New Transfer Students
How to Schedule an Advising Appointment in CardSmart

1. Log into CardSmart by navigating to: louisville.campus.eab.com
2. Enter your ULink Username (e.g., fmlast01) and Password:

   ![Navigate to CardSmart](https://example.com/navigate.png)

   If you need to reset your UofL ULink password, go to password.louisville.edu

3. In the top right corner, select “Make an Appointment”:

   ![Make an Appointment](https://example.com/make_appointment.png)

4. What type of appointment would you like to schedule?
   Select Academic Advising

5. Are you a current student or new transfer student?
   Select New Transfer Student

6. Select the service that best describes the appointment you want to make:
   Select New Transfer Student

You must select New Transfer Student in order for your submitted transcript to be evaluated and reviewed before your appointment.

Experiencing technology issues?
Contact Khotso Libe, Systems Analyst in the Student Success Center: ktlibe01@louisville.edu
Academic Advising

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- Select “Next”

7. Select your advising center or college/school, then select Next:

- If the advisor field is grayed out, you will see the availability of your assigned advisor
8. Browse the days that your advisor is available and select a Morning or Afternoon that works best for you, select a time, then select Next:

![Times From February 22 To February 26](image)

*All times listed are in Eastern Time (US & Canada).

You may not see availability for the first few business days. Keep searching.

9. Review the appointment details, enter comments to better inform your advisor on why you would like to meet, and confirm a cell phone number to receive a reminder 2 hours before your appointment:

![Appointment Details](image)
10. You’re done! You will receive a confirmation email of the appointment details:

If you need to reschedule or cancel an appointment with your advisor, please contact the appropriate center below to do so:

**Arts and Sciences**: 502.852.5502, **Business**: 502.852.7439, **Dentistry**: 502.852.5081, **Education & Human Development**: 502.852.5597, **Honors**: 502.852.6293, **Criminal Justice**: 502.852.6567, **Metropolitan College**: 502.213.4520, **Music**: 502.852.0517, **Nursing**: Please email your assigned advisor, **Public Health**: 502-852-5559, **Social Work**: 502.852.5872, **Speed Engineering**: 502.852.8084, **Student Success Center - Exploratory & Transition Advising**: 502.852.7969, **ULtra**: 502.213.4538

**Organizational Leadership and Learning: Healthcare Leadership**: Please email your advisor, Saundra, to schedule an appointment: (Saundra.kimberlain@louisville.edu)