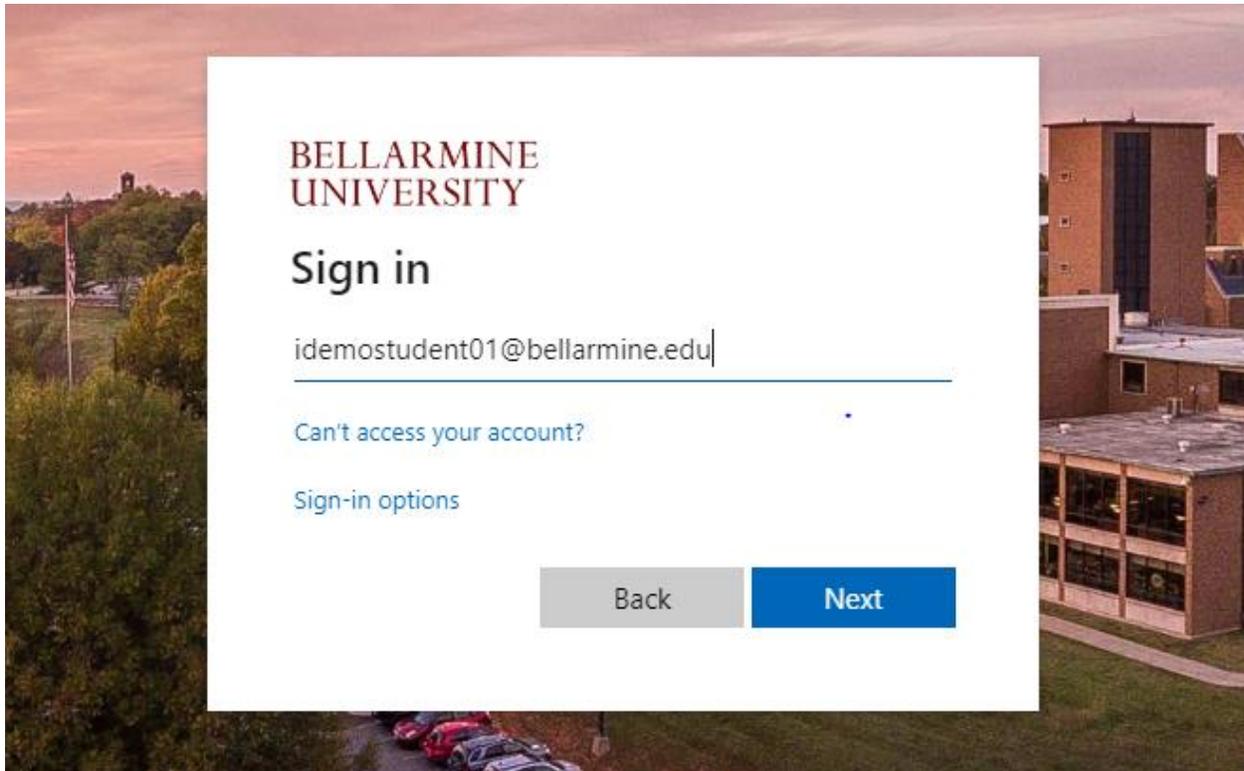


## How to Schedule A Meeting in Beacon (For Students)

### Step 1: Sign in

User logs in with Bellarmine Credentials. Bookmark the Beacon Link <https://bellarmine.campuslabs.com/beacon> or use your One.Bellarmine dashboard to get to the Beacon Sign in page.



### Step 2: Who Do I Want to Meet With?

From your Student Report page (your profile page), choose a member of your Success Team to schedule a meeting with.

Hover your mouse over any member of your student success team and the person will highlight "green" with the words "Schedule Meeting". In this example, we have selected "Natalie Cousin".

# Student Report



**Ima Demostudent** 1251343

Connect with your Success Team



**Leslie Maxie**  
Director of Housing...



**Laura Weinstein**  
Academic Advisor



**Nia Estes**  
Residence Life Coor...



**Lindsey Gilmore**  
Asst. Director, Resi...



**Natalie Cousin**  
Assistant Director, ...



**Natasha Begin**  
Care Team Coordin...



**Shelby Bosi**  
Academic Advisor



**Joy Jacobs-Laws...**  
Assistant Professor ...



**Elaine Surdyke**  
Residence Life Coor...



**Amy Siegel**  
Senior Academic A...



**Lindsay Gargotto**  
Director, Military & ...



**Andrew Schroe...**  
Director of Academ...

## Step 3: Scheduling with My Academic Advisor or other member of the Student Success Network

After selecting your Academic Advisor or other member of the Student Success Network, you will see their contact information display in a small window.

Keep the contact window open to create a meeting. When creating a meeting with your chosen network member, click the “+” sign in the Schedule Meeting bar.

My Success Network ×

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**Natalie Cousin**

Assistant Director, Academic Support Services  
Std: Athletes, Ofc of Strategic Initiatives

**Office Location**  
Brown Library Room 105

**Phone**  
Campus: (502) 272-8217

**Campus Email**  
[ncousin@bellarmine.edu](mailto:ncousin@bellarmine.edu)

Schedule Meeting +

Close

This will show you the Calendar of the member you are trying to meet with. If there are no availabilities on your chosen day, you will see “0 Appointments available”.

## Natalie Cousin

Assistant Director, Academic Support Services  
Std: Athletes, Ofc of Strategic Initiatives

Office Location

Campus Email  
[ncousin@bellarmine.edu](mailto:ncousin@bellarmine.edu)

### Schedule Meeting

\* Select Date

■ Available   ■ Selected Date

\* Select Time  
0 Appointments Available on 07/29/2020

July 2020

Su	Mo	Tu	We	Th	Fr	Sa
					29	30
					31	1
2	3	4	5	6	7	8

Reason for Meeting (Optional)

Schedule Meeting

Close

### Step 4: Pick Your Day/Time

The dates available will typically show up in gold. The date you select will turn blue and to the right-hand side will display available time slots for that day. Here I have selected the 10am to 10:30am slot.

If there is anything you would like your Academic Advisor or other member of the Student Success Network of your meeting to know, such as the topic that you would like to review, or the item or question you are needing assistance with, you can type in this information in the “reason for meeting” area. Then click, “Schedule Meeting”

**NOTE:** Students must schedule an appointment no later than a 24 hour time frame. Meaning if you are trying to schedule in less than 24 hours between the time of creating your appointment and your appointment time slot, you will not be able to.

## Natalie Cousin

Assistant Director, Academic Support Services  
Std: Athletes, Ofc of Strategic Initiatives

**Office Location**  
Brown Library Room 105

**Phone**  
Campus: (502) 272-8217

**Campus Email**  
[ncousin@bellarmine.edu](mailto:ncousin@bellarmine.edu)

### Schedule Meeting

**\* Select Date**

Available Selected Date

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
					29	30
1	2	3	4	5	6	7
8						

**\* Select Time**

4 Appointments Available on 07/30/2020

- 10:00 AM - 10:30 AM
- 10:30 AM - 11:00 AM
- 11:00 AM - 11:30 AM
- 11:30 AM - 12:00 PM

**Reason for Meeting** (Optional)

Thinking about switching my major, need some guidance

**Schedule Meeting**

Close

### Step 5: Meeting Created

**Congratulations! You have Successfully created your meeting. You should see a similar confirmation box with your meeting details. This signifies your request has been *sent*. This does not mean it has been approved.**

## Natalie Cousin

Assistant Director, Academic Support Services  
Stdt Athletes, Ofc of Strategic Initiatives

### Office Location

Brown Library Room 105

### Phone

Campus: (502) 272-8217

### Campus Email

[ncousin@bellarmine.edu](mailto:ncousin@bellarmine.edu)

### Schedule Meeting

✓ A meeting request has been sent to Natalie Cousin

Natalie Cousin will confirm or deny your request and you'll receive an email confirmation either way. If the meeting is a go, you'll also get a reminder email at idemostudent01@bellarmine.edu on the day of your confirmed time.

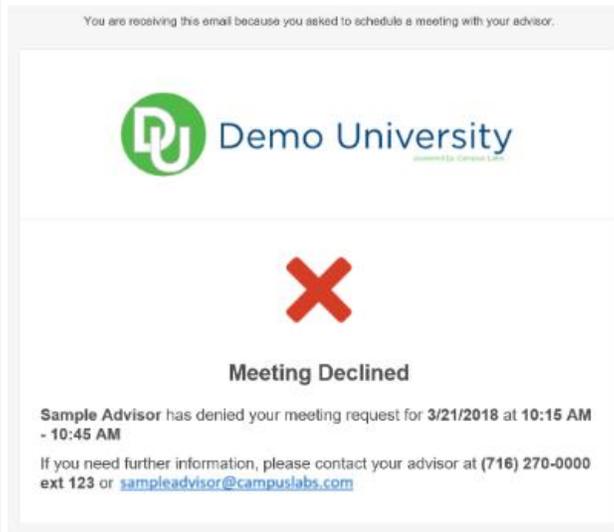
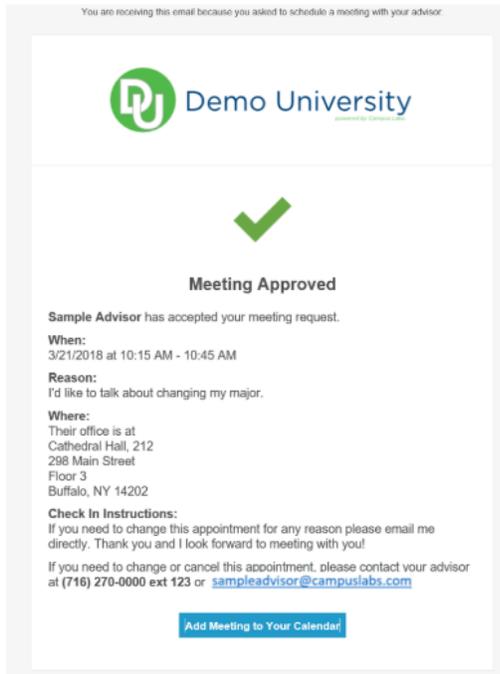
Close

## Step 6: Meeting Notifications

There are various notifications that can be received after creating a meeting. An email will be sent to the person you have requested a meeting with. They will approve or deny the meeting.

Once they have you will receive an email letting you know the meeting status. The email will be sent from "notifications@beacon.mail.campuslabs.com" with the subject of either "Meeting Approved" or "Meeting Denied".

- If the meeting is **approved**, you will receive an email with the meeting details.
- If the meeting is **denied** you will receive an email with the persons information so that you can reach out to them to understand why the meeting was denied or you can log back into Beacon and request a new time.



## Step 7: Meeting Approved

If your meeting was approved, the day of your appointment you will receive a reminder email with the details of your meeting.

You are receiving this email because you asked to schedule a meeting with your advisor.



### Meeting Reminder

You have a meeting today with **Sample Advisor**.

**When:**

10:15 AM - 10:45 AM

**Where:**

Cathedral Hall , 212  
298 Main Street  
Floor 3

Buffalo, NY 14202

**Check In Instructions:**

If you need to change this appointment for any reason please email me directly. Thank you and I look forward to meeting with you!

If you need to change or cancel this appointment, please contact your advisor at (716) 270-0000 ext 123 or [sampleadvisor@campuslabs.com](mailto:sampleadvisor@campuslabs.com)

### Step 8: Meeting Cancelled

Sometimes things come up that may interfere with the meeting you have created. The person you had made the meeting with may need to cancel the meeting after it has been approved. If a cancellation happens you will receive an email with the reason for the cancellation.

You are receiving this email because you asked to schedule a meeting with your advisor.



## Meeting Cancelled

Sample Advisor has cancelled your meeting for 3/21/2018 at 10:15 AM - 10:45 AM

**Reason:**

This meeting time will no longer work. Please schedule another time.

Thank you.

If you need further information, please contact your advisor at (716) 270-0000 ext 123 or [sampleadvisor@campuslabs.com](mailto:sampleadvisor@campuslabs.com)

### Step 9: How do I Cancel A Meeting Myself (the student)?

If a student would like to initiate a meeting cancellation themselves for a meeting they have created and scheduled, they would want to contact their meeting Academic Advisor or other member of the Student Success Network by email or phone to make them aware of the cancellation request and your reasoning for cancellation. The Academic Advisor or other member of the Student Success Network can then make the cancellation on your behalf.