How to book appointments in Learning in Motion (LIM)

URL: learninginmotion.uvic.ca

Here at UVic we have wonderful staff working in the co-op and career services department. Whether you need help with writing your resume, finding a co-op job or figuring out your career path, they can help! It’s also easy to book appointments with them to chat.

Once you’re logged into Learning in Motion, select the “Appointments” tab on the left or click on the “Book an Appointment” button on top of your dashboard.

On the next screen, select your co-op program or career services, then click on “Book by Appointment Provider” or “Book by Appointment Type”.

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Find the staff member you’d like to see and click on their name or on “Click here to see appointment availability”

All Other Programs Co-op Appointments: Book by Appointment Provider

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Click here to see appointment availability

Once in the appointment calendar, you will see all open appointment slots for the appointment provider you have selected. Click on the slot that is most suitable for you, and the system will prompt you for additional information.

Tip: To see available appointment slots for other appointment providers, simply check off their names in the “Appointment Filters” box on the right side of the calendar.

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Select what type of appointment you are looking for, provide any required contact information and click on “Book Appointment”.

![Appointment Details]

You will receive a confirmation email as well as a 24-hour reminder from the system with details about your appointment. It will also show up under “My Upcoming Schedule” on your LIM dashboard and in “My Calendar” that is also accessible from your LIM dashboard.

![My Upcoming Schedule]

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Cancelling appointments

If you cannot make it to an appointment you can cancel it by clicking on your appointment in “My Calendar” (accessible from the Dashboard):

On the next page, click on “Cancel Appointment” at the top. The system will then prompt you to enter a reason for the cancellation and send an email to the appointment provider.

Please note: You can only cancel a limited amount of appointments per term before the system will block you from booking further appointments. Please plan your bookings accordingly.

If you would like to meet with a career educator and this is your first time visiting a career services staff member, we recommend visiting them during their drop-in hours, which can be found at http://www.uvic.ca/coopandcareer/studentsalumni/career/advice/index.php. They are a great way to learn the basics of what Career Services can do to help you!

However, if drop-in hours are not convenient, feel free to select the appropriate Career Educator in the Career Services appointment calendar in LIM and follow the same steps as described above.

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