



How to Schedule an Appointment with OCPD

STEP 1: Log in to [Symplicity](#).

STEP 2: Click the Calendar Tab on the left side of the screen in the taskbar and select “Counseling Appointment.”

*If “Counseling Appointment” is not an option, scroll down and click “Request an Appointment” found on the right-hand side of the page in the “Career Tools and Advising” box.

STEP 3: Click the “Request New Appointment” button at the bottom of the screen. An appointment can be requested a minimum of 24 hours before the appointment time.

STEP 4: Select the type of appointment, date range, time range, counselor and days of the week.

Click the “Check availability” button and select a time.

STEP 5: Enter notes for your counselor regarding the appointment.

Attach documents for your advisor to review. Only one document can be attached. However, you can try to combine multiple documents into one document and attach it.

Click the “Submit Request” button.

STEP 6: Once your counselor has approved the appointment you will receive a confirmation email.

If necessary, please cancel an appointment through Symplicity a minimum of 2 hours before the scheduled appointment time.

Contact OCPD at career@law.wisc.edu or 608.262.7856