MyCWS Student Appointment Guidelines

The Center for Work and Service now offers scheduling for general counseling appointment online through MyCWS. The general appointments are 25 minute appointments with a counselor to gain clarity about your career direction, or develop an internship or job search strategy.

These counseling appointments are for upper classwomen and following-up after drop-in appointments. We recommend that first year and sophomore students start with a regular drop-in session held daily when classes are in session from 12:30-2pm so that one of our counselors can address your initial questions and then direct you to the most appropriate resources and/or counselor for your next steps.

To book an appointment:

1. Log into MyCWS.

2. Click “Make an Appointment” in the left hand tool box.

3. Select the appropriate appointment type from the “Appointment Type” drop down menu. For example, for an in-person general appointment, select “STUDENT – General Appointment – In Person”. Then select “Search.”

4. A list of available appointments (available in the next 14 days) for the selected appointment type will be displayed. Be sure to read the message at the top of the page, this will provide information on the appointment type and the important notices.

5. Click on the available appointment of your choice and the booking page will open up. Be sure to read the message at the top of the page, this will provide information on the appointment type and the important notices. Click “Done” to finalize the appointment booking process, or “Cancel Appointment” to not book the appointment. Note: Please double-check the appointment time as clicking on any time slot initially books the appointment. Please click “Cancel Appointment” if you decide not be book the appointment.

6. Appointment successfully booked. The booked appointments can be viewed in MyCWS under “My Account” – “My Activity” - “Appointments”. Appointments can also be canceled here if your schedule changes after booking.