DRC Student Portal: Appointment Scheduling

UNCW Disability Resource Center

www.uncw.edu/disability

910-962-7555
Step 1: Access **DRC Student Portal**
Step 2: Select “Schedule An Appointment”
Step 3: Review Information Page and Select “Schedule an Appointment.”
Step 4: Select Appointment Type

**SEA.lab** (e.g. – Reading Strategies, Time Management, Study Skills, Notetaking Strategies, etc.)

**Assistive Technology** (e.g. – Read and Write Gold, Smart Pens, Personal Computer Accessibility, etc.)

**Staff Member** (e.g. – Questions about accommodations or additional resources, academic concerns, etc.)
Step 5: Select Whom You Wish to Meet

Students may select “All” to see availability for multiple DRC Staff Members
Step 6: Select Date and Time Slot

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Time</th>
<th>With who</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Member</td>
<td>Mon Jul 1, 2019</td>
<td>8:00 AM to 9:00 AM</td>
<td>RJ Kilgore</td>
<td>Schedule this time slot</td>
</tr>
<tr>
<td>Staff Member</td>
<td>Mon Jul 1, 2019</td>
<td>10:00 AM to 11:00 AM</td>
<td>RJ Kilgore</td>
<td>Schedule this time slot</td>
</tr>
<tr>
<td>Staff Member</td>
<td>Mon Jul 1, 2019</td>
<td>11:00 AM to 12:00 PM</td>
<td>RJ Kilgore</td>
<td>Schedule this time slot</td>
</tr>
<tr>
<td>Staff Member</td>
<td>Mon Jul 1, 2019</td>
<td>12:00 PM to 1:00 PM</td>
<td>RJ Kilgore</td>
<td>Schedule this time slot</td>
</tr>
<tr>
<td>Staff Member</td>
<td>Mon Jul 1, 2019</td>
<td>3:00 PM to 4:00 PM</td>
<td>RJ Kilgore</td>
<td>Schedule this time slot</td>
</tr>
<tr>
<td>Staff Member</td>
<td>Mon Jul 1, 2019</td>
<td>4:00 PM to 5:00 PM</td>
<td>RJ Kilgore</td>
<td>Schedule this time slot</td>
</tr>
</tbody>
</table>
Step 7: Confirm Appointment Details and Describe Intended Purpose of Meeting

Please confirm your booking:

Appointment details

Staff Member
Mon July 1, 2019 10:00 AM (1 hour)
RJ Kilgore
Booking Information

Student Pre-Booking Form

What is the intended purpose or topic of this appointment (e.g., SEA.lab: I would like to talk about time management and organization strategies)?

[Blank space for text]

[Buttons: Cancel, Confirm this booking]