How to Schedule an Advising Appointment in CardSmart

1. Log in to CardSmart by navigating to: 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. Select the service(s) 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

Experiencing technology issues?
Contact the CardSmart Service Account: cardsmart@louisville.edu
6. Select the date you would like to have an appointment then click “Find Available Time”:

7. On the left-hand side, you can use the calendar to find the days where appointments are available. Dates with a dot beneath the number have available times:

Experiencing technology issues?
Contact the CardSmart Service Account: cardsmart@louisville.edu
8. On the right side of the page, you will see a listing of the days and times that an advisor is available for an appointment. **Select a time** for your appointment:

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9. **Review the Appointment Details**

Review Appointment Details and Confirm

- **What type of appointment would you like to schedule?**
  - Academic Advising

- **Service**
  - Academic Performance Concern

**Date**
03/01/2021

**Time**
11:00 AM - 11:30 AM

**Location**
College of Business

**Staff**

**Details**
Please log in to Microsoft Teams for our appointment.

**URL / Phone Number**

Experiencing technology issues?
Contact the CardSmart Service Account: cardsmart@louisville.edu
10. **Enter comments** to better inform your advisor on why you would like to meet, **confirm a cell phone number** to receive a text message reminder 2 hours before your appointment, then **select Schedule**:

![Image of appointment scheduling interface](image)

11. **You’re done!** You will receive a confirmation email with the appointment details:

![Image of appointment confirmation](image)

Experiencing technology issues?  
Contact the CardSmart Service Account: cardsmart@louisville.edu
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, **Athletics:** 502.852.7100, **Business:** 502.852.7439, **University Career Center:** 502.852.6701, **Cultural Center:** 502.852.6656, **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 e-mail 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, **TRIO Student Support Services:** 502.852.1406, **ULtra:** 502.213.4538