

## Overview

Dr. Christie Rinck is the undergraduate academic advisor for all majors and minors in the Department of Women's Studies. Dr. Rinck is available to meet with students individually for advising appointments, assist with new and transfer student orientations, answer student emails, and use any other mechanism available to assist our students' success in their graduation and career goals.

## Advising Appointments Schedule

Appointments can be made up to 2 weeks in advance.

### **There is one way to schedule an advising appointment:**

- Online –
  - USF Students with U# ([eScheduler](#))
  - [Non-USF students](#)

### **Appointments are for:**

- Current or incoming:
  - Majors
  - Double Majors
  - Minors
- USF students seeking more information about the department
- Prospective USF students

\*Advising appointments for **prospective students** are available, but we respectfully request that non-USF students make appointments when it is less vital to have the time available for our current students. Please do not make a non-USF student appointment between the following dates:

- January 1 to January 15
- March 1 to April 21
- May 5 to May 26
- August 10 to September 5
- October 1 to November 23

## Cancel

If you cannot make your appointment, you are **REQUIRED** to cancel or reschedule in advance of your scheduled advising appointment time slot. You can cancel in two (2) ways: online or in person using our virtual receptionist. If you fail to cancel your appointment and do not attend your scheduled appointment, you will be automatically **blocked** from rescheduling another appointment online until you email [crinck@usf.edu](mailto:crinck@usf.edu) with your name, U#, and explanation for missing the appointment.

### **The best way to cancel is to use the online system.**

To cancel using [eScheduler](#):

Log in with your U# and select "Women's Studies".

Your scheduled appointment should then appear and you can select cancel.

Once cancelled, you can also reschedule for any other available appointments.

If you have trouble completing the cancellation online and it is 24 hours or less until your appointment, please email [crinck@usf.edu](mailto:crinck@usf.edu) to cancel your appointment.