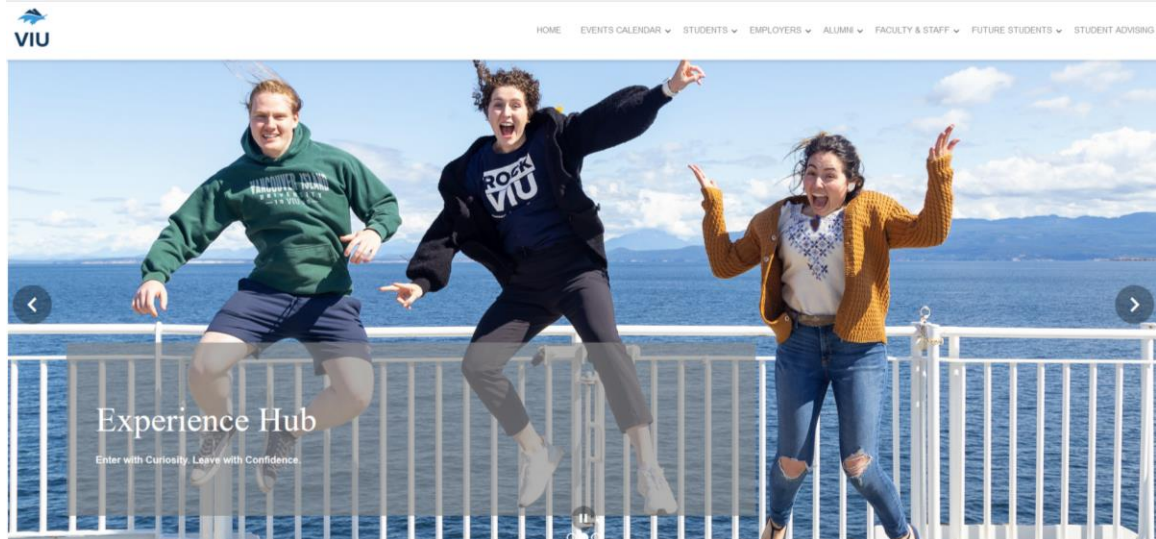


# Academic and Career Prep Advisor Appointments in Experience Hub

## Booking an Appointment

1. Navigate to the VIU online Experience Hub at: <https://studentemployment.viu.ca/home.htm>



2. Login using your VIU single sign-on credentials.

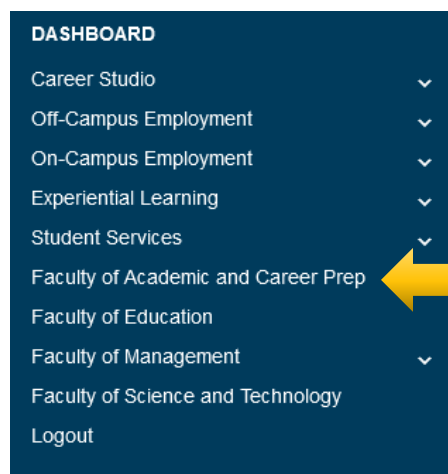
**Student / Alumni Login**

PLEASE LOGIN BELOW

- Please login using your VIU domain account.

Login Using Single Sign-On

3. Once you have logged in, click on Faculty of Academic and Career Prep.



- You can now choose to view all available appointments by clicking on “View Calendar,” or you can click on “Book by Appointment Type” to view the types of appointments available for booking.

**FACP Appointments**

**The Faculty of Academic and Career Preparation is excited to speak with you!**

If you know who you would like to talk to, you can use 'Book by Appointment Provider'.  
 If you are new or would like some program information, you can use 'Book by Appointment Type'.

If you have questions or prefer to book by phone, please give us a call!

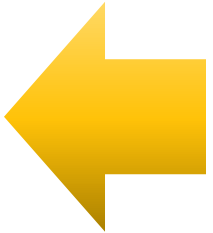
Adult Basic Education or Aboriginal University Bridge Program, Nanaimo: 250.740.6425 or Cowichan: 250.746.3527  
 Pathways Program or Canadian University Foundation Year: 250.753.3245 local 2921  
 Volunteer Tutor Program: 250.753.3245 local 2381  
 English Language Learning: 250.740.6318

We look forward to meeting with you!

**Please select a booking option:**

View Calendar

Book by Appointment Type



- If you choose to view the calendar, you will now see all available appointment days and times. Click on a date and time that you would like to book.

FACP Appointments: Full Calendar						← Back to FACP Appointments
September 2024						<span>←</span> <span>→</span> Today Month Week Day Toggle Filters
Mon	Tue	Wed	Thu	Fri	Sat	
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	
1	2	3	4	5	6	

6. Once you have selected a date and time, complete all the required information fields in the booking screen,

**Book Appointment** ← Back to Home

**Disclaimer!** ACP staff are excited to meet with you and support you! Please remember that we are committed to providing an environment that is free of harassment and other forms of discrimination. Abusive or threatening language will not be tolerated when meeting with our staff.

**APPOINTMENT DETAILS**

Provider: Sarah Spencer  
Location: Front Reception of Building 205  
Date: September 18, 2024

**APPOINTMENT TYPE**

Type: --Select--

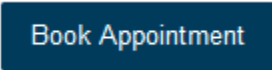
**APPOINTMENT MODE**

Appointment Mode: --Select--

**ADDITIONAL INFORMATION**

Local Phone #:

7. To complete the booking, click the blue “Book Appointment” button at the bottom of the screen.



8. If you choose the “Book by Appointment Type” option, you will see a list of the different types of appointments to choose from. Choose the appointment type you want to book by clicking the blue “Book” button for that appointment type.

**Choose Type**

**Aboriginal University Bridging Program**

This appointment type is for:

- Applications to Aboriginal University Bridging Program (AUBP)
- Adult Upgrading Grant (AUG), band funding, other financial aid
- Enroll or withdraw from courses
- Education Planning
- Adult Graduation Diploma
- Other

[Book](#)

**Adult Basic Education - Current Student**

Book this appointment type if you are a current student and would like information for:

- Adult Upgrading Grant (AUG), scholarships & awards, or financial aid
- Enroll or withdraw from courses
- Education Planning
- Adult Graduation Diploma
- Other

[Book](#)

**Adult Basic Education - New / Returning Student**

Book this appointment type if you are a new or returning ABE student and are seeking information for:

- Assessments
- Applications to Adult Basic Education (ABE)
- Enroll or withdraw from courses
- Education Planning
- Adult Graduation Diploma
- Other

[Book](#)

**English Language Learning - Current Student**

Book this appointment type if you are a current ELL student seeking information for:

9. A list of upcoming dates with open appointments of that type will open, click on the date you would like to book and a list of open appointment times on that day will open.

**Type: Adult Basic Education - Current Student**

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Wednesday, September 18, 2024

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Thursday, September 19, 2024

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Friday, September 20, 2024

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Monday, September 23, 2024

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Tuesday, September 24, 2024

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Wednesday, September 25, 2024

**Type: Adult Basic Education - Current Student**

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Select a time

Sep 20, 2024 08:00 AM PT to 08:20 AM PT

Provider: Sarah Spencer  
Appointment Mode(s) \*In-Person, Microsoft Teams or Phone | In-Person | Microsoft Teams | Phone  
Front Reception of Building 205

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Sep 20, 2024 08:25 AM PT to 08:45 AM PT

Provider: Sarah Spencer  
Appointment Mode(s) \*In-Person, Microsoft Teams or Phone | In-Person | Microsoft Teams | Phone  
Front Reception of Building 205

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Sep 20, 2024 08:50 AM PT to 09:10 AM PT

Provider: Sarah Spencer  
Appointment Mode(s) \*In-Person, Microsoft Teams or Phone | In-Person | Microsoft Teams | Phone  
Front Reception of Building 205

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10. Select the time that you would like to book and proceed with completing the booking screen as shown above (Step 6).

11. Once you book your appointment, you will receive an email confirming the booking.

## Cancelling an Appointment

You booked an appointment, but something came up and now you can't make it. We get it, life happens. Follow the steps below to cancel your appointment.

**NOTE:** Appointments can only be cancelled online up to 3 hours before the scheduled appointment. If you need to cancel with less than 3 hours' notice you will have to email the provider directly to let them know.

1. Login to Experience Hub. On your Dashboard you will see your booked appointments. Click the red "Cancel" button to cancel the appointment. The system will ask you to enter a reason why you are cancelling. Enter your reason and click "Commit Cancellation."

The screenshot shows the Experience Hub dashboard with a navigation bar at the top containing: Dashboard, Experiential Education, Documents, Posting / Applications, Appointments, Event Registration, and Outcome. Below this is a sub-navigation bar with: Dashboard, Account, Forms, Calendar, and Schedule. The main content area displays a "Welcome to the Experience Hub!" message and a "Your Upcoming Schedule" section. Under "Your Upcoming Schedule", there is a table for "Friday, September 20, 2024". The table has columns for Time, Type, Name, Status, and Conflicts. One appointment is listed: "08:00 AM PT to 08:20 AM PT" (Appointment) with Name "Appointment with Sarah Spencer (sarah.spencer@viu.ca)", Status "Booked", and Conflicts "0". To the right of the appointment row are two buttons: a blue "View" button and a red "Cancel" button. A yellow arrow points to the "Cancel" button.