



Career Central - How to book an appointment

Key information:

Please choose '**CSS – Coursework Student Appointments**' for any of the below enquiries:

- Program, course and enrolment advice and decisions, including credit, permission codes and third time enrolments.
- Navigating and understanding university rules, policies and processes
- Partnership student management.
- Inbound and outbound student exchange.
- Student eForms, including program leave, third attempt, reduced study load.
- Supporting and advising students at-risk.

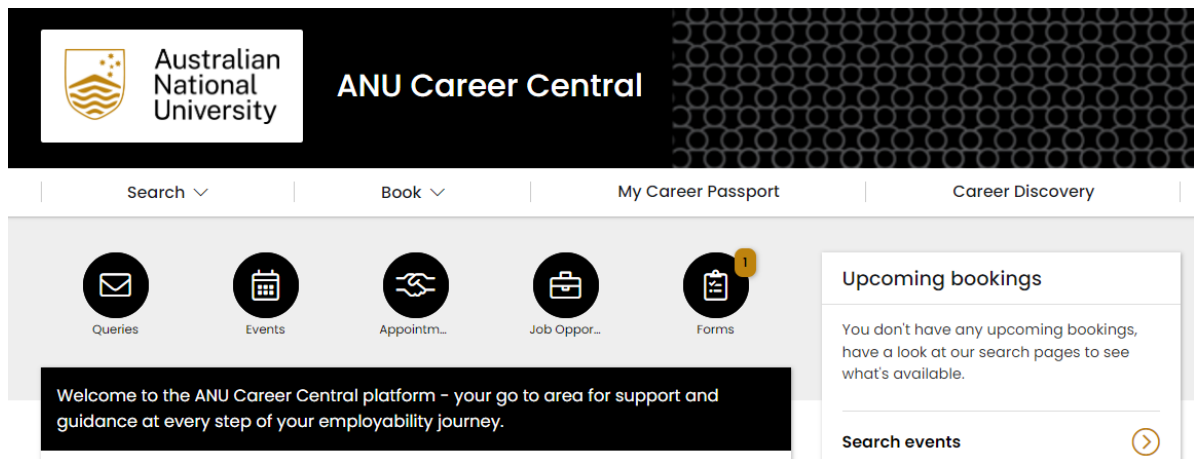
If you need assistance with *Computing Internship, Engineering Internship, Work experience (ENGN3100)*, please choose '**CSS Student Employability (In-Person)**' for the appointment option.

If you require assistance with your *CV, job application, interview, or any other jobs related questions*, please book the appointment with '**ANU Careers and Employability – Career Consultation**'

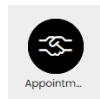
If you have any issues with the booking, please contact CSS Student Services (studentadmin.cecc@anu.edu.au) for assistance.

Booking instruction, step by step:

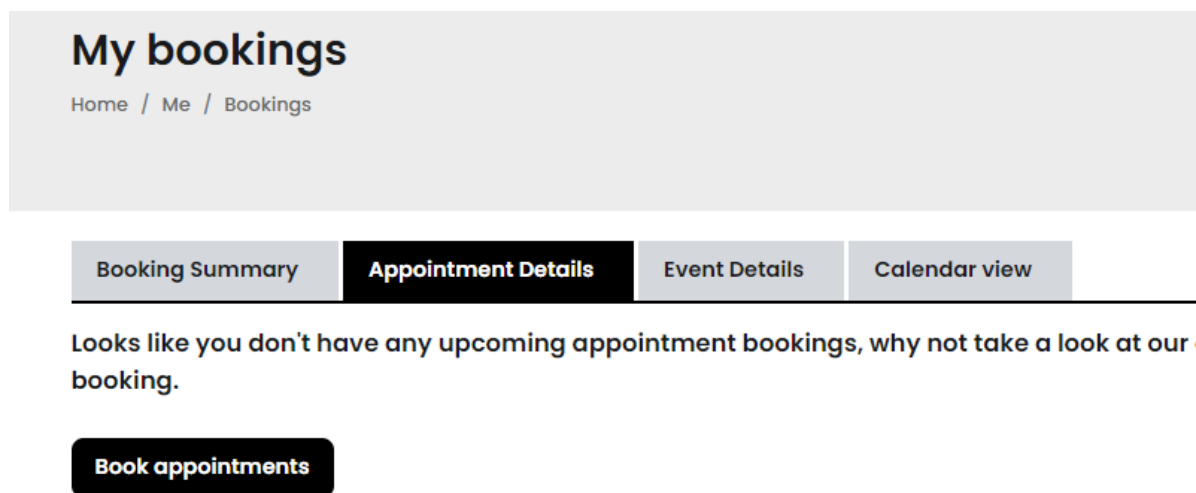
1. Access ANU Career Central site via the below link:
<https://careercentral.anu.edu.au/unauth>
2. Log-in with your ANU SSO (single sign-on)
3. You will be linked to the front page of ANU Career Central



4. Click the '**Appointment**' option



5. It will link to your booking page '**My Bookings**'. You can find all your bookings in this page



6. Click '**Book appointment**' option and you will be directed to the booking page with the available appointments.

7. There will be several options of appointments for you to choose, including

- ANU Careers and Employability – Career Consultation
- CSS – Coursework Student Appointments
- CSS – Student Employability (In-Person)


Depending on the purpose of the appointment, please choose the appropriate option.



Example

How to book the appointment for coursework enquiries (e.g study plan, course enrolment, program check, degree transfer, etc)

You will need to click '**view appointments**' under **CSS – Coursework Student Appointments**. There will be a drop-down box with the available appointments for you to book.



Australian
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CSS – Coursework Student Appointments

Provide personalised support and advice to CSS coursework stude... [Find out more](#)

View appointments ▾

Choose your appointment slot

Show only available appointments

Date	Time	Location	Action
16-Jan-2025	10:00 - 10:15	CSIT Building 108, Level 2 South Wing, CSS Student Services Office	Book
16-Jan-2025	10:15 - 10:30	CSIT Building 108, Level 2 South Wing, CSS Student Services Office	Book
16-Jan-2025	10:30 - 10:45	CSIT Building 108, Level 2 South Wing, CSS Student Services Office	Book

When you choose '**BOOK**' option, you will need to fill in some information before you can submit your request (see below). Your notes will help us to prepare for the appointment better so please enter as much information as possible. You can upload the study plan or any other documents that you would like to discuss in the consultation with us.

