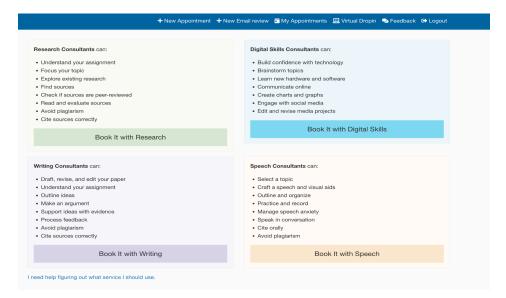
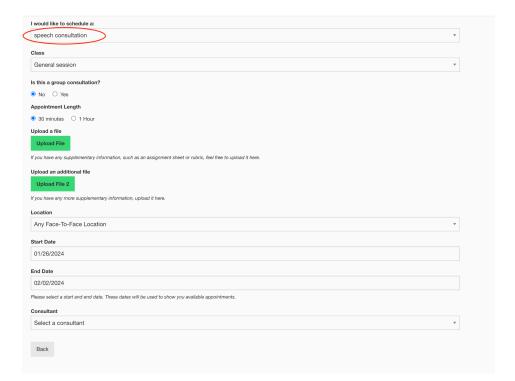
Making Your Speech Lab Appointment

- Step 1: Access the student services through gvsu.edu/bookit/
- Step 2: Create new appointment
- Step 3: Choose the service you need assistance with

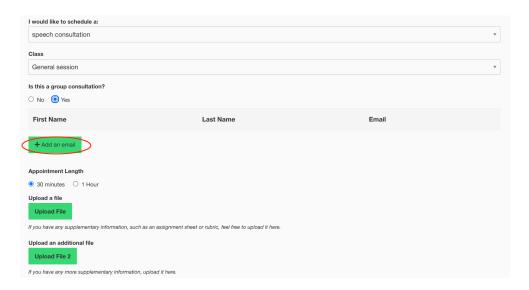


Step 4: Select the location and date details of your appointment

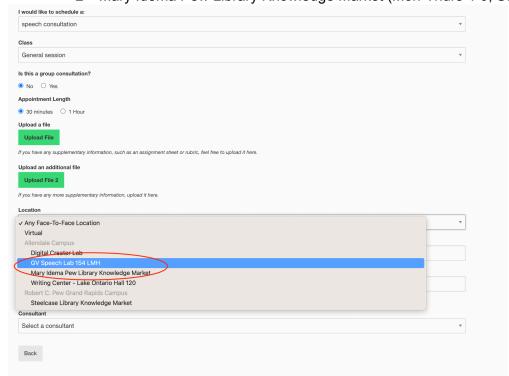
Your appointment should state your desired service at the top



- You have the ability to make your appointment one-on-one or group
 - You may add other students to the appointment as needed for group projects and presentations
 - Input the emails of your groupmates



- Notice that you can upload files as well
 - This can be used for outline, rubrics, and any other materials that may help give your consultant additional information
- Now, select your desired location
 - The Speech Lab as well as other student services offer in-person and online consultation options
 - There are two designated in-person locations for the speech lab
 - 154 Lake Michigan Hall (Mon-Thurs 9-4, Fri 9-1)
 - Mary Idema Pew Library Knowledge Market (Mon-Thurs 4-9, Sun 4-9)



- o Or select virtual
- From there you should select the range of dates that you have for availability by choosing start date and end date

