



# 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/ccac-advisement](https://ysu.edu/academics/college-creative-arts-and-communication/ccac-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.

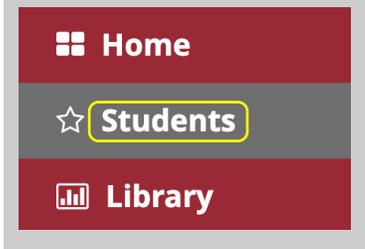


On the right hand side, select **CLIFFE COLLEGE ADVISEMENT**.



■ How to get to Cliffe College Advisement from the Penguin Portal:

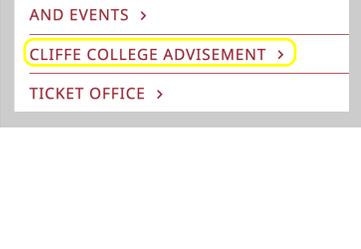
Log in to Penguin Portal: [ysu.edu/penguin-portal](https://ysu.edu/penguin-portal)  
Select "Students" on the far left.



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

SCHEDULE AN ADVISEMENT APPOINTMENT



3. Choose either Art, Art Education, Music & Music Education, or Theatre & Dance.

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

Book

