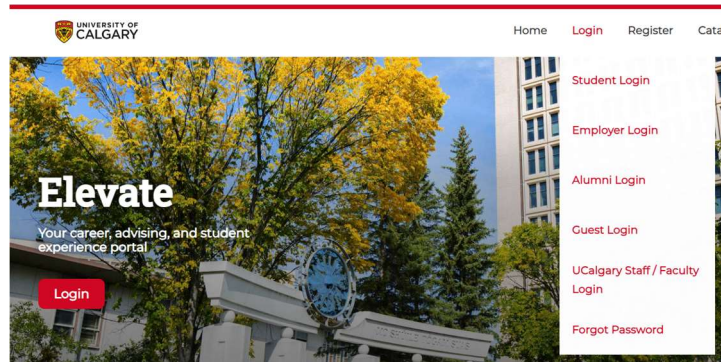


## Using Elevate to Book a SAPL Appointment

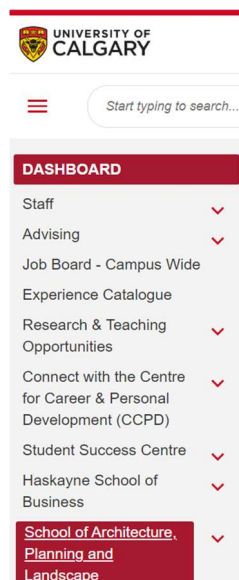
Elevate is a platform used to book appointments with different UCalgary offices, including advising staff at the School of Architecture, Planning and Landscape (SAPL).

### How to Book an Appointment with a SAPL Advisor

1. Visit UCalgary's Elevate homepage: [elevate.ucalgary.ca](https://elevate.ucalgary.ca)
2. Log into Elevate by choosing the relevant login category. UCalgary students should select "Student Login" and sign in via their UCalgary information. Non-UCalgary individuals should select "Guest Login" (guests will need to create an account during their first use of Elevate).



3. Select "School of Architecture, Planning and Landscape" on the lefthand side of the page (under Dashboard).



4. Select a booking option, which is either by the “Appointment Type” or “Appointment Provider”.

### SAPL Appointments

Please select a booking option:

[Book by Appointment Type](#)

[Book by Appointment Provider](#)

5. SAPL staff support various types of inquiries. Click on the “book” button under the type of appointment most relevant to your inquiry (under “Choose Type” on the left), which will populate the next available dates to choose from for your appointment (under “Next Available Appointments” on the right).

#### Choose Type

**Graduate - MArch**

This appointment type is for current MArch students who need support in their current degree progression.

[Book](#)

**Graduate - MLA**

This appointment type is for current MLA students who need support in their current degree progression.

[Book](#)

**Graduate - MPlan**

This appointment type is for current MPlan students who need support in their current degree progression.

[Book](#)

**Undergraduate - ARST Minor (current students only)**

This appointment type is for all current and incoming ARST Minor students who need support in their ARST program progression. **For all prospective inquiries**, please contact [admissions@sapl.ucalgary.ca](mailto:admissions@sapl.ucalgary.ca) or attend an Ask SAPL session.

[Book](#)

**Undergraduate - BDCI Current**

This appointment type is for Bachelor of Design in City Innovation students who need support in their current degree progression. You can also attend an group advising session for additional support.

[Book](#)

**Undergraduate - BDCI Prospective**

This appointment type is for those who are interested in applying for the Bachelor of Design in City Innovation program. You can also attend an Ask SAPL session for additional support.

[Book](#)

#### Next Available Appointments

**Type: Undergraduate - BDCI Prospective**

[Wednesday, January 3, 2024](#)

[Thursday, January 4, 2024](#)

[Monday, January 8, 2024](#)

[Tuesday, January 9, 2024](#)

[Wednesday, January 10, 2024](#)

[Thursday, January 11, 2024](#)

[Friday, January 12, 2024](#)

6. Select a date to see the appointment slots available.

Next Available Appointments

Type: Undergraduate - BDCI Prospective

Select a time

Jan 04, 2024 11:00 AM to 11:20 AM

Provider: Sarah Ha

Appointment Mode(s) \*In-person | Virtual - Zoom

SAPL Office - PF 2182

Jan 04, 2024 11:30 AM to 11:50 AM

Provider: Sarah Ha

Appointment Mode(s) \*In-person | Virtual - Zoom

SAPL Office - PF 2182

7. Once an appointment slot is selected, fill out all relevant appointment information displayed on this page. Some appointments are set for both in-person or virtual modalities so remember to choose your preferred appointment mode when possible. Provide any additional details to help SAPL staff prepare in advance for this appointment. **Please note:** for all virtual appointments, a Zoom link will be sent to the email address on file prior to the appointment time.

Book Appointment

Back to Home

APPOINTMENT DETAILS

Provider:

Sarah Ha

Location:

SAPL Office - PF 2182

Date:

January 4, 2024

APPOINTMENT TYPE

Type:

Undergraduate - BDCI Prosp

APPOINTMENT TIME

Time

From 11:00 AM

To 11:20 AM

APPOINTMENT MODE

Appointment Mode:

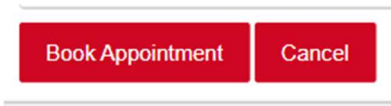
In-person

ADDITIONAL INFORMATION

Local Phone #:

UCID #

8. After filling out all the details, click on the “Book Appointment” button at the bottom of the page to officially select this appointment time.



### **Need Assistance?**

If you require additional support with booking an appointment, please email the SAPL team based on the type of appointment:

- Undergraduate appointments: [undergraduate@sapl.ucalgary.ca](mailto:undergraduate@sapl.ucalgary.ca)
- Graduate appointments: [gpa@sapl.ucalgary.ca](mailto:gpa@sapl.ucalgary.ca)

Please provide any screenshots and/or error messages in your email to enable SAPL staff to better troubleshoot any technical issues encountered.