Scheduling an Appointment

If you do not see a time available that suits your team’s availability, please e-mail Adriana Clark at acclar240@kennesaw.edu for further assistance.

Schedule Capstone Appointment

Steps to schedule an appointment:

1. Click the button above that says "Schedule Capstone Appointment".
2. Log in using your Owl Express netID and password
3. Click on the button that says "Schedule an Appointment!"
4. In the drop down box under "What type of appointment would you like to schedule?" select "Other"
5. Under "To help you find a time, please tell us why you’d like to see someone." pick CCSE Capstone Advising
6. Under "Choose from the following options and click Next" pick the appointment type you would like to make. Then click the Next button.

7. On the next page, under "What location do you prefer?" there is only Atrium, Room 372. You must select that. **For phone advising appointments, you still need to pick this. You will not be expected to come to campus.**

8. Under "Choose from the following Courses" pick which course you are currently enrolled in. The options will be CS 4850, SWE 4724, CGDD 4814, IT 4983, SWE 7903, or IT 7993.
9. You'll then be shown a screen with something like this. Pick when you would like to meet then click "next".

10. The next screen will give you the details of the appointment you've created. Please include your assigned team number/name in the comment area. You also have the option to have the system send a reminder e-mail to you. Click the "Confirm Appointment" button and you're done!