How to Schedule an Appointment with Sharon Johnston
Director of Student Services
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412-268-2385
CFA 108

Schedule an appointment online (MTWF 1:30-4:30pm; Thursday 2:30-4:30pm)

1. Go to http://schoolofmusicstudentservices.simplybook.me
   *Bookmark it! You can use your computer or your cell phone.*

2. Click on one time box for a 15-minute appointment.

3. Required: your first and last name and your CMU email address.

4. Recommended: your reason for the appointment.
   *(add in parentheses after your name)*

5. Optional: your cell phone number.

6. Click on Book now box.

7. Optional: if you will need more than 15 minutes (for example, to review your academic audit or discuss a change of major), click the Home box and then on a second time box to schedule a second 15-minute appointment following the first 15-minute appointment.

8. You will receive a confirmation email.
   *It will include a link to cancel the appointment, if needed.*

Schedule an appointment at another time

   Email Sharon Johnston slj@andrew.cmu.edu