

MAKING APPOINTMENTS FOR OFFICE HOURS
(Revised 2-19-2020)

Appointment Manager makes it easy to schedule appointments, without back-and-forth emails. You must make appointments at least 24 hours in advance. **IF YOU NEED TO CANCEL, you can through the confirmation email you received when you made the appointment. PLEASE CANCEL; don't "no show".**

Go to <https://am.battery.cofc.edu/eamonline>
or in MyCharleston → Academic Services → Appointment Manager (AM)

CAS Login Use Cougars/MyCharleston login/password

Schedule an Appointment:

I would like to make an appointment with:	School of Business
I am a:	Currently Enrolled Student
Appointment Type:	Individual Appointment
→ [Continue]	
Please select from the choices below:	Office Hours (SBA)
Select a name to continue:	Douglas Walker

Then choose from: **Available Dates, Time Slots**

→ [Submit Reservation], and you will get a confirmation.

If you can't find a time on Appointment Manager that is convenient for you, please email me with "Appointment Request" in the subject line. List 2 or 3 days/times that you can meet, and I will reply with the day/time that works best for me. My email is WalkerD@cofc.edu.