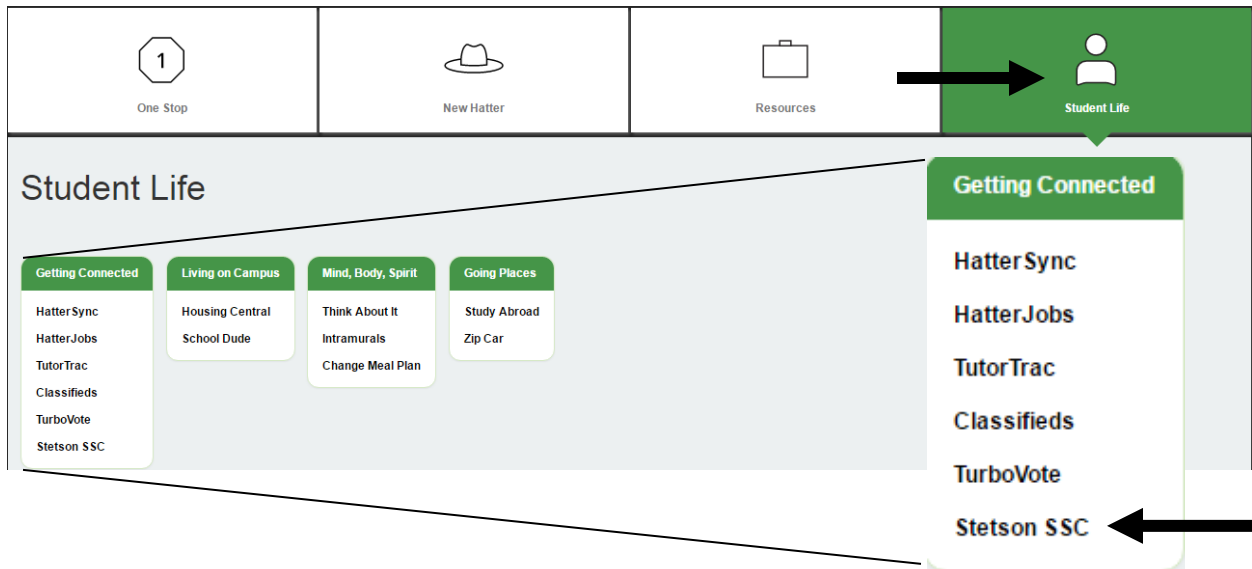


How to Schedule a Meeting with WORLD

1. Login to [My.Stetson](#)
2. Select Stetson SSC from the Getting Connected area of the Student Life tab.



3. In the upper right corner of your home page, click the blue button titled “Schedule a Meeting”.

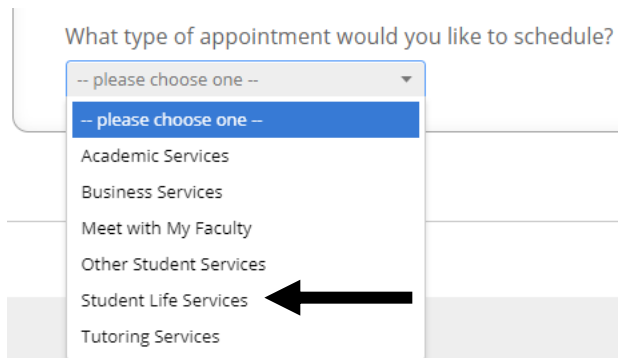
Student Home ▾

Class Information Reports Calendar Send a Message



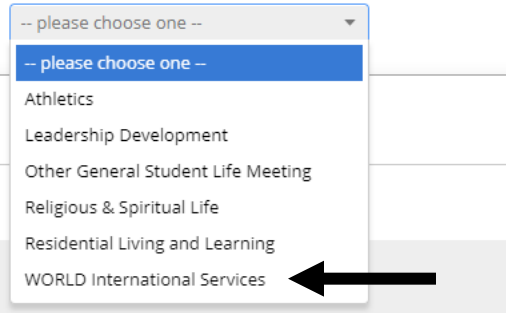
Get Assistance

4. Select “Student Life Services” from the first drop down.



5. Select “WORLD International Services” from the second drop down.

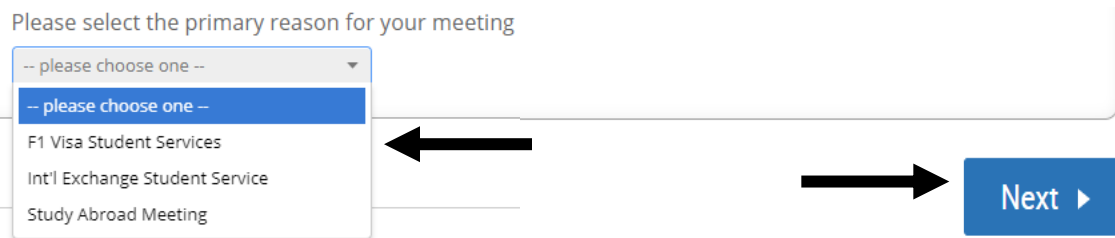
Please select the type of meeting you would like



- please choose one --
- please choose one --
- Athletics
- Leadership Development
- Other General Student Life Meeting
- Religious & Spiritual Life
- Residential Living and Learning
- WORLD International Services

6. Select the specific type of meeting you would like from the third drop down and then click Next.

Please select the primary reason for your meeting

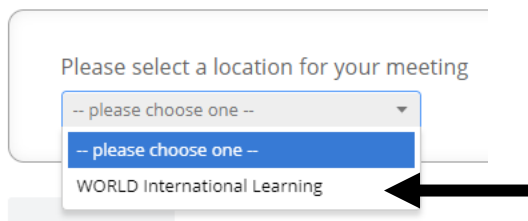


- please choose one --
- please choose one --
- F1 Visa Student Services
- Int'l Exchange Student Service
- Study Abroad Meeting

Next ▶

7. Select “WORLD International Learning” from the list of locations drop down.

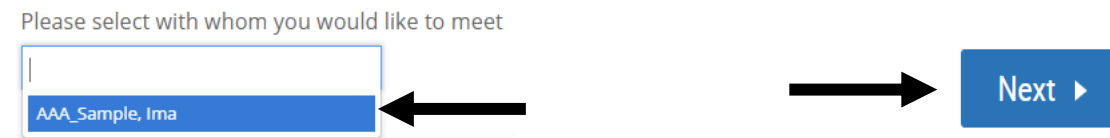
Please select a location for your meeting



- please choose one --
- please choose one --
- WORLD International Learning

8. Begin typing my name into the next drop down and click on it when it appears. Then click Next.

Please select with whom you would like to meet



AAA_Sample, Ima

Next ▶

9. You can then select from available times. If you look through the available times and do not find one that works in your schedule, you can click the Request Appointment button to send me an email letting me know when you are available to meet and we can look to work something out.

Tue, Aug 28	Wed, Aug 29	Thu, Aug 30	Fri, Aug 31	Sat, Sep 01
Morning N/A	Morning 3 Available	Morning N/A	Morning 16 Available	Morning N/A
Afternoon N/A	Afternoon 19 Available	Afternoon N/A	Afternoon 19 Available	Afternoon N/A

Don't see the time you're looking for?

[Request Appointment](#)

10. Once you have selected a time, click the Next button.

Fri, Aug 31

Close

9:30am

9:45am

10:00am

10:15am

10:30am

Next ▶

11. You can leave me a note in the comments box. You can also choose to receive an email reminder, sent the morning of our meeting, and text message reminder, sent 30 minutes before out meeting, through the system.

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: Ima Sample with Ima AAA Sample **When:** Friday, August 31
10:00am - 10:30am

Why: Example Meeting **Where:** Example Location

Additional Details My office is located in Example Hall Room 1883.

Is there anything specific you would like to discuss with Ima ?

Comments for your staff...

Send Me an Email
 Send Me a Text

Please provide your mobile number

386.822.7000

◀ Back



Confirm Appointment

12. Once you hit the “Confirm Appointment” button, you and I will both be emailed a confirmation of the appointment.