

# Scheduling a STAR One-on-One Meeting

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**Drexel UNIVERSITY** OFFICE OF UNDERGRADUATE RESEARCH

RESEARCH BENEFITS STAR SCHOLARS RESEARCH OPPORTUNITIES HIGH SCHOOL SCHOLARS ABOUT

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## RESEARCH OPPORTUNITIES

- Getting Started
  - Finding a Mentor
  - Discover**
- Presenting Research
- Undergraduate Research Grants
- Research Opportunities at Other Universities

## DISCOVER

Discover is the gateway for undergraduate students to engage in incredible opportunities in creative research projects across the disciplines of science, humanities, and the arts. Discover is an online database of open research positions available to undergraduate students. Faculty members are able to post open positions, and all undergraduate students are able to access this information, peruse the job postings, and apply for positions.

### LOGGING INTO DISCOVER

To enter the Discover website, use the buttons below:

**STUDENTS** FACULTY ADVISORS ADMINISTRATORS

*Any questions or issues with entering the website can be sent to [discover@drexel.edu](mailto:discover@drexel.edu).*

Click on “Students” to securely log into the Discover website.  
You will have to use your DrexelOne credentials to login:

**Enter your DrexelOne Userid and Password**

Userid:

[Need to get a DrexelOne account?](#)

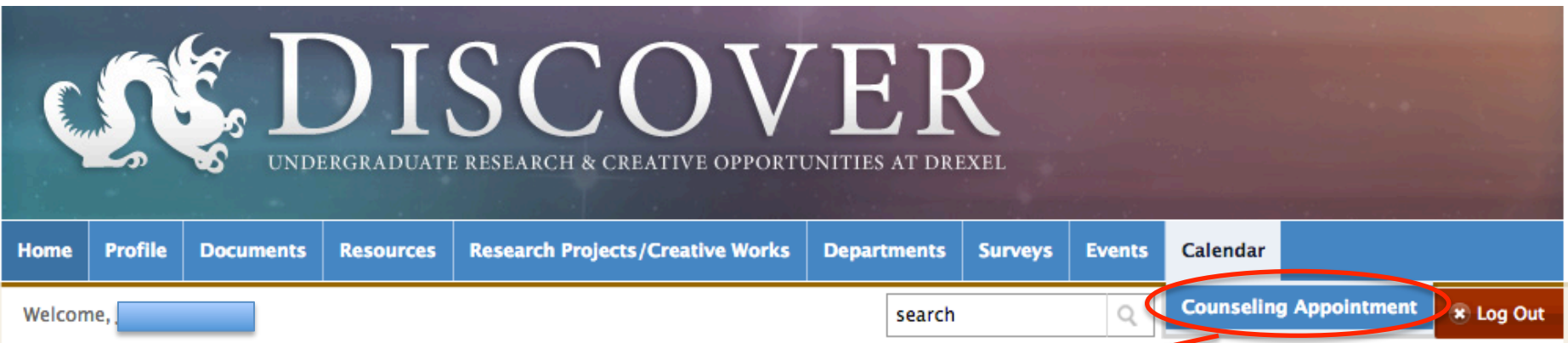
Password:

[Need help with your password?](#)

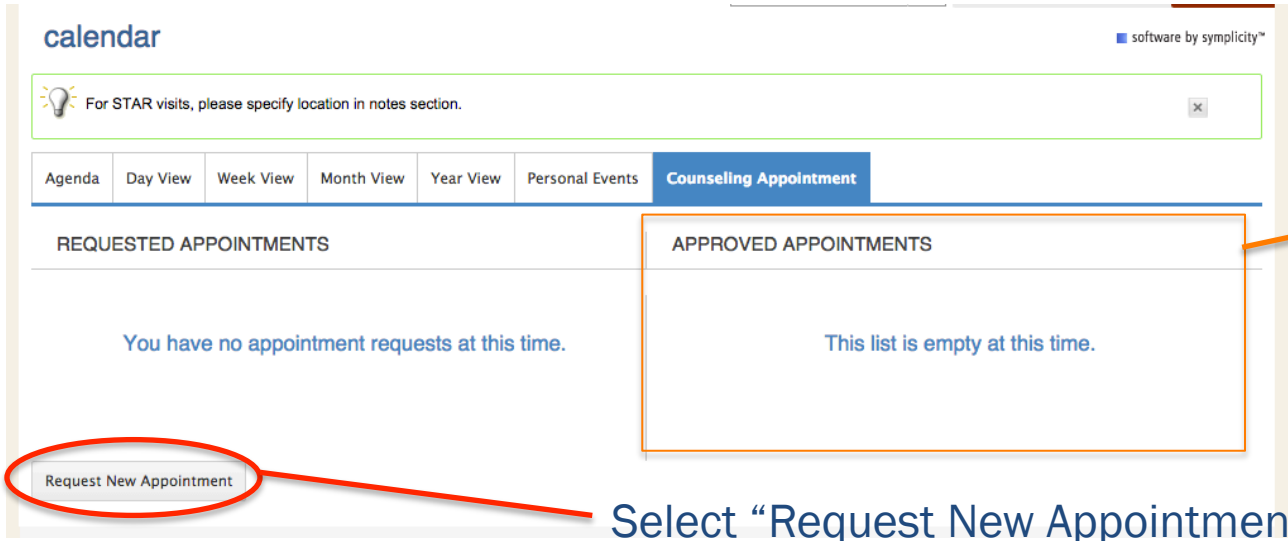
Connect

# Scheduling a STAR One-on-One Meeting

[www.drexel.edu/discover](http://www.drexel.edu/discover)



Hover over “Calendar” in the main menu bar on the Discover Homepage, and click on “Counseling appointment”. It will bring you to this screen:




*Please note: This section is where you will see if your requested appointment has been approved by OUR staff.*

Select “Request New Appointment” to view available appointments based on your schedule/criteria.

# Scheduling a STAR One-on-One Meeting

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calendar ■ software by simplicity™

 For STAR visits, please specify location in notes section. ✕

Agenda | Day View | Week View | Month View | Year View | Personal Events | **Counseling Appointment**

Location  
 3019 MacAlister – Office of UG Research


Date Range  
2015-10-05  to 2015-10-19

Time Range  
  
9:00 am – 4:30 pm

Counselor(s)  
 Emily Kashka  
 Jaya Mohan

Days of the Week  
 Mon  Tue  Wed  Thu  Fri  Sat  Sun

Start by choosing an initial filter from the choices at left



Select criteria specific to your schedule to view available appointments with Jaya or Emily.

# Scheduling a STAR One-on-One Meeting

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Once you have selected your criteria, click on “Refine Results” to view available appointments.

Location  
[Dropdown menu]

Date Range  
2015-10-05 [Select] to 2015-12-24 [Select]

Time Range  
[Slider] 9:00 am - 4:30 pm

Counselor(s)  
 Emily Kashka  
 Jaya Mohan

Days of the Week  
 Mon  Tue  Wed  Thu  Fri  Sat  Sun

**Refine Results** [Back]

## Thursday, Oct 29, 2015

10:00 am	<a href="#">Jaya Mohan</a>	3019 MacAlister – Office of UG Research...
11:00 am	<a href="#">Jaya Mohan</a>	3019 MacAlister – Office of UG Research...

## Monday, Nov 2, 2015

10:00 am	<a href="#">Emily Kashka</a>	3019 MacAlister – Office of UG Research...
11:00 am	<a href="#">Emily Kashka</a>	3019 MacAlister – Office of UG Research...
12:00 pm	<a href="#">Emily Kashka</a>	3019 MacAlister – Office of UG Research...
1:00 pm	<a href="#">Jaya Mohan</a>	3019 MacAlister – Office of UG Research...
2:00 pm	<a href="#">Jaya Mohan</a>	3019 MacAlister – Office of UG Research...
3:00 pm	<a href="#">Jaya Mohan</a>	3019 MacAlister – Office of UG Research...
4:00 pm	<a href="#">Jaya Mohan</a>	3019 MacAlister – Office of UG Research...

# Scheduling a STAR One-on-One Meeting

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Thursday, Oct 29, 2015

10:00 am [Jaya Mohan](#) 3019 MacAlister – Office of UG Research...

11:00 am [Jaya Mohan](#) 3019 MacAlister – Office of UG Research...

Monday, Nov 2, 2015

10:00 am [Emily Kashka](#) 3019 Mac

11:00 am [Emily Kashka](#) 3019 Mac

12:00 pm [Emily Kashka](#) 3019 Mac

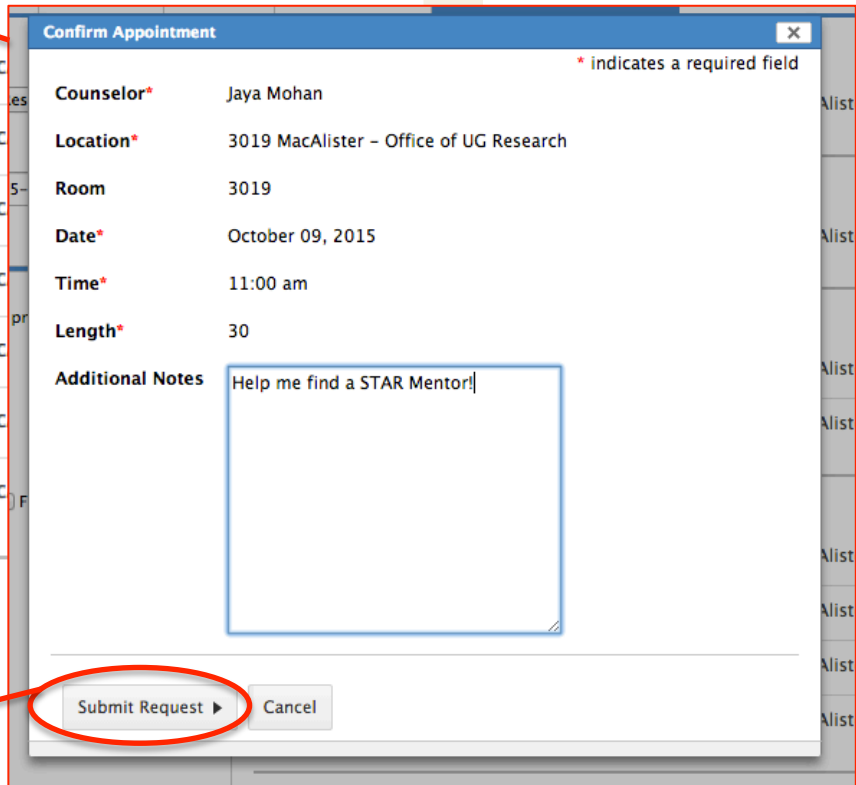
1:00 pm [Jaya Mohan](#) 3019 Mac

2:00 pm [Jaya Mohan](#) 3019 Mac

3:00 pm [Jaya Mohan](#) 3019 Mac

4:00 pm [Jaya Mohan](#) 3019 Mac

Selecting either Jaya's or Emily's name will cause this screen to appear:



The dialog box titled "Confirm Appointment" contains the following fields:

- Counselor\***: Jaya Mohan
- Location\***: 3019 MacAlister – Office of UG Research
- Room**: 3019
- Date\***: October 09, 2015
- Time\***: 11:00 am
- Length\***: 30
- Additional Notes**: Help me find a STAR Mentor!

At the bottom, there are two buttons: "Submit Request" (circled in red) and "Cancel".

Leave a note (if you'd like) and select "Submit a Request" to request this time slot.


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Agenda	Day View	Week View	Month View	Year View	Personal Events	<b>Counseling Appointment</b>
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### REQUESTED APPOINTMENTS



**Jaya Mohan**  
October 29, 2015 - 11:00 am (30 mins)  
@ 3019 MacAlister - Office of UG Research - 3019

### APPROVED APPOINTMENTS

This list is empty at this time.

Requested appointments will appear here...

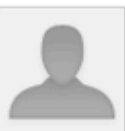
Agenda	Day View	Week View	Month View	Year View	Personal Events	<b>Counseling Appointment</b>
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### REQUESTED APPOINTMENTS

You have no appointment requests at this time.

### APPROVED APPOINTMENTS



**Jaya Mohan**  
October 09, 2015 - 11:00 am (30 mins)  
@ 3019 MacAlister - Office of UG Research - 3019

While approved appointments will appear here. Your appointment is **not** confirmed until it appears under “approved appointments.”