Student Guide:
Appointments

CAREER 360°

How do I book an appointment?

1. Login to career360.smu.ca
2. Click 'Students' on the top navigation bar, click 'Login'
3. Enter S# and password
4. On the left navigation bar, click 'Co-op' then select 'Appointments'
5. Select a booking option:
   a. 'View Calendar': view a calendar of available appointments
   b. 'Book by Appointment Type': view various types of appointments
   c. 'Book by Appointment Provider': view a list of appointment providers

'View Calendar'

1. Select the grey 'Toggle Filters' button to the top right of the calendar, then filter by appointment type and/or provider
2. Review the calendar and select a blue 'Open' slot
3. Complete the appointment information as required, then click the blue 'Book Appointment' button

'Book by Appointment Type'

1. Read through the various appointment types and select applicable appointment type
2. On the right side of the page, view the 'Next Available Appointments' for your selected appointment type
3. Select desired appointment date/time
4. Complete the appointment information as required, then click the blue 'Book Appointment' button

'Book by Appointment Provider'

1. Select the provider who is your assigned EDO to book an appointment with
2. Select desired appointment type, then click blue 'View Calendar'
3. Review the calendar and click blue 'Open' slot on desired date and time
4. Complete the appointment information as required, then click the blue 'Book Appointment' button

Please book with your assigned Employment Development Officer (EDO). For urgent appointments, please contact your EDO directly by email or phone.

Still Have Questions?
Please contact Career Services at career360@smu.ca for any further questions and assistance.
4th Floor, Student Centre | smu.ca/career360 | career360.smu.ca

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