To schedule an individual appointment with NUCLEUS staff:

1. **Log into UDSIS.** Click “Self Service” then “UD Appointment Sign Up”
2. Select Department Calendar – Academic Advising
3. Select Appointment Reason – ex: General Advising
4. Select Faculty/Staff Name – Tara Falcone or Rosalind Johnson (Tara in example below)
5. Click “View All” to see all available appointments
6. Find the appointment time you desire and click “Schedule”
   - Appointments are 15 minute time slots – if you think you will need a 30 minute appointment, schedule 2 adjacent appointments

A pop-up box will appear stating that a confirmation email has been sent to you. Review your email for appointment details, such as date and time. A reminder email will be sent to you on the morning of the appointment.
If you need to cancel a scheduled individual appointment:

1. **Log into UDSIS.** Click “Self Service” then “UD Appointment Sign Up” Then click “Scheduled Appointments”

2. Click “Cancel”

Send the NUCLEUS staff member an email explaining the circumstances as a courtesy. Reschedule the appointment for another time using the UDSIS system (if desired).