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.

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”

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.”