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:

   ![Login Screen]

   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]

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

5. For ‘Service’, select **New Transfer Student**.

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

6. 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:
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:

<table>
<thead>
<tr>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon, Mar 1st</td>
</tr>
<tr>
<td>8:00 - 9:00 AM</td>
</tr>
<tr>
<td>12:00 - 1:00 PM</td>
</tr>
<tr>
<td>Wed, Mar 3rd</td>
</tr>
<tr>
<td>6:00 - 9:00 AM</td>
</tr>
<tr>
<td>12:00 - 1:00 PM</td>
</tr>
<tr>
<td>Thu, Mar 4th</td>
</tr>
<tr>
<td>2:00 - 3:00 PM</td>
</tr>
<tr>
<td>Fri, Mar 5th</td>
</tr>
<tr>
<td>8:00 - 9:00 AM</td>
</tr>
<tr>
<td>12:00 - 1:00 PM</td>
</tr>
</tbody>
</table>

9. Review the Appointment Details:

Review Appointment Details and Confirm

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

**Service**
New Transfer Student

**Date**
03/01/2021

**Time**
3:00 PM - 4:00 PM

**Location**
J.B. Speed School of Engineering

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:

Would you like to share anything else?
I would like to discuss how my credits will transfer to UofL and I would like to discuss a full-time schedule for the next semester.

Email Reminder
Reminder will be sent to your email address.

Text Message Reminder
Phone Number for Text Reminder
502/555-5555

Schedule

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

Appointment Scheduled
Great job scheduling your appointment!

View Appointments  Schedule Another Appointment

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Academic Advising

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 Kimberlain, to schedule an appointment: (Saundra.kimberlain@louisville.edu).

**Nursing (Owensboro Campus)**: Please email your advisor, Terri Knott, to schedule an appointment: (terri.knott@louisville.edu).

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