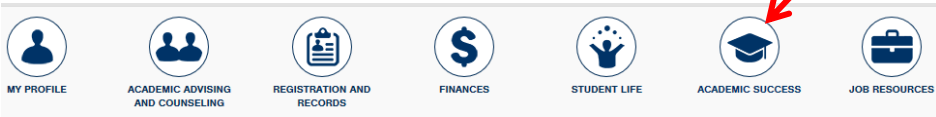
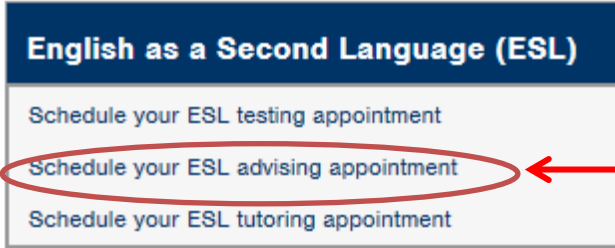
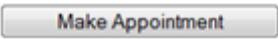
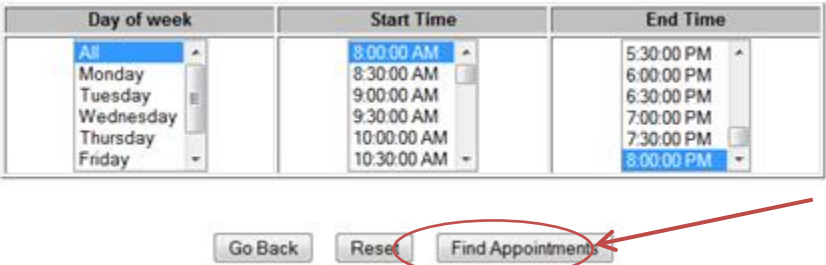
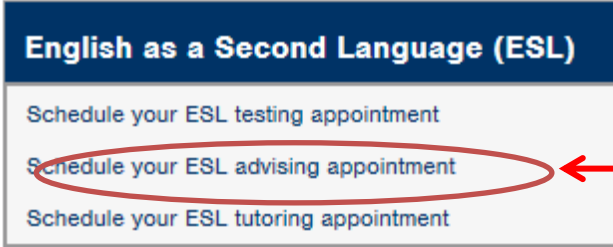
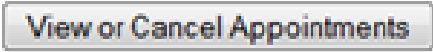





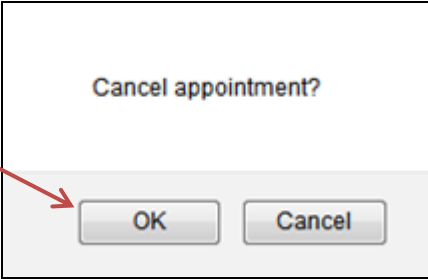
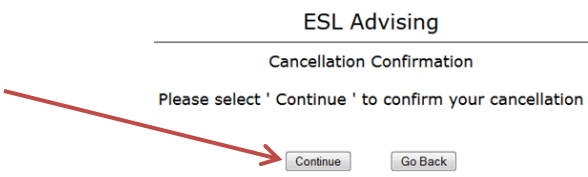


# How to Make an ESL Advisor Appointment

<p><b>Step one:</b> Log into your My Harper Student Portal.</p>	<p><a href="https://my.harpercollege.edu/cp/home/displaylogin">https://my.harpercollege.edu/cp/home/displaylogin</a></p>																				
<p><b>Step two:</b> Click on Academic Success.</p>																					
<p><b>Step three:</b> Click on the “Schedule your ESL advising appointment” link.</p>																					
<p><b>Step four:</b> Click on the “Make Appointment” button.</p>																					
<p><b>Step five:</b> Click on the “Find Appointments” button to see all appointments available.</p> <p>To limit the results, first choose the day and time you prefer, and then click “Find Appointments.”</p>																					
<p><b>Step six:</b> Click on the <input type="checkbox"/> button next to the appointment time you want.</p>	<table border="1" data-bbox="724 1247 1370 1440"> <thead> <tr> <th>Select</th> <th>Date</th> <th>Day</th> <th>Time</th> <th>Event</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>4/2/2015</td> <td>Thursday</td> <td>10:00 AM</td> <td>ESL ADVISING</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4/6/2015</td> <td>Monday</td> <td>09:00 AM</td> <td>ESL ADVISING</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4/6/2015</td> <td>Monday</td> <td>10:00 AM</td> <td>ESL ADVISING</td> </tr> </tbody> </table> <p>A red arrow points to the checkbox in the first row.</p>	Select	Date	Day	Time	Event	<input type="checkbox"/>	4/2/2015	Thursday	10:00 AM	ESL ADVISING	<input type="checkbox"/>	4/6/2015	Monday	09:00 AM	ESL ADVISING	<input type="checkbox"/>	4/6/2015	Monday	10:00 AM	ESL ADVISING
Select	Date	Day	Time	Event																	
<input type="checkbox"/>	4/2/2015	Thursday	10:00 AM	ESL ADVISING																	
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<input type="checkbox"/>	4/6/2015	Monday	10:00 AM	ESL ADVISING																	
<p><b>Step seven:</b> Choose a reason for meeting with the ESL Advisor.</p> <p>Then check to make sure your phone number and email address are correct.</p> <p>Then click on the “Continue” button.</p>	<p><b>Please Choose a Reason</b></p> <p>NEW STUDENT          PERMISSION          PERSONAL          PLANNING</p> <p>Please check your phone number and email address and correct them if they are wrong.</p> <p>Phone Number      Extension          847-925-6227      <input type="text"/></p> <p>Email Address          esl@harpercollege.edu</p> <p>Click on “Continue” to schedule your appointment.</p> <p><input type="button" value="Continue"/> <input type="button" value="Cancel"/></p> <p>A red arrow points to the dropdown menu, and another red arrow points to the 'Continue' button.</p>																				
<p>After you click on the “Continue” button, you will be e-mailed a confirmation of your appointment</p>																					

# How to CANCEL an ESL Advisor Appointment

<p><b>Step one:</b> Click on the “Schedule your ESL advising appointment” link.</p>	 <p>English as a Second Language (ESL)</p> <ul style="list-style-type: none"><li>Schedule your ESL testing appointment</li><li>Schedule your ESL advising appointment</li><li>Schedule your ESL tutoring appointment</li></ul>										
<p><b>Step two:</b> Click on the “View or Cancel Appointments” button.</p>											
<p><b>Step three:</b> Click on the  button next to the appointment time you want to CANCEL.</p>	 <p>Current Appointments</p> <table border="1"><thead><tr><th>Cancel</th><th>Date</th><th>Day</th><th>Time</th><th>Event</th></tr></thead><tbody><tr><td></td><td>4/2/2015</td><td>Thursday</td><td>10:00:00 AM</td><td>ESL ADVISING</td></tr></tbody></table> <p>Go Back</p>	Cancel	Date	Day	Time	Event		4/2/2015	Thursday	10:00:00 AM	ESL ADVISING
Cancel	Date	Day	Time	Event							
	4/2/2015	Thursday	10:00:00 AM	ESL ADVISING							
<p><b>Step four:</b> Click on the “Ok” button.</p>	 <p>Cancel appointment?</p> <p>OK Cancel</p>										
<p><b>Step five:</b> Click on the “Continue” button.</p> <p>Your ESL advisor appointment is now cancelled.</p>	 <p>ESL Advising</p> <p>Cancellation Confirmation</p> <p>Please select 'Continue' to confirm your cancellation</p> <p>Continue Go Back</p>										