

## HOW TO SCHEDULE A CAREER COUNSELING APPOINTMENT IN COUGAR PATHWAY

COUGAR  
PATHWAY

### STEP 1

Log into Cougar Pathway through your **AccessUH** account. Look for this ^^^^ icon.

### STEP 2

When on the Cougar Pathway homepage, find the right side column labeled “**Shortcuts**”.

### STEP 3

Click “**Request a Counseling Appointment.**” One of two things will happen...

1) You will be taken to the appointment page where you can schedule an appointment with your specific career counselor. Once at this point, you will be able to pick the **TYPE** of appointment from the list.

2) You will be taken to a page with the heading: “**MY ACCOUNT**”. This means you need to complete your personal and academic profile. Once you complete your profile, go back to **STEP 3**.

### STEP 4

After selecting the **TYPE** of appointment, you can scroll down and pick the Counselor. The Counselor(s) showing up are specialists within your major options and can best support you.

### STEP 5

Click “**CHECK AVAILABILITY**” to see what dates and times the Counselor(s) have available. (*To see ALL availability, do not select any options and simply click Check Availability.*)

### STEP 6

Pick the date and time that best fits your schedule and click the name of the counselor in red. Read the Confidentiality Agreement and check the box.

### STEP 7

Confirm the information listed and type any additional notes you feel would be necessary for the counselor. Click “**SUBMIT REQUEST.**”

### STEP 8

You will receive **CONFIRMATION** of the appointment, once the counselor approves your appointment.

## DROP-IN APPOINTMENTS

### DROP-IN APPOINTMENTS:

Visit with a UCS counselor for a quick 10-15 minute appointment to discuss any career related topic. Dates and times:

- Monday & Tuesday from 9am-12pm and 1pm-6pm
- Wednesday & Thursday from 9am-12pm and 1pm-4pm
- No Drop-Ins on Friday



**WEBSITE:**  
<http://www.uh.edu/ucs/>



**EMAIL:**  
[ucs@uh.edu](mailto:ucs@uh.edu)



**PHONE:**  
713-743-5100