

# Schedule Your Appointment With Your Career Specialist **TODAY!**

1. Log onto your Symplicity Account by scanning the QR code on the right, or logging onto <https://bcc-cuny-csm.symplicity.com/students>
2. Click on the [Counseling & Calendar](#) Tab
3. Select [Counseling Appt](#)
4. Click the green box [Request New Appointment](#)
5. Select your [Type](#) of appointment
6. Select your [Date Range](#)
7. Click on your [Counselor](#)
8. Select the [Days of the Week](#) you wish to schedule your appointment
9. Click on [Check Availability](#)
10. Click on an [available time slot](#)
11. Review the [appointment information](#)
12. Add any [Additional Notes](#) if needed
13. Click on [Submit Request](#)



For more information,  
please contact:

**The Office of Career  
Development**

(718) 220-7546 /

Snow Hall – First Floor

**CONGRATULATIONS!** You have now scheduled  
your appointment with your Career Specialist.  
We look forward to seeing you at Snow Hall  
located outside of the Hall of Fame entrance.