How to book a Coaching Appointment on COOL

Step 1: Log into COOL using your CWL: https://sauder-ubc-csm.symplicity.com/

Step 2: Click on the "Coaching & Calendar" tab and click "Coaching Appointment." Another way to access the appointment page is to scroll down the homepage and click "Book a Coaching Appointment" under the Quicklink section.

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 Documents ➡ Workshops/Events ৵ Interviews 	Junior Achievement of Vancouver, British Colum	Walsh King Vancouver, British Colum	Bench Accounting Vancouver, British Colum	
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Coaching & ^ Calendar Calendar Coaching Appointment	300+ ago 	☆ -	300+ ago ☆ <i>い</i>	
Wy Account	What's New		Upcoming Events	

Step 3: Scroll down to the bottom of the page and click "Request a Coaching Appointment"



Step 4: Select the type of coaching appointment you would like to book and select "Check Availability"

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Home	Agenda Day View Week View Month View Year View Personal Events Coaching Appt				
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	Coach Coach Definition Consultant (Colog) - Nikola Girke Jasmine Bassi Michael Rankin Mursal Khyabani Days of the Week Mono Tue Wed Thu Pri Sat Sun				

Step 5: Select a date and time that works with you. Remember to double check the appointment location to see if it is a: "Virtual Coaching Appointment (Skype/Phone)" or "Business Career Centre" appointment (in person). Fill in the required fields and click "Submit Request."

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 ↔ Home ⊕ Jobs 	Cal Confirm Appointment	
Documents Workshops/Events Interviews	* Indicates a required field Length of Appt * 30	no-show added to their record. -show. As per our policy, a student
Employers Resources Coaching &	Coach * Mursal Khyabani Time *	pointment notes field. Your coach om the start of your appointment,
Calendar Calendar Coaching Appointment	10:30 AM Type * Job Search Strategies	
My Account	Location Business Career Centre Agen Room	×
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	20 Time 06	10:30 am IS
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	Len: Cancel Submit Request	15