

UCCS Excel Communication Center

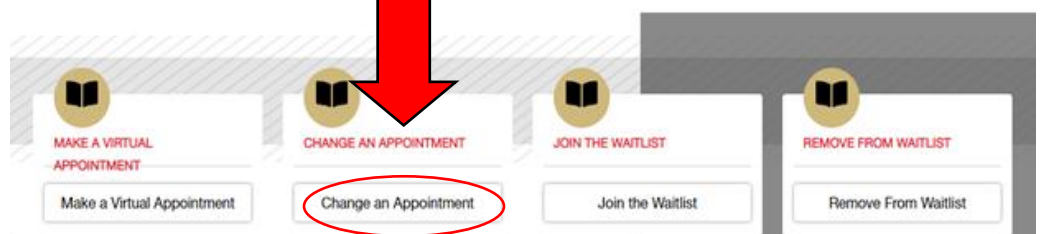
How to Update an Existing Appointment

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Appointments

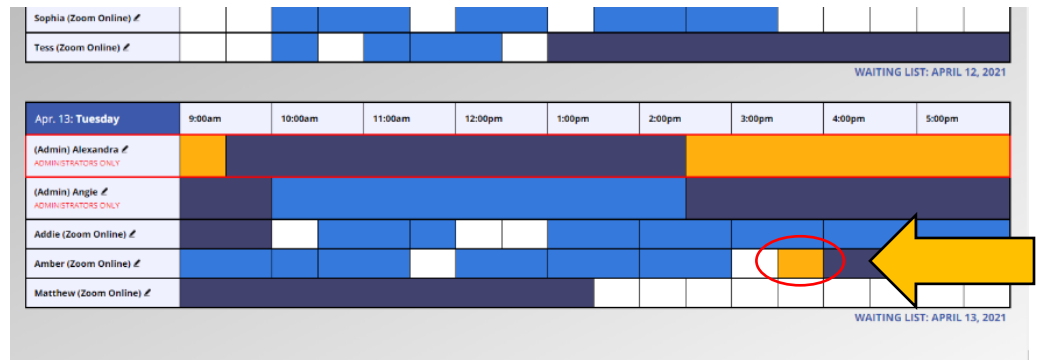
APPOINTMENTS

It's easy to schedule an appointment. Just go to [Comm Center Online](https://communicationcenter.uccs.edu) register and schedule your appointment for the service you need! Send us an email at cec@uccs.edu or leave a voicemail at 719-255-4770 if you need help registering.



FIRST: To alter an existing appointment, please navigate to: <https://communicationcenter.uccs.edu/appointments> Click on **“Change an Appointment”** and sign into your WOnline account.

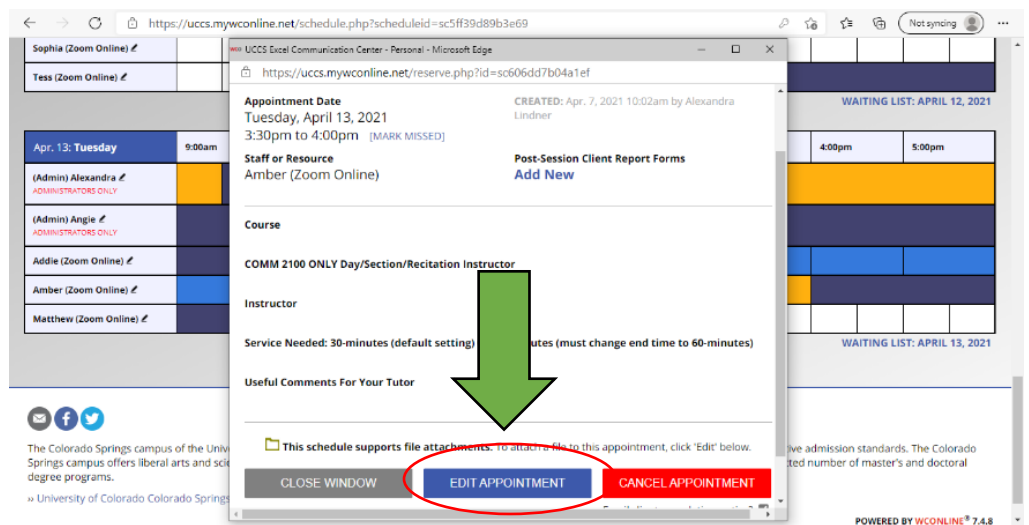
SECOND: Click on the existing orange appointment that you wish to alter. An appointment detail box will pop up.



The Colorado Springs campus of the University of Colorado (UCCS) is a comprehensive baccalaureate and specialized graduate research university with selective admission standards. The Colorado Springs campus offers liberal arts and sciences, business, engineering, health sciences, and teacher preparation undergraduate degree programs, and a selected number of master's and doctoral degree programs.

» University of Colorado Colorado Springs

THIRD: To update a current appointment, scroll to the bottom of the pop-out and select **“Edit Appointment”**.



FOURTH: If any documents that need to be added or comments for the tutors, this can be done while in the editing appointment box.



Service Needed: 30-minutes (default setting) OR 60-minutes (must change end time to 60-minutes) *

In-Person Presentation Practice (speeches UNDER 15-min) ▾

Useful Comments For Your Tutor

Student selected OVER 15-min, but scheduled for 30-min. Service needed changed and emailed student for confirmation. 2/24 - Sabra



This schedule supports file attachments. To attach a file to this appointment, use the options below. To view attached files, click the 'view appointment' button to return to the appointment overview. **File attachments must be 5MB or less and in one of the following formats: .doc, .docx, .numbers, .odt, .pages, .pdf, .rtf, .txt, .wpd, .wps, .xls, or .xlsx.**

File #1	Document Title	Notify Client?
<input type="button" value="Choose File"/> No fil...hosen		No ▾
File #2	Document Title	Notify Client?
<input type="button" value="Choose File"/> No fil...hosen		No ▾
File #3	Document Title	Notify Client?
<input type="button" value="Choose File"/> No fil...hosen		No ▾

FIFTH: Once finished editing your appointment, make sure to click “Save Changes” at the bottom.



ADMINISTRATIVE OPTIONS

Walk-In/Drop-In | Missed | Placeholder | Email Client? | MOVE APPT