

### 1. Introduction

The UniCamillus counselling service caters for the needs of students who wish to seek expert advice while at UniCamillus, especially when they face difficult situations that may prevent them from achieving their goals.

### 2. Aim of the procedure

The aim of this procedure is to provide information on how to request the service described above using the WebApp.

### 3. Request mode

- Students must access their personal area on the WebApp and click on the Counselling service.



- They can view the days and slots available to book an appointment.
- They can click on the "P" button to book a slot (If a slot is already booked, you cannot book it.)  
*Please note that only one appointment at a time can be booked.*

| Codice | Stato | Località           | Data       | Orario | Disponibilità |
|--------|-------|--------------------|------------|--------|---------------|
| C: 24  | P     | Badolamenti Sondra | 16.02.2023 | 15:00  | Nessuno       |
| C: 25  | P     | Badolamenti Sondra | 16.02.2023 | 16:00  | Nessuno       |
| C: 26  | P     | Badolamenti Sondra | 16.02.2023 | 17:00  | Nessuno       |
| C: 27  | P     | Badolamenti Sondra | 16.02.2023 | 18:00  | Nessuno       |
|        |       | Badolamenti Sondra | 17.02.2023 | 08:00  | SI            |
| C: 21  | P     | Badolamenti Sondra | 17.02.2023 | 09:00  | Nessuno       |
|        |       | Badolamenti Sondra | 17.02.2023 | 10:00  | SI            |

- Students can cancel the appointment up to 24 hours in advance.
- Those who do not cancel their appointment in time will be prevented from booking a new appointment for the following 4 weeks.