The student selects a date and time, then clicks Continue.
If the student wants more than 15 minutes for the meeting, they click on the Change duration link under Date and Time.
From there, the student selects the amount of time and clicks SAVE.

**Schedule Appointment**

Don Maitz  
Faculty Advisor, Instructor, Primary Advisor

How long do you want to meet for?

- [ ] 15 minutes  
- [ ] 30 minutes
- [ ] 45 minutes
- [ ] 1 hour

[CANCEL]  [SAVE]
The newly-selected duration shows on the confirmation page under Date and Time. The student clicks the CONFIRM button to finish scheduling the meeting.
The calendar owner has two 15-minute slots taken (in this particular example) by the single student on their calendar.