HOW TO SCHEDULE AN ADVISEMENT APPOINTMENT
Using Microsoft Bookings

1. Go to the Cliffe College Advisement webpage:
   ysu.edu/academics/college-creative-arts-and-communication/cccac-advisement

   **How to get to Cliffe College Advisement from YSU homepage:**
   - From the YSU Homepage, click ACADEMICS.
   - Scroll down to the “Colleges” section. Choose Cliffe College.
   - On the right hand side, select CLIFFE COLLEGE ADVISEMENT.

   **How to get to Cliffe College Advisement from the Penguin Portal:**
   - Log in to Penguin Portal: ysu.edu/penguin-portal
   - Select “Students” on the far left.
   - Select “Academic Advising,” and choose Cliffe College
   - On the right hand side, select CLIFFE COLLEGE ADVISEMENT.

2. Click SCHEDULE AN ADVISEMENT APPOINTMENT or scan the QR code


4. Select Time – Choose the day and time for your appointment.

5. Add Your Details – Enter your name, email, and the reason for your appointment.

6. Select the red “Book” button