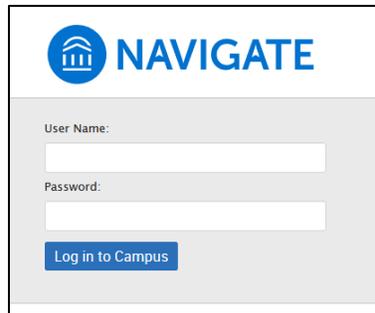


How to Schedule an Advising Appointment in CardSmart

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

6. Select the date you would like to have an appointment then **click “Find Available Time”**:

< Go Back | Dashboard

New Appointment

What can we help you find?

* What type of appointment would you like to schedule?

Academic Advising x

* Service

Academic Performance Concern x

Pick a Date ⓘ

Monday, February 22nd 2021

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:

All Filters Start Over

What type of appointment would you like to schedule?

Academic Advising

Service

Academic Performance Concern

Pick a Date ⓘ

< March 2021 22 >

Su	Mo	Tu	We	Th	Fr	Sa
	1 •	2 •	3 •	4 •	5 •	6
7	8 •	9 •	10 •	11 •	12 •	13
14	15 •	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Academic Advising

8. If the advisor is available to meet with you in multiple ways, you can filter the availability by meeting type by answering the question ‘How would you like to meet?’ under the calendar:

How would you like to meet?

IN PERSON X

▼

9. 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:

Mon, Mar 1st

8:00 - 8:30 AM

8:30 - 9:00 AM

9:00 - 9:30 AM

11:00 - 11:30 AM

11:30 - 12:00 PM

12:00 - 12:30 PM

12:30 - 1:00 PM

1:00 - 1:30 PM

1:30 - 2:00 PM

2:00 - 2:30 PM

2:30 - 3:00 PM

3:00 - 3:30 PM

3:30 - 4:00 PM

4:00 - 4:30 PM

4:30 - 5:00 PM

Tue, Mar 2nd

8:00 - 8:30 AM

8:30 - 9:00 AM

9:00 - 9:30 AM

12:30 - 1:00 PM

1:00 - 1:30 PM

1:30 - 2:00 PM

2:00 - 2:30 PM

2:30 - 3:00 PM

3:00 - 3:30 PM

3:30 - 4:00 PM

4:00 - 4:30 PM

4:30 - 5:00 PM

Wed, Mar 3rd

8:00 - 8:30 AM

8:30 - 9:00 AM

9:00 - 9:30 AM

11:00 - 11:30 AM

11:30 - 12:00 PM

12:00 - 12:30 PM

12:30 - 1:00 PM

1:00 - 1:30 PM

1:30 - 2:00 PM

2:00 - 2:30 PM

2:30 - 3:00 PM

3:00 - 3:30 PM

3:30 - 4:00 PM

4:00 - 4:30 PM

4:30 - 5:00 PM

Thu, Mar 4th

8:00 - 8:30 AM

8:30 - 9:00 AM

9:00 - 9:30 AM

12:30 - 1:00 PM

1:00 - 1:30 PM

1:30 - 2:00 PM

2:00 - 2:30 PM

2:30 - 3:00 PM

3:00 - 3:30 PM

3:30 - 4:00 PM

4:00 - 4:30 PM

4:30 - 5:00 PM

Fri, Mar 5th

8:00 - 8:30 AM

8:30 - 9:00 AM

9:00 - 9:30 AM

9:30 - 10:00 AM

10:00 - 10:30 AM

10:30 - 11:00 AM

11:00 - 11:30 AM

11:30 - 12:00 PM

12:00 - 12:30 PM

12:30 - 1:00 PM

1:00 - 1:30 PM

1:30 - 2:00 PM

2:00 - 2:30 PM

2:30 - 3:00 PM

3:00 - 3:30 PM

Show more ▼

10. Review the Appointment Details and confirm how you would like to meet. If there aren't multiple options, then the advisor is only available to meet in that way for the given day and time.

Review Appointment Details and Confirm

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

Date **Time**
10/26/2022 2:00 PM - 2:30 PM

Location
Kent School of Social Work

*How would you like to meet?
IN PERSON X v

You are seeing the meeting types available for this time slot.

11. **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'm thinking about withdrawing from a course and I need to see if there are any consequences and if I will still be able to graduate on time.

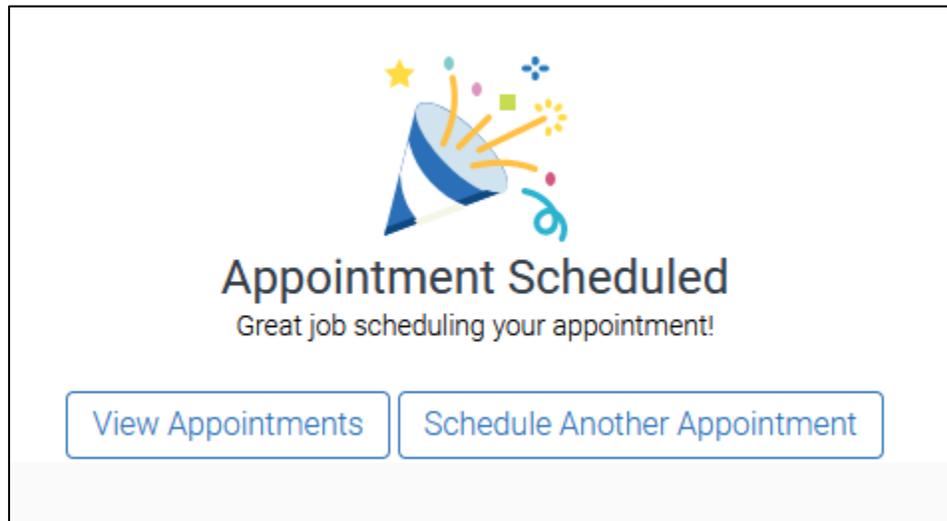
Email Reminder
Reminder will be sent to [REDACTED]@louisville.edu

Text Message Reminder

Phone Number for Text Reminder

502-555-5555

12. **You're done!** You will receive a confirmation email with 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, **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