Career Counseling Online Appointment Scheduling Process!

Step 1: Go to 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.

Contact Us: 404.270.5273 | www.spelman.edu/cpd | cpd@spelman.edu