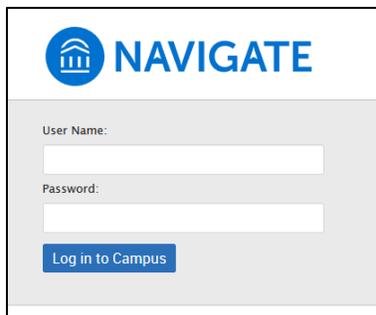


# How to Schedule an Advising Appointment in CardSmart

1. Log in to CardSmart by navigating to: [louisville.campus.eab.com](http://louisville.campus.eab.com)
2. Enter your ULink Username and Password:



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



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

Select **Academic Advising**

5. Are you a current student or new transfer student:

Select **Current Student**

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

- Academic Performance Concern
- Add/Change Major/Minor
- Admissions/application Advising
- Campus/Community Involvement
- Career Planning
- Course Planning/Registration
- Financial Matter
- Graduate or Professional School
- Graduation Check
- Housing Matter
- Personal Matter
- Test or Transfer Credit
- Thesis/Research
- Transition to College
- Use Comment Box - Other

## Academic Advising

7. Select Next:

What type of appointment would you like to schedule?

Academic Advising

Are you a current student or new transfer student?

Current Student

Select the service that best describes the appointment you want to make

Course Planning/Registration

**Next** ▶

8. Select your advising center or college/school, your academic advisor, then select Next:

Select your advising center or college/school

School of Dentistry (Belknap) HSC Ad...

Select an advisor to meet with

× Didelot, Tana (Your Advisor)

If you don't have a preference, just click Next.

◀ Back **Next** ▶

*[If the advisor space is grayed out, you will see availability of your assigned advisor on the next page]*

9. 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 02 To February 06

Sat, Feb 02	Sun, Feb 03	Mon, Feb 04	Tue, Feb 05	Wed, Feb 06
Morning N/A	Morning N/A	Close	Morning 8 Available	Morning 8 Available
Afternoon N/A	Afternoon N/A	12:00pm 12:30pm 1:00pm 1:30pm 2:00pm	Afternoon 10 Available	Afternoon 9 Available

◀ Back **Next** ▶

## Academic Advising

10. 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:

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

### Appointment Details

<p><b>Who:</b> [Redacted] with Tana Didelot</p> <p><b>Why:</b> Course Planning/Registration</p>	<p><b>When:</b> Monday, February 04 2:00pm - 2:30pm</p> <p><b>Where:</b> School of Dentistry (Belknap) HSC Advising Center/Studio Arts Building</p>
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#### Additional Details

Is there anything specific you would like to discuss with Tana ?

I'd like to see if the classes I chose will meet the requirements of my degree.

Comments for your staff...

Send Me an Email  
 Send Me a Text  
Please provide your mobile number

Confirm Appointment

11. You're done! You will receive a confirmation email of the appointment details:

### Success! Your Appointment Has Been Created

<h4 style="margin: 0;">Appointment Details</h4> <p><b>Who:</b> [Redacted] with Tana Didelot</p> <p><b>Why:</b> Course Planning/Registration</p> <p><b>When:</b> Mon Feb 04, 2019 02:00 pm - 02:30 pm</p> <p><b>Where:</b> School of Dentistry (Belknap) HSC Advising Center/Studio Arts Building</p>	<p>What would you like to do now?</p> <p><a href="#">Create Another Appointment</a></p> <p><a href="#">View My Calendar</a></p> <p><a href="#">Go Home</a></p>
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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, **Organizational Leadership and Learning:** **Healthcare Leadership:** Please email your assigned advisor, **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