Choose a Category & Type

First, choose which category of appointment you would like to schedule. For this example, there are two choices.

Second, choose the type of appointment (your college and major). For this example, there are two choices. Based on your major, there may be more or fewer choices.

*Should you not see the appropriate choices, please contact the career center by phone at (502) 852-6701.

1. Choose a Category
   - Career Counseling
     - Includes major/career exploration, career assessments, resumes/covers letter reviews, and practice interviews.
   - Job Search
     - Includes full-time job searches.

2. Choose an Appointment Type
   - College of Arts and Sciences (Natural Sciences)
   - College of Arts and Sciences (Social Sciences)
Choose appointment date

Click on the date you would like to have your appointment on.

Choose a time slot

Select an available time slot for the date you have chosen*

Meeting options

Now you will see a list of different career related options. Check the options that you would like assistance with during your appointment.

Additional info & phone number

Enter the following textboxes with additional information you’d like your Career Coach to know before the appointment.

Enter the phone number you can be best reached at.

Submit request

When finished, click the green button in the bottom right corner of the page. Your request will then be sent to your Career Coach for confirmation. Please watch you email & Handshake for confirmation from your Career Coach!

*During busy times of the semester, coaches may not have availability for up to two weeks 😊