

## **SCHEDULING A SOAR SESSION**

**Once you are in the SOAR Session platform**, follow these steps below to schedule a meeting time with a student success professional.

- On the left hand side, click on the **COACH CALENDAR page**.
- To schedule an appointment, choose a **COACH** at the top of the page.
- Take a look at the **OPEN** slots and click the time that works best for you!
- If you have any questions or comments about the meeting, be sure to leave them in the **APPOINTMENT COMMENT** box.
- Finish scheduling the appointment by clicking **RESERVE** and you should get an email confirmation shortly.