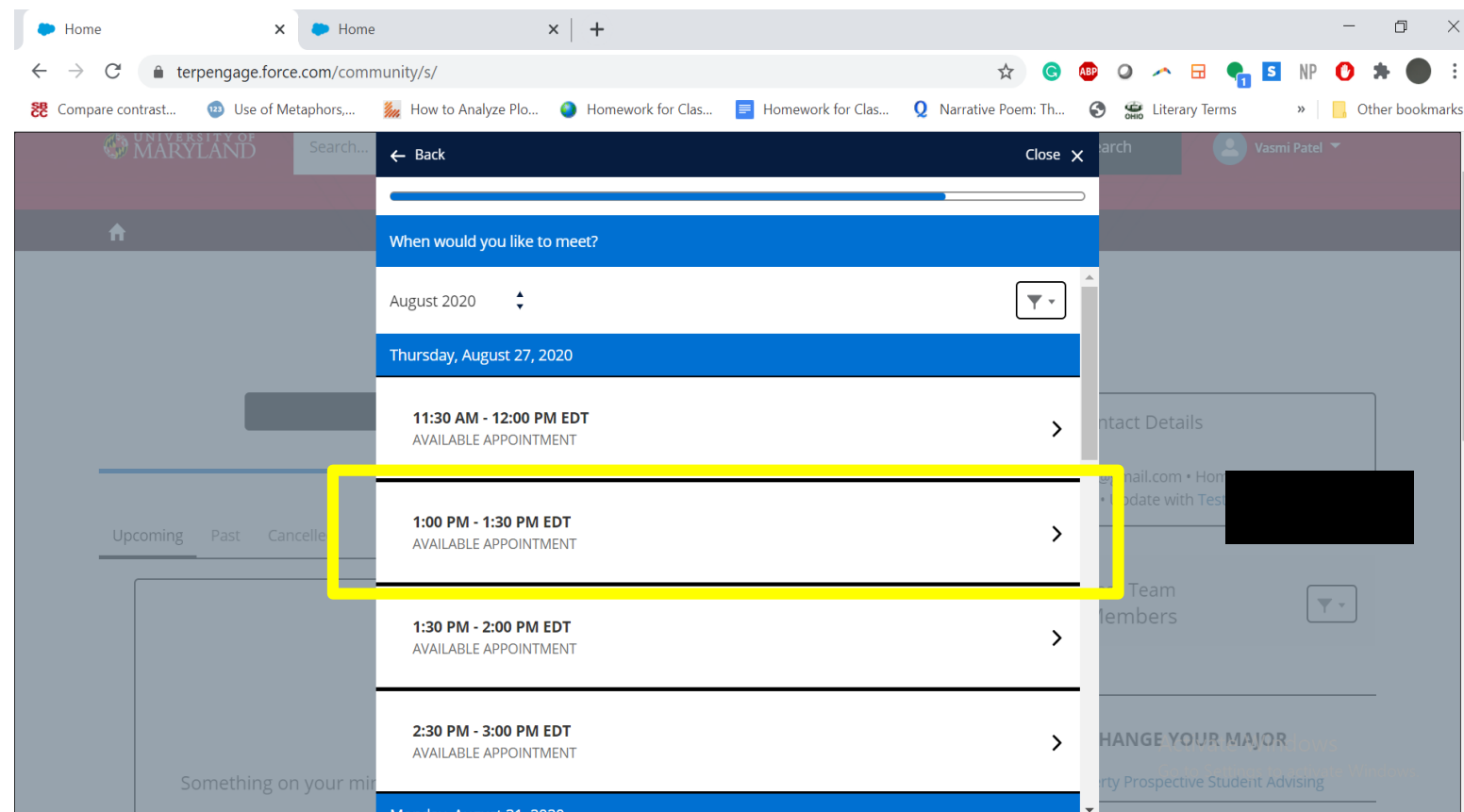
Step 3: Following Through Scheduling (cont.)

- Click what Month and Year you would like to meet under the drop-down menu



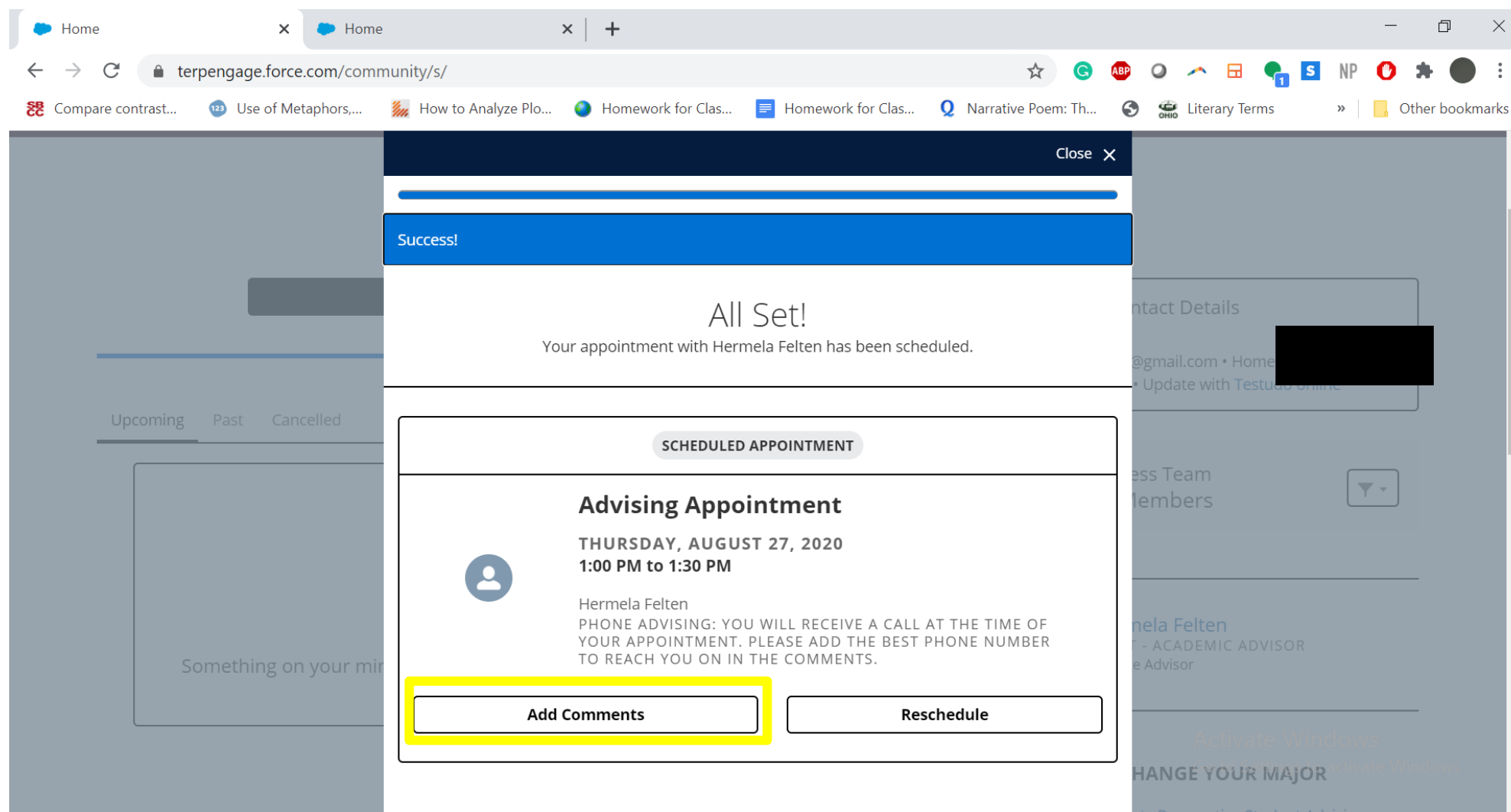
Step 3: Following Through Scheduling (cont.)

- Click what day and time you want to meet. There are different dates when you scroll through.
- I chose Thursday, August 27, 2020 between 1:00 PM – 1:30 PM EDT in this case.



Step 3: Following Through Scheduling (cont.)

- Click “Add Comments”



Step 3: Following Through Scheduling (cont.)

- Enter the best number to reach you at into the comments section as well as what you'd like to discuss, if anything, and then click **Save**.

terpengage.force.com/community/s/

Success!

SCHEDULED APPOINTMENT

Advising Appointment

THURSDAY, AUGUST 27, 2020
1:00 PM to 1:30 PM

Hermela Felten
PHONE ADVISING: YOU WILL RECEIVE A CALL AT THE TIME OF YOUR APPOINTMENT. PLEASE ADD THE BEST PHONE NUMBER TO REACH YOU ON IN THE COMMENTS.

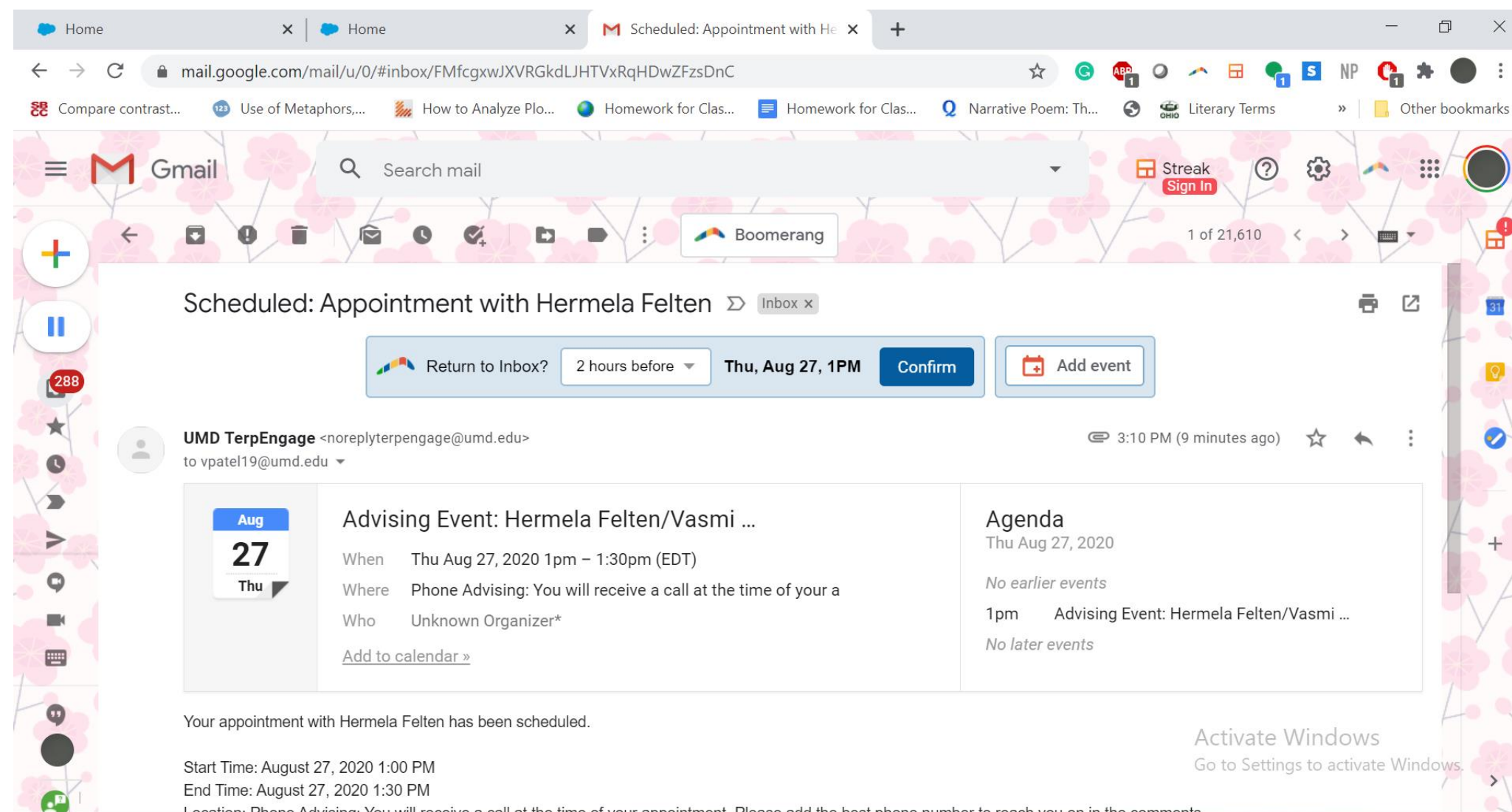
What would you like to talk about?

123-234-5678

Cancel Save

Step 4: Making Sure the Appointment Went Through

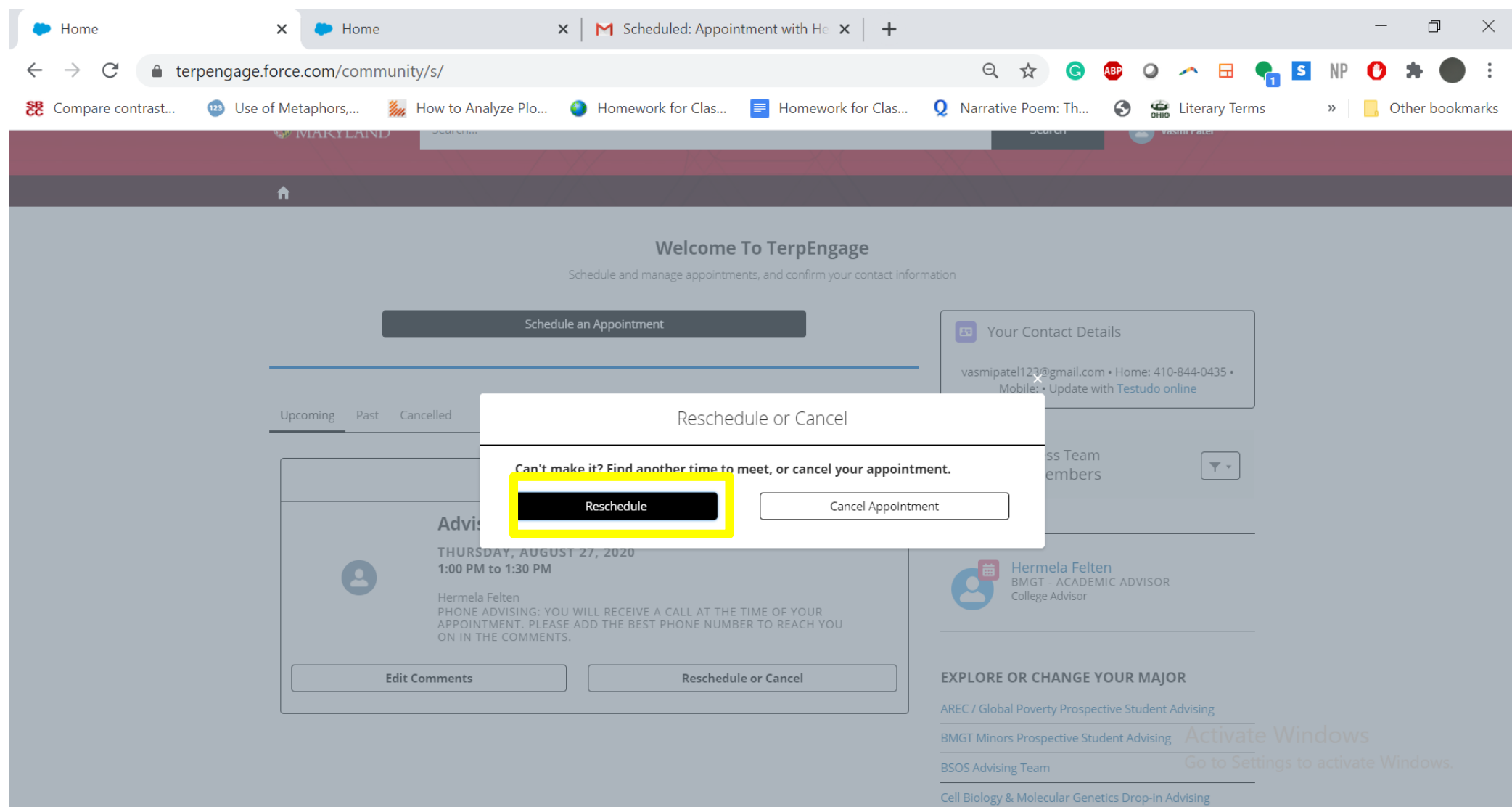
- You should receive a confirmation email for the appointment.



Rescheduling an Appointment

Step 1: Click Reschedule

- Click “Reschedule”



Step 2: Click the rescheduling date and time

- Click the month, date, and time you want to schedule for. [Click here](#) for reference on how to do that.

Home x Home x Scheduled: Appointment with He x +

terpengage.force.com/community/s/

Compare contrast... 123 Use of Metaphors... How to Analyze Plo... Homework for Clas... Homework for Clas... Narrative Poem: Th... Literary Terms Other bookmarks

Close x

When would you like to meet?

August 2020

Thursday, August 27, 2020

11:30 AM - 12:00 PM EDT
AVAILABLE APPOINTMENT

1:00 PM - 1:30 PM EDT
AVAILABLE APPOINTMENT

1:30 PM - 2:00 PM EDT
AVAILABLE APPOINTMENT

Monday, August 31, 2020

10:00 AM - 10:30 AM EDT
AVAILABLE APPOINTMENT

10:30 AM - 11:00 AM EDT
AVAILABLE APPOINTMENT

11:00 AM - 11:30 AM EDT
AVAILABLE APPOINTMENT

Active Student Advising

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ular Engineering Prospective Stude...

Advising

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ive Student Advising

- Become a PolicyTerp

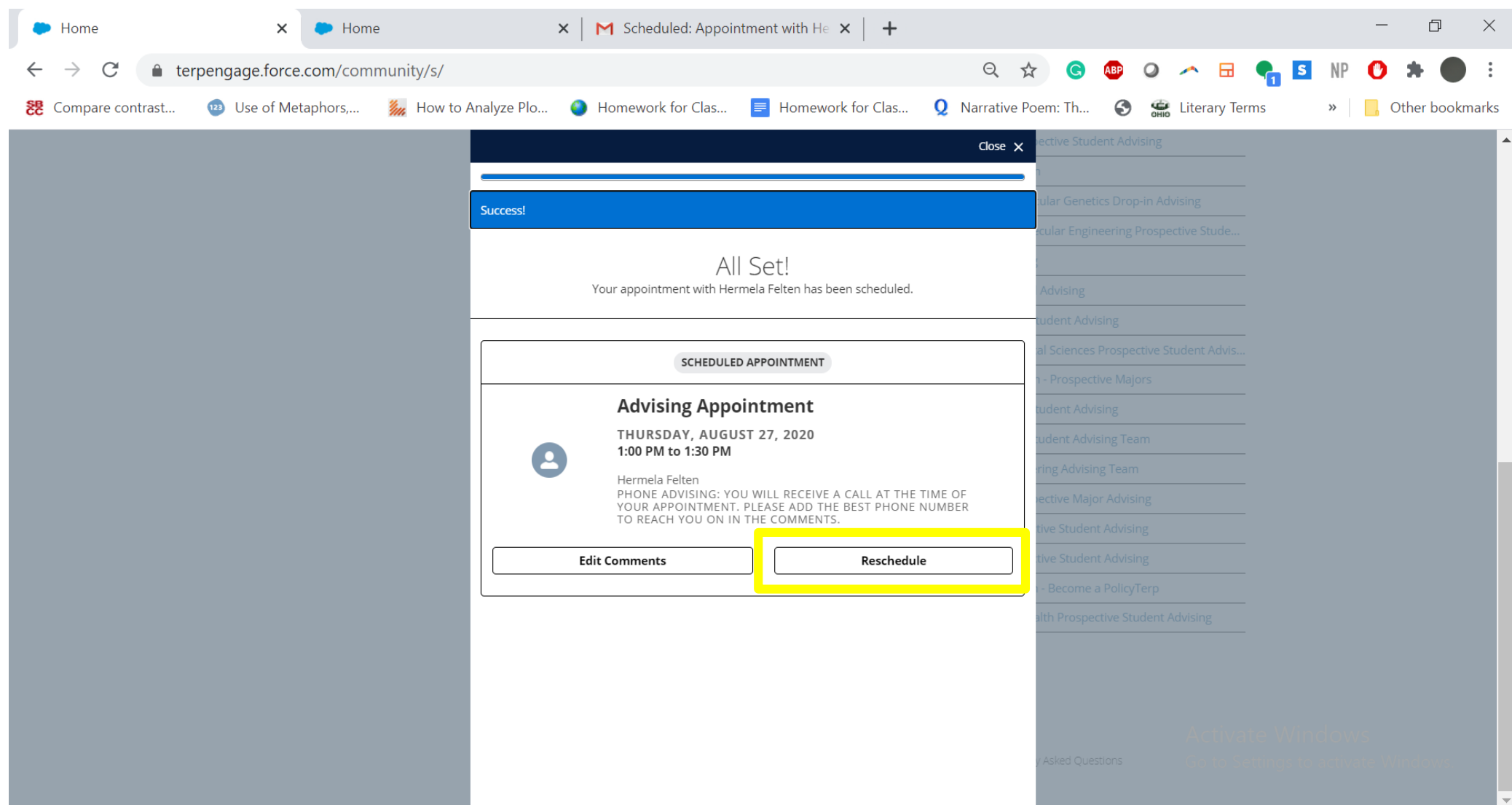
ith Prospective Student Advising

Activate Windows
Go to Settings to activate Windows

Asked Questions

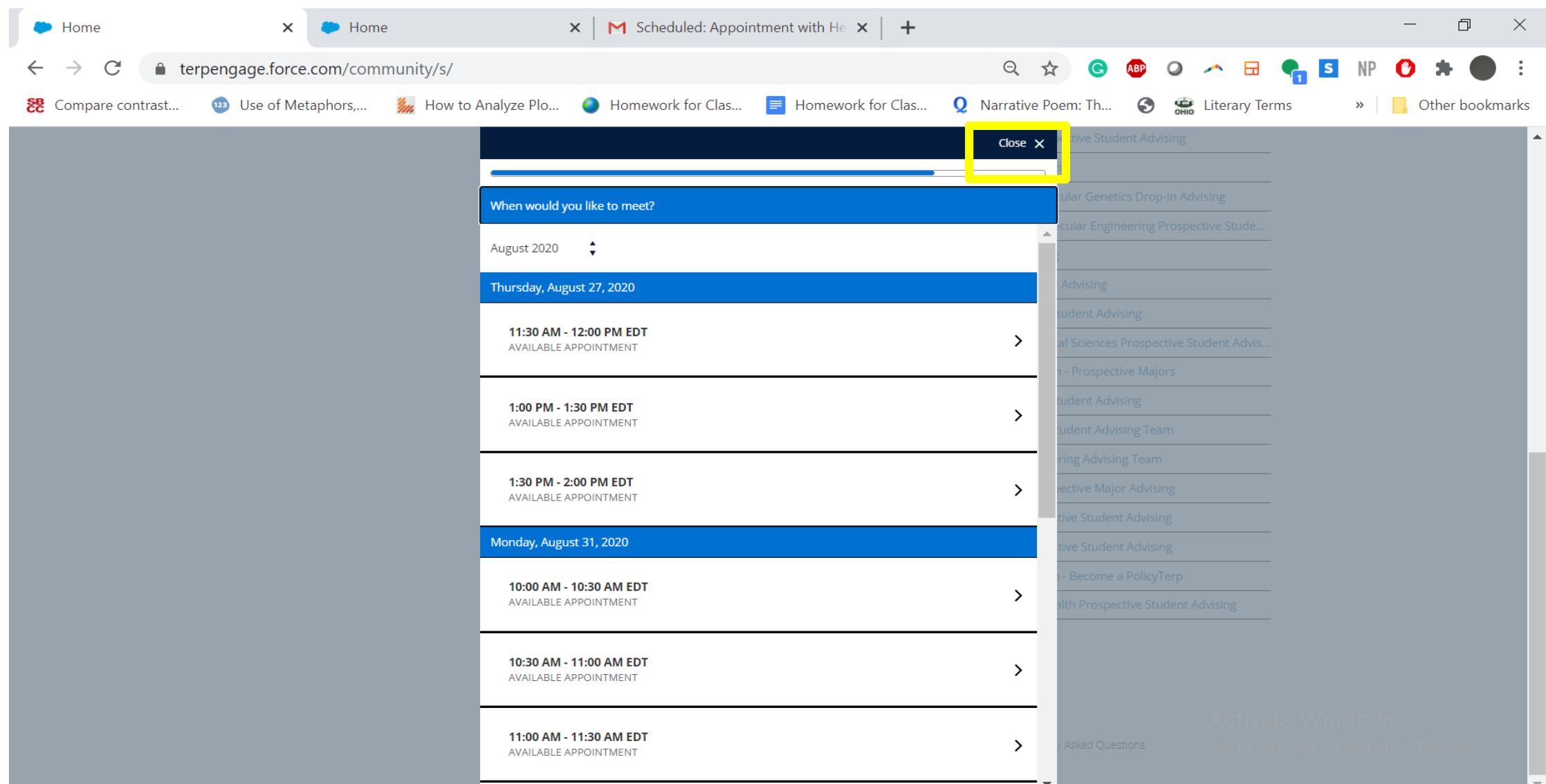
Step 3: Click Reschedule

- Click “**Reschedule**” to reschedule the appointment.



Step 4: Click Close and Confirm

- Click “**Close x**” to get out and check on the homepage on TerpEngage if the time is changed.



Cancelling an Appointment

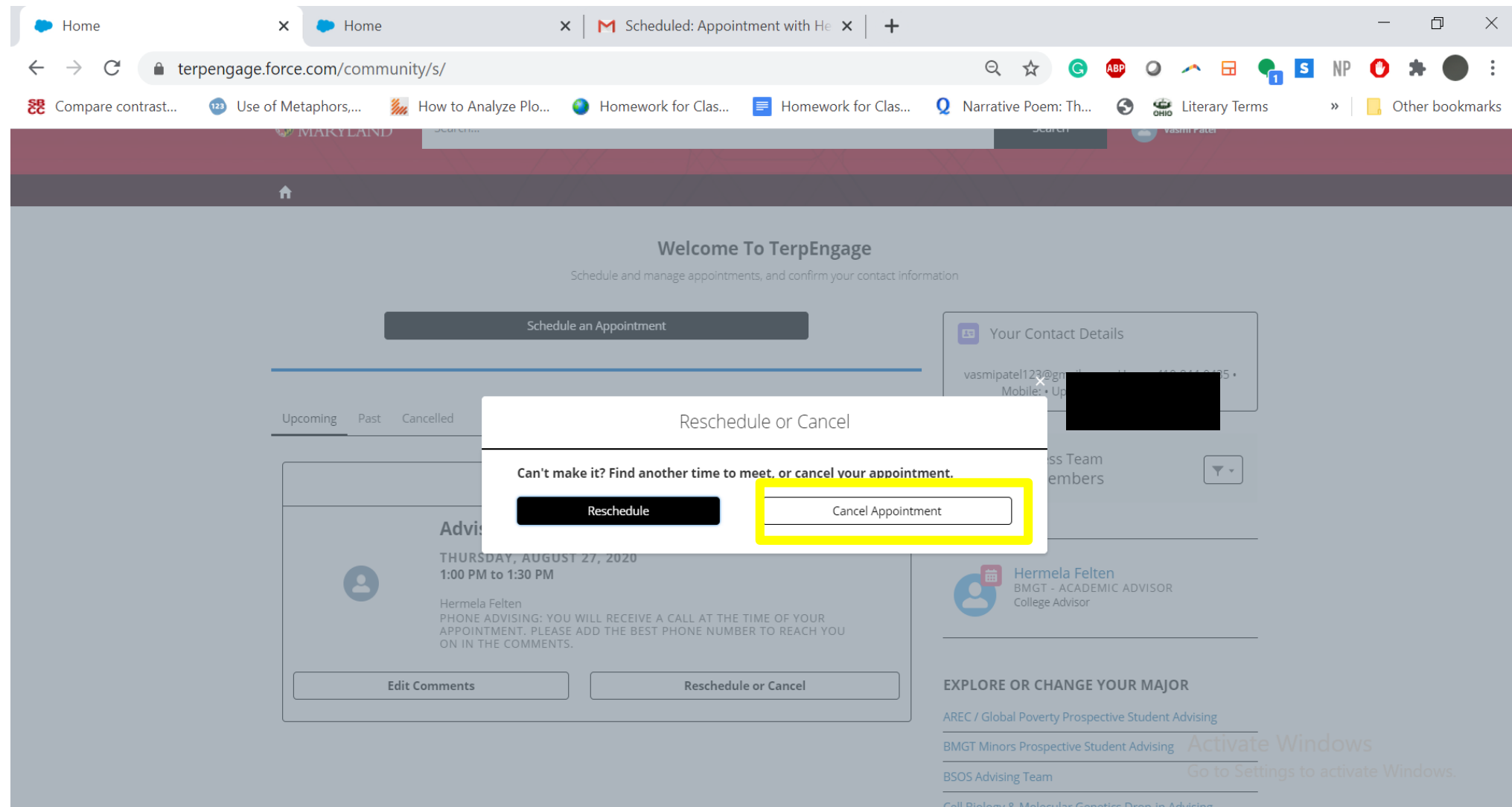
Step 1: Click Reschedule or Cancel

- On the homepage of TerpEngage after [logging in](#), click **“Reschedule or Cancel”**

The screenshot shows the TerpEngage homepage in a web browser. The browser's address bar displays `terpengage.force.com/community/s/`. The page features a red header with the University of Maryland logo, a search bar, and a user profile for 'Vasmi Patel'. Below the header, a 'Welcome To TerpEngage' message is followed by a 'Schedule an Appointment' button. The main content area is divided into two sections. On the left, under the 'Upcoming' tab, a 'SCHEDULED APPOINTMENT' card is visible. The card details an 'Advising Appointment' on 'THURSDAY, AUGUST 27, 2020' from '1:00 PM to 1:30 PM' with 'Hermela Felten' as the advisor. At the bottom of this card, the 'Reschedule or Cancel' button is highlighted with a yellow rectangle. On the right, the 'Your Contact Details' section shows the email 'vasmipatel123@gmail.com' and a mobile number. Below this, the 'Success Team' section lists 'Hermela Felten' as a 'BMGT - ACADEMIC ADVISOR' and 'College Advisor'. At the bottom of the page, there is a section titled 'EXPLORE OR CHANGE YOUR MAJOR' with links to 'AREC / Global Poverty Prospective Student Advising' and 'BMGT Minors Prospective Student Advising'. A Windows watermark is visible in the bottom right corner of the screenshot.

Step 2: Click Cancel Appointment

- Click “Cancel Appointment”



Step 3: Type Why You're Cancelling

- Type why you are canceling the box below and then click cancel appointment

The screenshot shows a web browser window with the URL `terpengage.force.com/community/s/`. The page title is "Welcome To TerpenGage" with the subtitle "Schedule and manage appointments, and confirm your contact information". A "Schedule an Appointment" button is visible. A "Your Contact Details" sidebar is on the right. The main content area shows a list of appointments with tabs for "Upcoming", "Past", and "Cancelled". A "Cancel Appointment" dialog box is open in the center, asking "Want to tell us why you're cancelling?". A text input field contains the text "I am busy at that time." and is highlighted with a yellow border. Below the input field is a "Cancel Appointment" button. The background shows an appointment for "Hermela Felten" on "THURSDAY 1:00 PM" with a description: "PHONE ADVISING: YOU WILL RECEIVE A CALL AT THE TIME OF YOUR APPOINTMENT. PLEASE ADD THE BEST PHONE NUMBER TO REACH YOU ON IN THE COMMENTS." and buttons for "Edit Comments" and "Reschedule or Cancel".

Step 4: Confirm it is Canceled

- If the appointment is canceled, it should disappear from the upcoming appointments

The screenshot shows a web browser window with the URL `terpengage.force.com/community/s/`. The page is titled "Welcome To TerpenGage" with the subtitle "Schedule and manage appointments, and confirm your contact information". A black button labeled "Schedule an Appointment" is at the top. Below it, there are tabs for "Upcoming", "Past", and "Cancelled". The "Upcoming" tab is active, showing a message: "No appointments to show. Something on your mind? Schedule an appointment to speak with your advisor." To the right, there is a section for "Your Contact Details" showing the email `vasmipatel123@gmail.com` and a "Mobile" field. Below this is a "Success Team" section with a dropdown menu for "All Members". A "List" section shows a card for "Hermela Felten", BMGT - ACADEMIC ADVISOR, College Advisor. At the bottom, there is a section titled "EXPLORE OR CHANGE YOUR MAJOR" with links to various advising teams: AREC / Global Poverty Prospective Student Advising, BMGT Minors Prospective Student Advising, BSOS Advising Team, and Cell Biology & Molecular Genetics Drop-in Advising. An "Activate Windows" watermark is visible in the bottom right corner of the browser window.