



## Career Counseling Online Appointment Scheduling Process!

**Step 1:** Go to [spelman.joinhandshake.com](http://spelman.joinhandshake.com)

**Step 2:** Click "Currently Enrolled Students Click Here" to sign in through Spelman's Portal

**Step 3:** Go to "Career Center"

**Step 4:** Click "Appointments"

**Step 5:** Choose "Schedule New Appointment"

### **First Year Students, Sophomores and Juniors**

**Step 6:** Click on "Counseling by Major"

**Step 7:** Select your major if Handshake does not select it for you.

**Step 8:** Select an available time slot.

**Step 9:** Enter the required information

**Step 10:** Finalize the appointment

### **Seniors**

**Step 6.** Click on "Senior"

**Step 7.** Select your major if Handshake does not select it for you.

**Step 8.** Choose Ms LaTonya O'Neal for Graduate School; or Mr. Harold Bell for Career Counseling/Employment.

**Step 9.** Select an available time slot.

**Step 10.** Enter the required information

**Step 11.** Finalize the appointment

You should receive a confirmation via email.