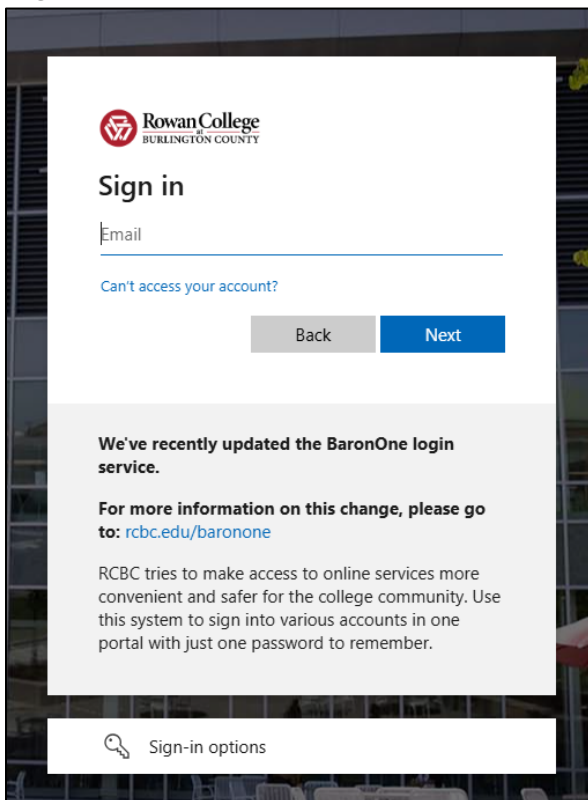


# CRM ADVISE Student Appointment Scheduling

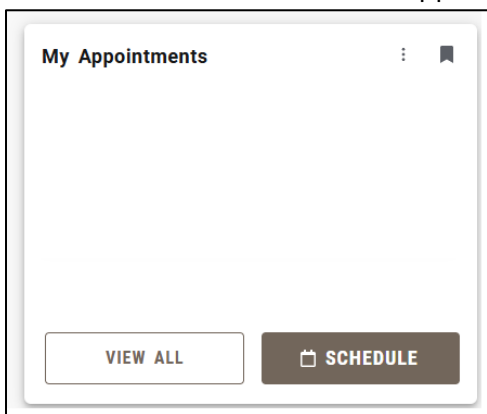
## RCBC Student Process for Scheduling Appointments



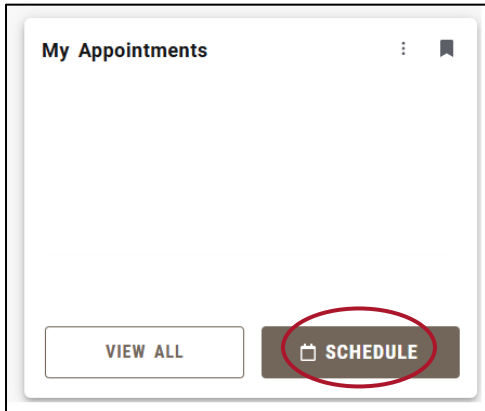
1. Log into [BaronOne](#).



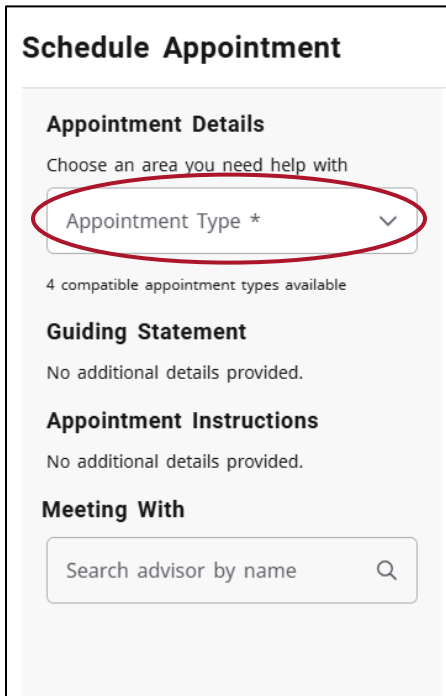
2. Search for the “My Appointments” card. This may be on your home screen or you may need to select “View all Cards” in the upper right corner.



3. Click "Schedule" on the appointment card.



4. Select the "Appointment Type" from the list of options.



5. After selecting the appointment type, your advisor(s) will be listed to select under the “Meeting With” search box.

**\*Please Note:** If no advisors are listed, email [advising@rcbc.edu](mailto:advising@rcbc.edu) for assistance with scheduling.

### Appointment Instructions

In-Person Meeting: Check-in at the kiosks in the Student Success Center. Virtual

[Show More](#)

### Meeting With

  
 **Advisor Name**

6. Once you have selected your advisor, the calendar will load with their availability. Select the day and time that works best for your meeting.

### Date and Time

Select a date to see available times slots and choose the ones that work best for you.

< **May 2026** >

SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Duration  
60 minutes

03:00 PM

1 time slots match your current filters

7. After selecting the day/time, you will have the option to select In-Person or Virtual for the location.
  - a. **In-Person Location** – Student Success Center, Mt. Laurel Campus
  - b. **Virtual Location** – WebEx Link

**Location**

📍 Choose an appointment type and person to display the location.

Location \*

Student Success Center, RCBC Mt. Laurel Campus

<https://rcbc2.webex.com/meet/Danielle-R>

Notes

8. After selecting the location, you have the option to add notes with additional questions and information to help the advisor prepare for the meeting. After adding notes, click “Schedule Appointment” to schedule your advising appointment.

**Additional Details**

In-Person Meeting: Check-in at the kiosks in the Student Success Center. Virtual Meeting: Use the WebEx link in the Google Calendar invite to join the meeting.

Notes

**SCHEDULE APPOINTMENT** ✓

9. The appointment will now be listed on the “My Appointments” card in BaronOne. Links for virtual appointments will be listed in the Google Calendar invite and confirmation email.

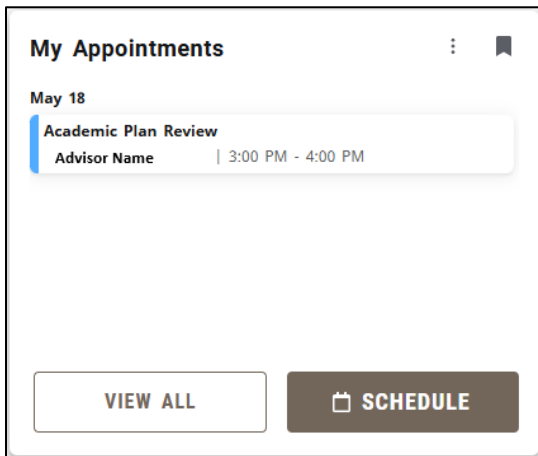


Figure 1

- 10.
11. To cancel the appointment, click on the appointment in the “My Appointments” card in BaronOne and select “Cancel Appointment”. After selecting cancel appointment, you will have the option to add a reason for the cancellation before confirming.

## Appointment Details



SCHEDULED

🕒 May 18, 2026 3:00 PM - 4:00 PM

📍 Student Success Center, RCBC Mt. Laurel Campus

### Student

TT Tim Test

### Staff Member

Advisor Name

### Appointment Type

Academic Plan Review

### Appointment Instructions

In-Person Meeting: Check-in at the kiosks in the Student Success Center. Virtual Meeting: Use the WebEx link in the Google Calendar invite to join the meeting.

### Notes

No notes entered

CANCEL APPOINTMENT ✕

DONE

Image of