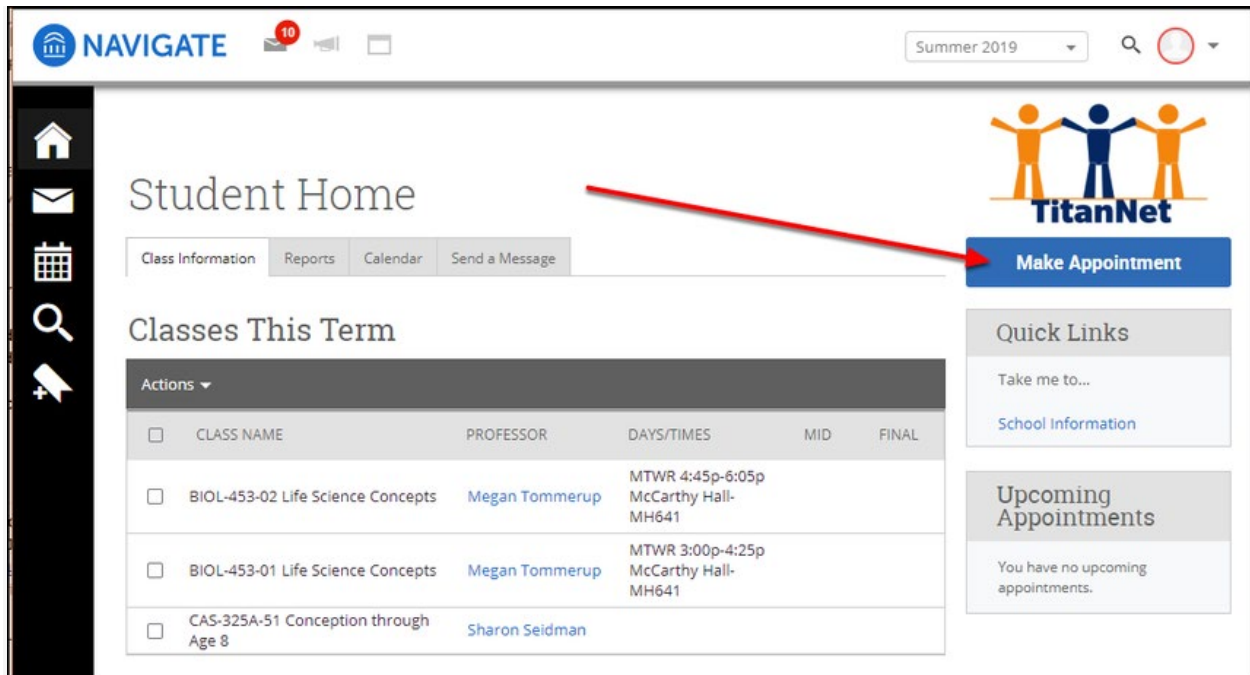


# How Do I Schedule an Appointment in TitanNet?

## 1. Log in to the campus portal and access TitanNet.

[View detailed instructions on how to access TitanNet.](#)

## 2. Click Make Appointment.



The screenshot shows the TitanNet Student Home interface. At the top, there is a navigation bar with the 'NAVIGATE' logo, a notification icon with '10', and a search bar. Below the navigation bar, the 'Student Home' section features a sidebar with icons for home, mail, calendar, search, and a plus sign. The main content area includes tabs for 'Class Information', 'Reports', 'Calendar', and 'Send a Message'. A red arrow points from the 'TitanNet' logo to the 'Make Appointment' button. Below the 'Classes This Term' section, there is a table listing classes. To the right, there are sections for 'Quick Links' and 'Upcoming Appointments'.

**Student Home**

Class Information Reports Calendar Send a Message

**Classes This Term**

Actions	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	BIOL-453-02 Life Science Concepts	Megan Tommerup	MTWR 4:45p-6:05p McCarthy Hall- MH641		
<input type="checkbox"/>	BIOL-453-01 Life Science Concepts	Megan Tommerup	MTWR 3:00p-4:25p McCarthy Hall- MH641		
<input type="checkbox"/>	CAS-325A-51 Conception through Age 8	Sharon Seidman			

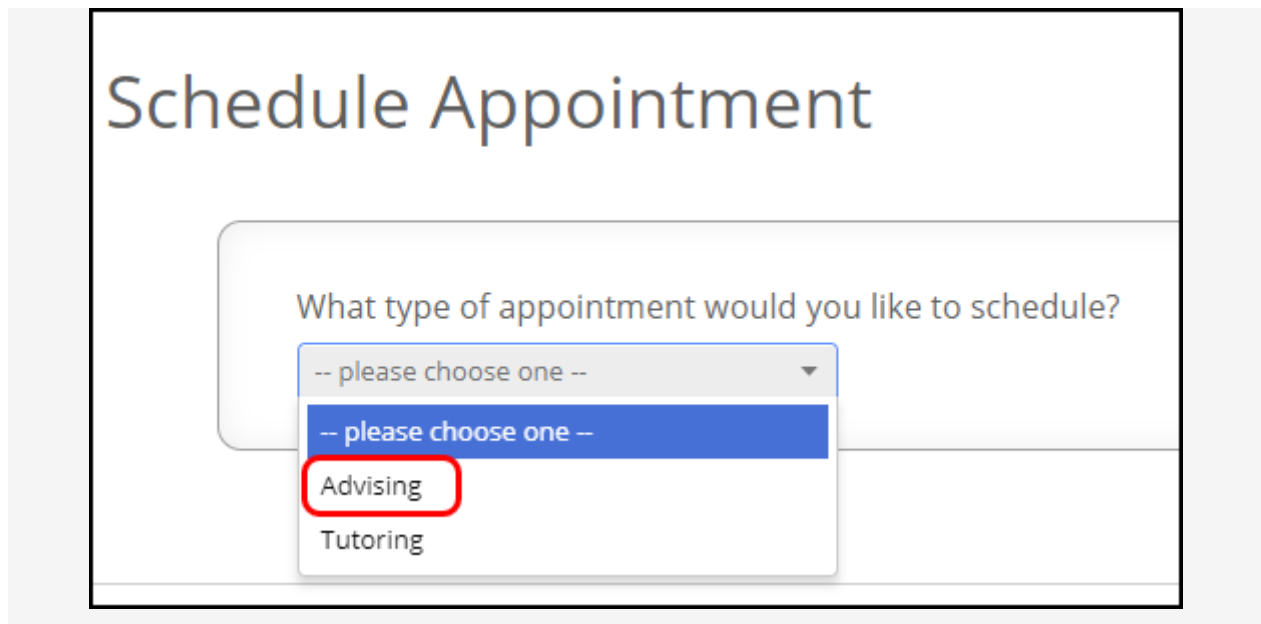
**Quick Links**

- Take me to...
- School Information

**Upcoming Appointments**

You have no upcoming appointments.

**3. Click on the drop-down menu to select the type of appointment.**



Schedule Appointment

What type of appointment would you like to schedule?

-- please choose one --

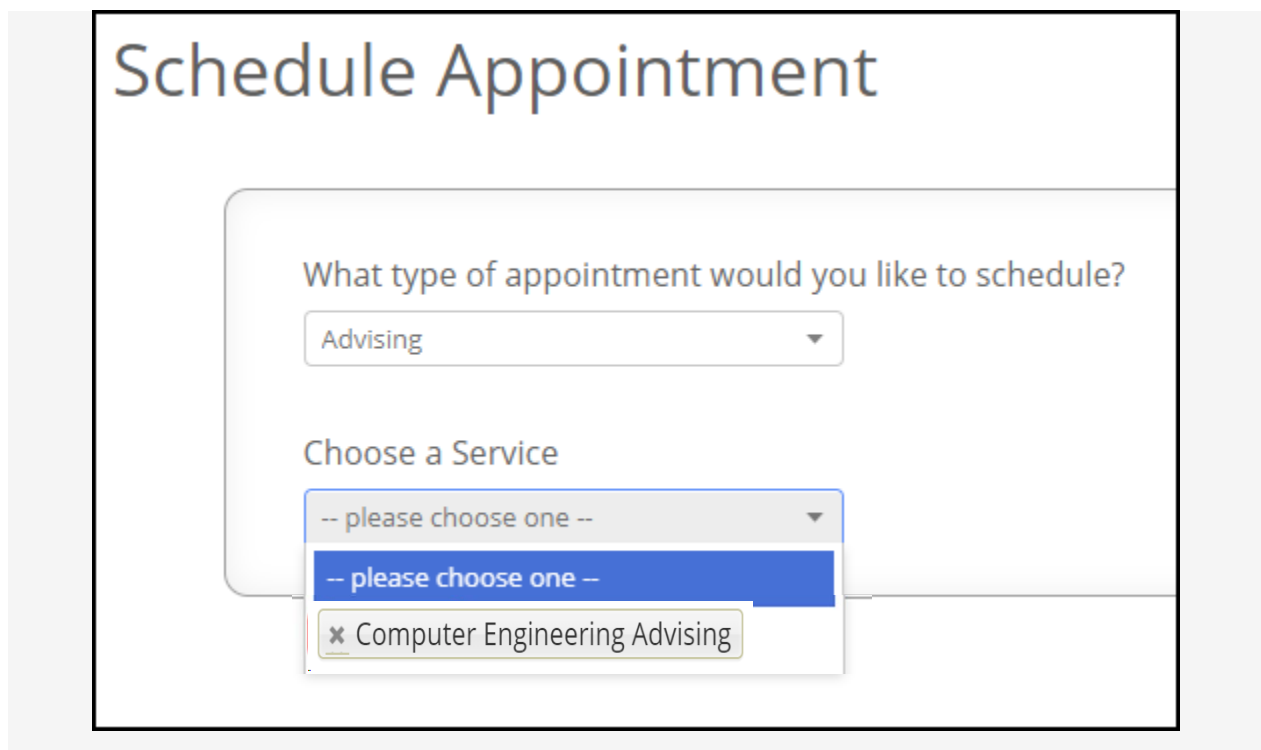
-- please choose one --

Advising

Tutoring

This screenshot shows the 'Schedule Appointment' form. The first dropdown menu is open, displaying the options 'Advising' and 'Tutoring'. The 'Advising' option is highlighted with a red rectangle, indicating it is the selected appointment type.

**4. Depending on the type of appointment you select, you may need to select a service category.**



Schedule Appointment

What type of appointment would you like to schedule?

Advising

Choose a Service

-- please choose one --

-- please choose one --

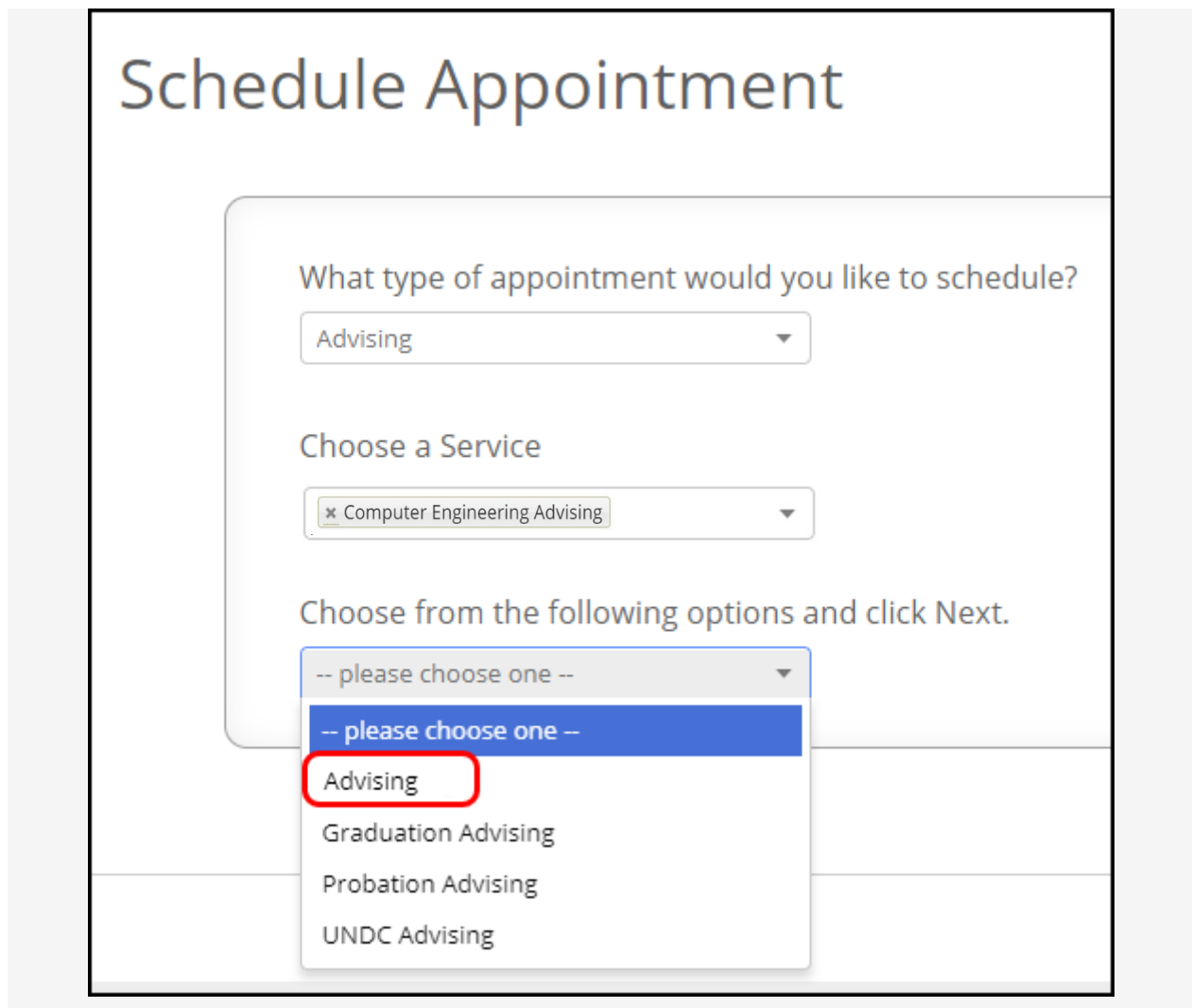
✕ Computer Engineering Advising

This screenshot shows the 'Schedule Appointment' form after the 'Advising' appointment type has been selected. A second dropdown menu, labeled 'Choose a Service', is open, displaying the option 'Computer Engineering Advising'. The 'Computer Engineering Advising' option is highlighted with a red rectangle, indicating it is the selected service category.

Some appointments require additional information in order to schedule an appointment with the correct department.

In the example above, when scheduling an appointment for advising, you need to specify the type of advising you want in order to be scheduled with the correct advising department.

## 5. Select the option you want for the appointment.



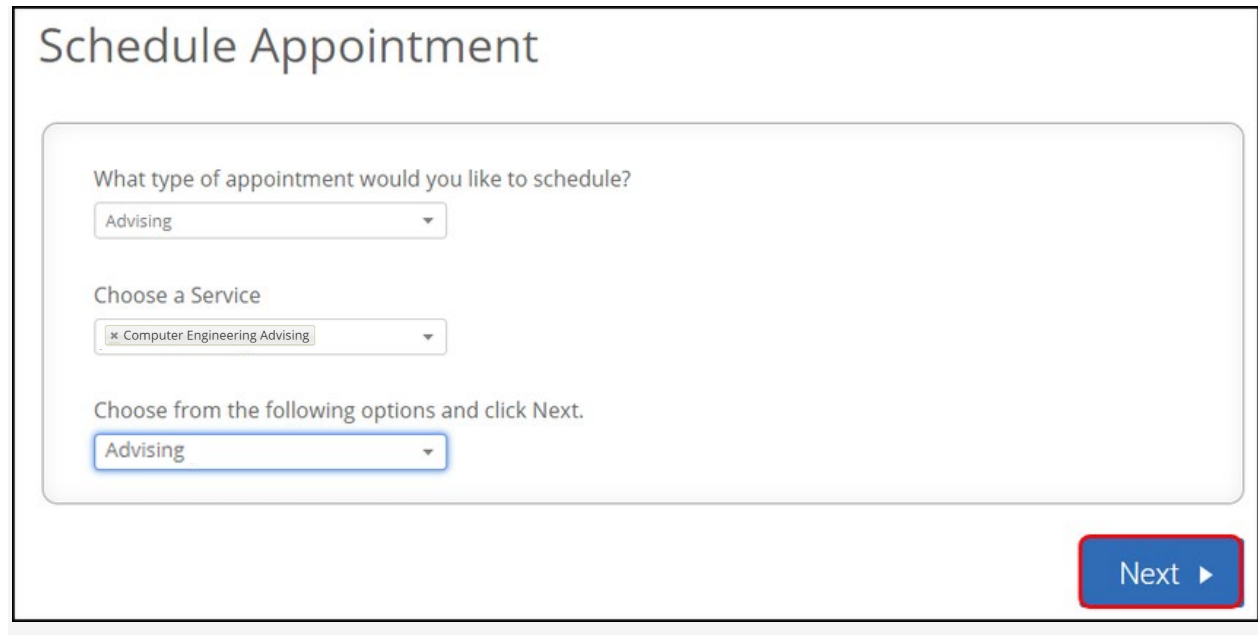
The screenshot shows a web form titled "Schedule Appointment". It contains three main sections:

- What type of appointment would you like to schedule?** A dropdown menu with "Advising" selected.
- Choose a Service** A dropdown menu with "x Computer Engineering Advising" selected.
- Choose from the following options and click Next.** A dropdown menu with a list of options: "-- please choose one --", "-- please choose one --", "Advising", "Graduation Advising", "Probation Advising", and "UNDC Advising". The "Advising" option is highlighted with a red circle.

Appointments typically require you to choose from a list of options in order to schedule you with the correct faculty or staff person who can assist you.

In the example above, I need to indicate what type of Academic Advising I want so the system can schedule me with an advisor who is qualified to provide that type of advising.

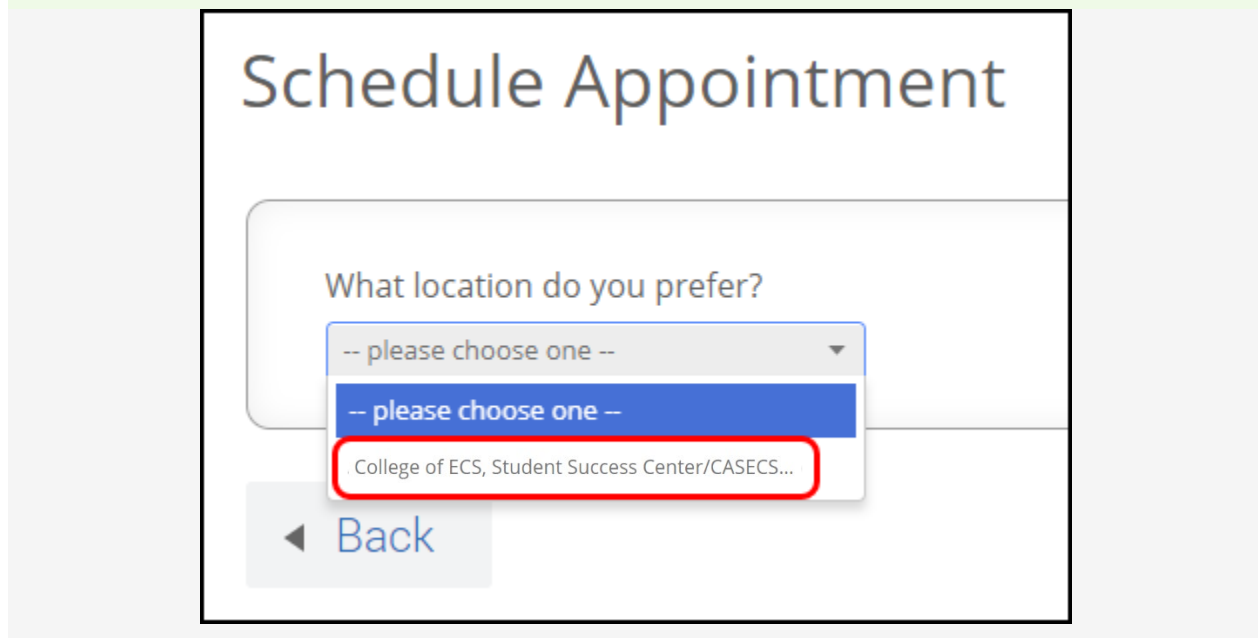
## 6. Click Next when you have made your selections.



The screenshot shows a web form titled "Schedule Appointment". Inside the form, there are three sections: "What type of appointment would you like to schedule?" with a dropdown menu set to "Advising"; "Choose a Service" with a dropdown menu set to "x Computer Engineering Advising"; and "Choose from the following options and click Next." with a dropdown menu set to "Advising". A blue "Next" button with a right-pointing arrow is located at the bottom right of the form and is highlighted with a red border.

## 7. Select a location for the appointment from the drop-down menu.

You can use the **Back** button to go back to a previous screen and change your selections in the Schedule Appointment wizard.

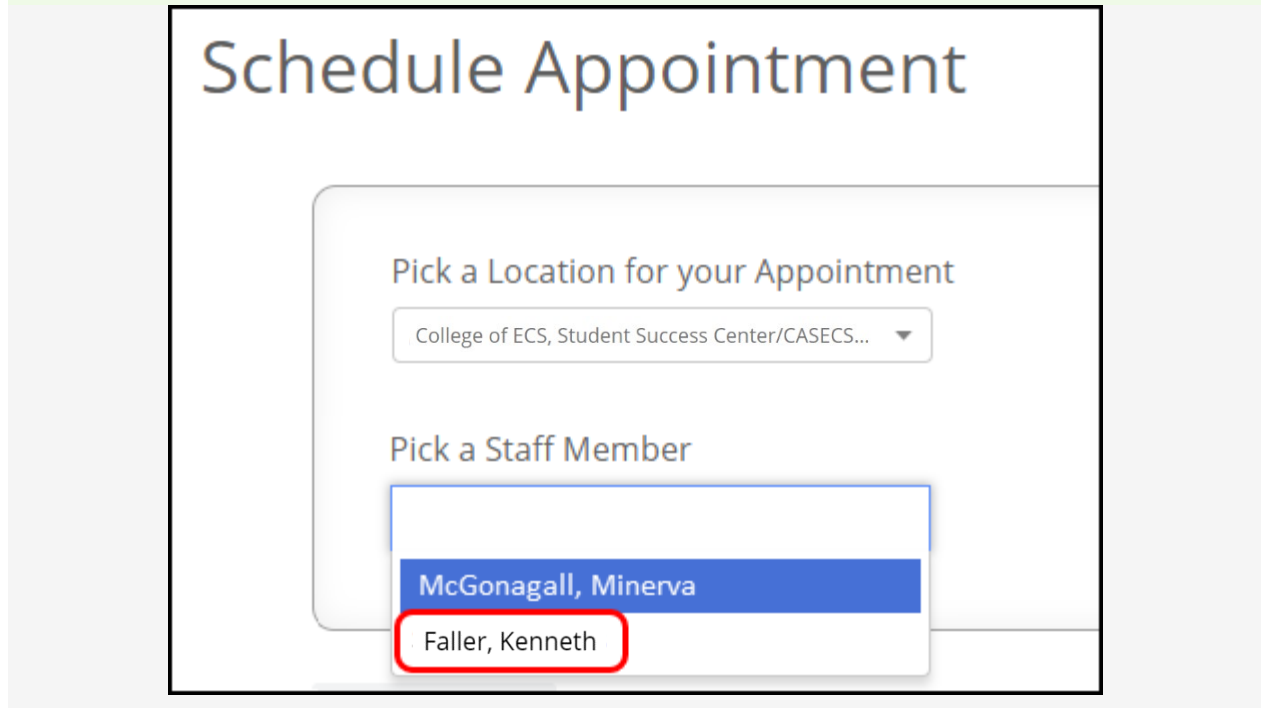


The screenshot shows the "Schedule Appointment" form with the question "What location do you prefer?". A dropdown menu is open, showing three options: "-- please choose one --", "-- please choose one --", and "College of ECS, Student Success Center/CASECS...". The third option is highlighted with a red border. A blue "Back" button with a left-pointing arrow is visible at the bottom left of the form.

Multiple locations may be available for your selection, so choose the location that works best for you.

## 8. OPTIONAL: Select the specific staff member you want to see from the list of available staff.

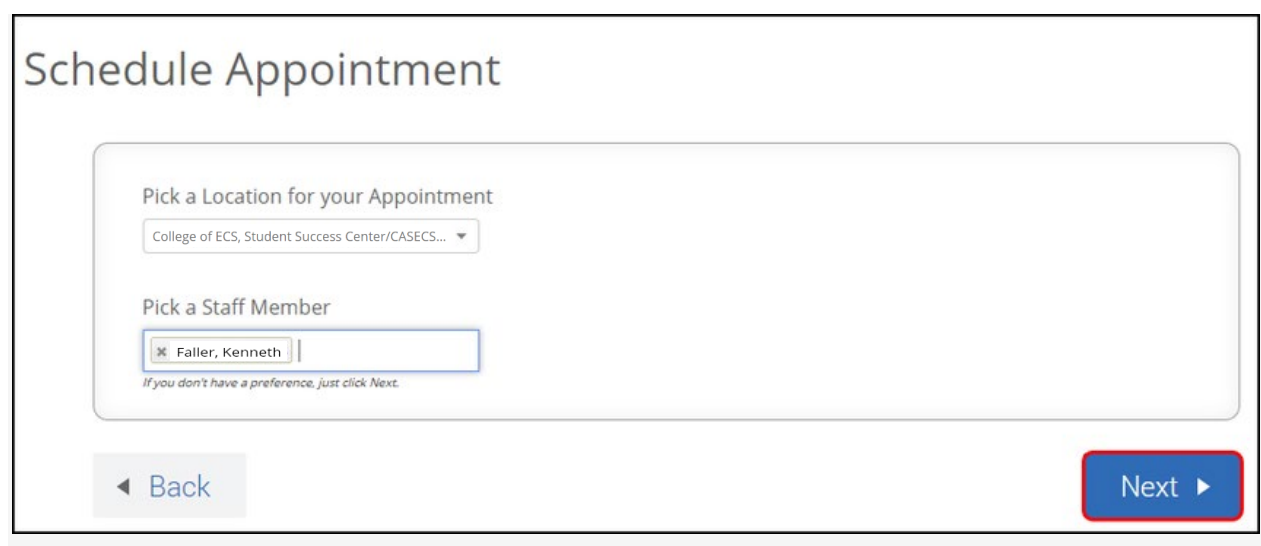
If you do not specify a staff member, more appointment times will be available to you.



The screenshot shows a web form titled "Schedule Appointment". It contains two main sections: "Pick a Location for your Appointment" and "Pick a Staff Member". The location dropdown is set to "College of ECS, Student Success Center/CASECS...". The staff member dropdown is open, showing a list of names. "McGonagall, Minerva" is highlighted in blue, and "Faller, Kenneth" is circled in red, indicating the selection.

Click in the Pick a Staff Member box to view a list of available staff members for your appointment. Select the staff member you want to see.

## 9. Click Next.



The screenshot shows the same "Schedule Appointment" form. The "Pick a Staff Member" dropdown now shows "Faller, Kenneth" as the selected option. Below the dropdown, there is a small note: "If you don't have a preference, just click Next." At the bottom of the form, there are two buttons: "Back" and "Next". The "Next" button is highlighted with a red border, indicating the next step in the process.

**10. Available upcoming appointments appear. Click on a Morning or Afternoon block with available appointments to see a list of the available appointments.**

**Schedule Appointment**

< Times From June 06 To June 10 >

Thu, Jun 06	Fri, Jun 07	Sat, Jun 08	Sun, Jun 09	Mon, Jun 10
Morning N/A	<b>Morning 16 Available</b>	Morning N/A	Morning N/A	<b>Morning 16 Available</b>
<b>Afternoon 2 Available</b>	<b>Afternoon 19 Available</b>	Afternoon N/A	Afternoon N/A	<b>Afternoon 15 Available</b>

\* All times listed are in Pacific Time (US & Canada). refreshed at 4:06pm PDT.

2

Don't see the time you're looking for? [View Drop-in Times](#)

- Click on a morning or afternoon block with available appointments to view a list of the available appointments during that block.

## 11. Select an appointment time from the drop-down list.

Thu, Jun 06

Morning  
N/A

Afternoon  
2 Available

\* All times listed are in Pacific Time

Fri, Jun 07

Close

8:00am

8:15am

8:30am

8:45am

9:00am

## 12. Then click Next.

### Schedule Appointment

< Times From June 06 To June 10 >

Thu, Jun 06

Morning  
N/A

Afternoon  
2 Available

\* All times listed are in Pacific Time

Fri, Jun 07

Close

8:00am

8:15am

8:30am

8:45am

9:00am

Sat, Jun 08

Morning  
N/A

Afternoon  
N/A

Sun, Jun 09

Morning  
N/A

Afternoon  
N/A

Mon, Jun 10

Morning  
16 Available

Afternoon  
19 Available

refreshed at 4:10pm PDT.

View the times you can see a staff member without an appointment. [View Drop-in Times](#)

◀ Back

Next ▶

### 13. Review the details of your appointment. Add in specific questions for the staff member and indicate if you want a confirmation email or text. Then click **Confirm Appointment**.

Your appointment is not finalized until you click **Confirm Appointment!**

The screenshot shows a web form titled "Schedule Appointment". At the top, a yellow banner states: "Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete." Below this is a light blue box containing "Appointment Details":

- Who:** Harry Potter with Kenneth Faller
- When:** Friday, June 07 8:00am - 8:30am
- Why:** Advising
- Where:** College of ECS, Student Success Center/CASECS...

Below the details is the "Additional Details" section, which includes:

- Callout 1: A text area labeled "Is there anything specific you would like to discuss with Severus ?" with a placeholder "Comments for your staff...".
- Callout 2: A section with two checked checkboxes: "Send Me an Email" and "Send Me a Text". Below them is a text input field labeled "Please provide your mobile number" containing the value "714-555-1212".
- Callout 3: A blue button labeled "Confirm Appointment".

At the bottom left of the form is a "Back" button with a left-pointing arrow.

It's highly recommended that you get a confirmation of your appointment via email or text.

1. Write any specific questions you have for the staff member. This allows them to research your question before your appointment.
2. Choose if you want a confirmation of this appointment sent to your student email and/or your mobile phone.
3. Click **Confirm Appointment**.



## 14. You're done! Your appointment is now scheduled.

### Schedule Appointment

Success! Your Appointment Has Been Created

#### Appointment Details

**Who:** Harry Potter with Kenneth Faller

**Why:** Advising

**When:** Fri Jun 07, 2019 08:00 am - 08:30 am

**Where:** College of ECS, Student Success Center/CASECS...

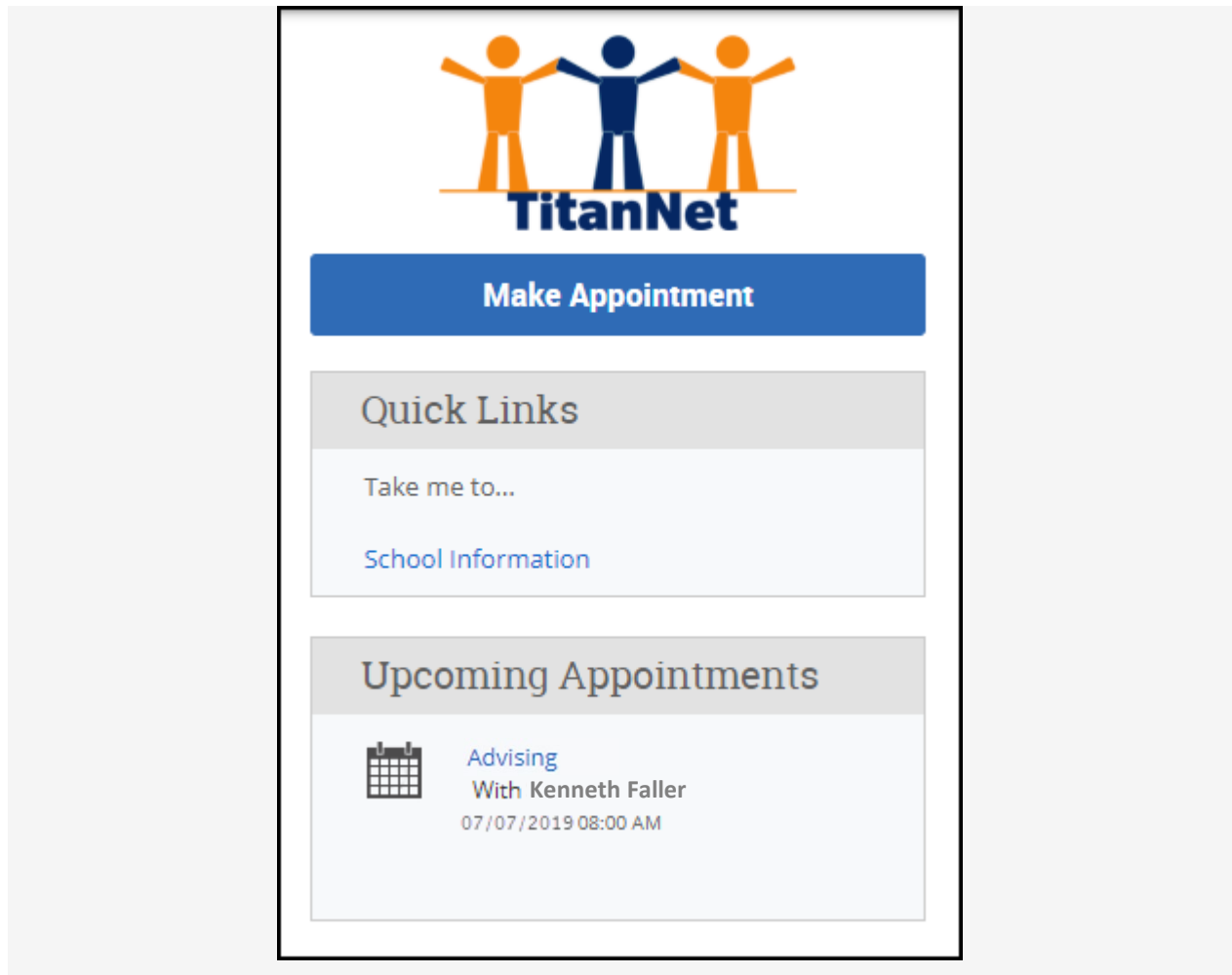
What would you like to do now?

[Create Another Appointment](#)

[View My Calendar](#)

[Go Home](#)

**15. The appointment will show up under Upcoming Appointments on your TitanNet homepage.**



## **Need More Help?**

Contact the Student IT Help Desk at [StudentITHelpDesk@fullerton.edu](mailto:StudentITHelpDesk@fullerton.edu) or 657-278-8888 for additional assistance.