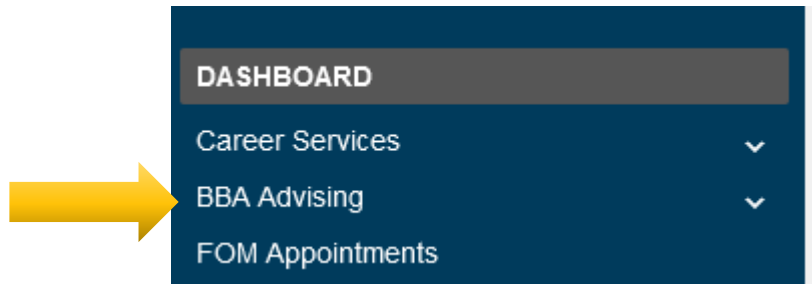
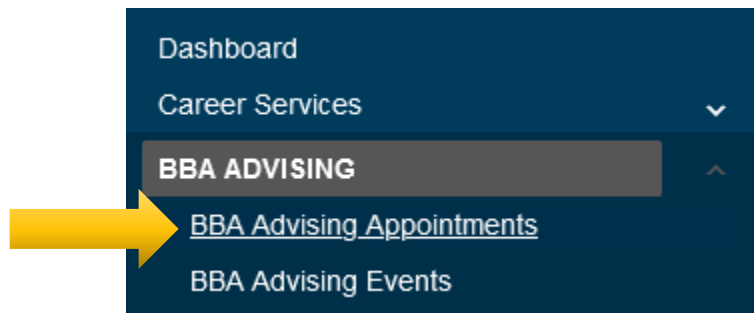


How to book an appointment with the BBA Advisor

1. Login to CareerVIU. If you have never logged in you can find instructions on how to access the portal here: <https://services.viu.ca/career-services/accessing-student-employment-portal>
2. Once you have logged in click on the “BBA Advising” link in the left-hand navigation pane.



3. Now click on BBA Appointments.



4. You may now choose to view the calendar or to book by appointment type.

Appointments

Telephone and zoom appointments are currently available with no in-person contact at this time.

Ensure you have a quiet and private place to be at the time of your appointment.

Please select a booking option:

View Calendar

Book by Appointment Type

- If you choose “View Calendar” you will now see a calendar view of all open BBA Advising appointments. To book simply click on the day and time of your choosing.

< > Today Month Week Day Toggle Filters

November 2021

Mon	Tue	Wed	Thu	Fri
1 7a Open 7:40a Open 8:20a Open 9a Open 9:40a Open 10:20a Open 11a Open 11:40a Open 12:20p Open	2 11a Open 11:40a Open 12:20p Open 1p Open 1:40p Open 2:20p Open 3p Open	3 2p Open 2:40p Open 3:20p Open 4p Open 4:40p Open 5:20p Open 6p Open 6:40p Open 7:20p Open	4 1p Open 1:40p Open 2:20p Open 3p Open 3:40p Open 4:20p Open	5 11a Open 11:40a Open 12:20p Open 1p Open 1:40p Open 2:20p Open 3p Open
8 7a Open 7:40a Open 8:20a Open 9a Open 9:40a Open 10:20a Open 11a Open 11:40a Open 12:20p Open	9 11a Open 11:40a Open 12:20p Open 1p Open 1:40p Open 2:20p Open 3p Open	10 2p Open 2:40p Open 3:20p Open 4p Open 4:40p Open 5:20p Open 6p Open 6:40p Open 7:20p Open	11	12 11a Open 11:40a Open 12:20p Open 1p Open 1:40p Open 2:20p Open 3p Open
15 7a Open 7:40a Open 8:20a Open 9a Open 9:40a Open	16 10:45a Open 1p Open 1:40p Open 2:20p Open 3p Open	17 2p Open 2:40p Open 3:20p Open 4p Open 4:40p Open	18 1p Open 1:40p Open 2:20p Open 3p Open 3:40p Open	19 11a Open 11:40a Open 12:20p Open 1p Open 1:40p Open

- If you choose “Book by Appointment Type” you will see a list of different types of appointments that are open for booking. Click on the “Book” button to view available days and times for the selected appointment type.

Goal Coding

Short appointments for people who know what they want and just want to be goal-coded. (15 min each other.)

Please download your free Zoom account at <https://zoom.us/>

Please use the Zoom invite below to join the meeting.

I have a waiting room enabled and you will be admitted to the room at the scheduled time for

Join from PC, Mac, Linux, iOS or Android: <https://vu.zoom.us/j/9107810838?pwd=UFVhVIRo>

Password: 528904
Meeting ID: 910 781 0838

Book

Phone

When meeting by phone, Sharon will call you at the start time of your appointment.

Book

Zoom

Please download your free Zoom account at <https://zoom.us/>

Please use the Zoom invite below to join the meeting.

I have a waiting room enabled and you will be admitted to the room at the scheduled time for

Join from PC, Mac, Linux, iOS or Android: <https://vu.zoom.us/j/9107810838?pwd=UFVhVIRo>

Password: 528904
Meeting ID: 910 781 0838

Book

7. Open days and times will appear in a list on the right-hand side of the page. To book your selected time click on the day and time of your choosing.

Choose Type

Goal Coding
Short appointments for people who know what they want and just want to be goal-coded. (15 mins). These are zoom appointments so we can share our screen with each other.
Please download your free Zoom account at <https://zoom.us/>
Please use the Zoom invite below to join the meeting.

I have a waiting room enabled and you will be admitted to the room at the scheduled time for your appointment.

Join from PC, Mac, Linux, iOS or Android: <https://vu.zoom.us/j/9107810838?pwd=UFVhVlRoeElnNmRURmord1FhQVNSUT09>

Password: 528904
Meeting ID: 910 781 0838

Book

Phone

When meeting by phone, Sharon will call you at the start time of your appointment.

Book

Next Available Appointments

Type: Phone

Wednesday, October 20, 2021

Thursday, October 21, 2021

Friday, October 22, 2021

Monday, October 25, 2021

Tuesday, October 26, 2021

Wednesday, October 27, 2021

8. Completed the booking process by answering any required fields in the booking screen and then click “Book Appointment.” You will receive an auto email confirming that your appointment has been booked.

APPOINTMENT DETAILS

Provider: Sharon Kelly
Location: TBD
Date: October 22, 2021

APPOINTMENT TYPE

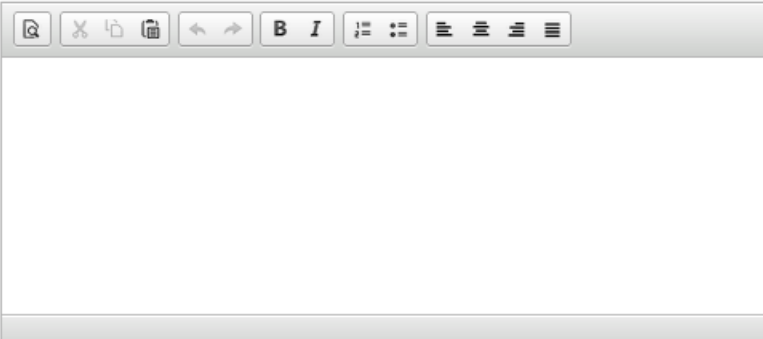
Type: Phone

APPOINTMENT TIME

Time From 11:40 AM To 12:10 PM

ADDITIONAL INFORMATION

What topics would you like to cover?



IN-TAKE FORM

* Please provide the best number for the BBA Advisor to call you at the time of the appointment

Book Appointment Cancel