Schedule an Advising Appointment

If you are looking for assistance with your resume, cover letter, personal networking plan, job search or need some career guidance, the Center for Professional Development is here to help you. Please feel free to stop by our office, call, email or follow the steps below to request an appointment through Symplicity to speak with one of our staff members.

Step 1: Log into Symplicity through the following link: https://law-elon-csm.symplicity.com/students.

Step 2: At the top of the home page, click the red Calendar button and then select the counseling appointment tab on the next screen.

Step 3: The next page will show two columns, Requested Appointments and Approved Appointments, under the left-hand column click the Request New Appointment button to begin your appointment request.

Step 4: Determine the type of assistance you are seeking from the drop down menu under Primary Reason for Appointment. For example: Resume/Cover Letter Review; Job Search; Individual Mock Interview; Personal Networking Plan, etc.

Step 5: Narrow your search parameters even further by date or time range, the length of appointment, counselor or days of the week in which you are available to meet.

Step 6: After defining your search, click on the button check availability to review a counselor’s available appointment dates and times. If you did not check the box next to a particular counselors name then all available appointments will appear in the right hand column.

Step 7: Choose a date and time that works best for your schedule and click on the counselor’s name to take you to the appointment confirmation page. On this page you can review your appointment selection, write a note to the counselor and upload a document(s) for the counselors review.

Step 8: Once you have reviewed your selection, press the Submit Request button towards the bottom of the screen. You should automatically receive an email confirming your request has been submitted for review. The counselor will either confirm your appointment or contact you directly to reschedule if there is a scheduling conflict.