

HOW TO BOOK: ELS APPOINTMENTS

Book an appointment if you:

- Need a new Equitable Learning Plan (ELP).
- Need to add to or change your ELP.
- Need to add adjustments for a WIL placement or internship.
- Are experiencing problems/barriers in your learning environment.

1. Visit the [ELS Website](#).

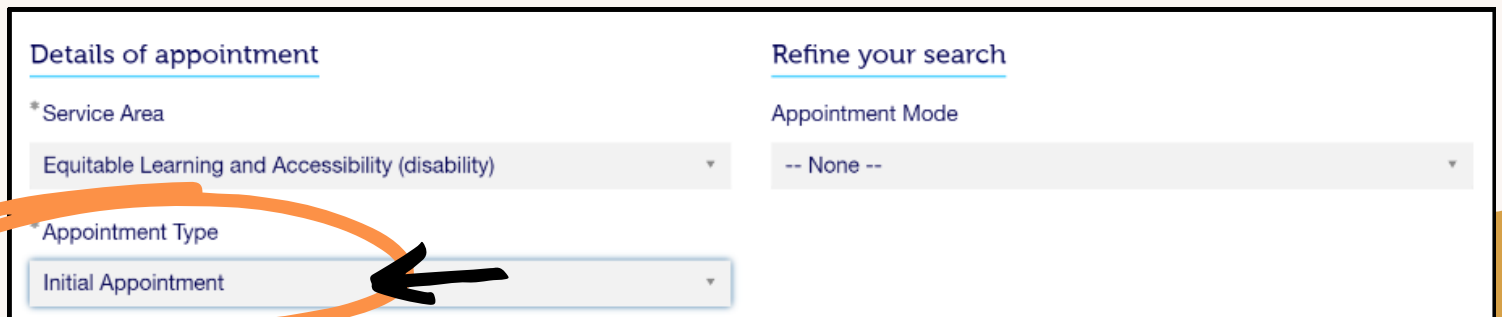
2. Under 'Contact the ELS Team' you can click the button to 'Book an appointment with ELS.'

Book an appointment with ELS

3. Select the correct service area, mode of appointment and appointment type you prefer.

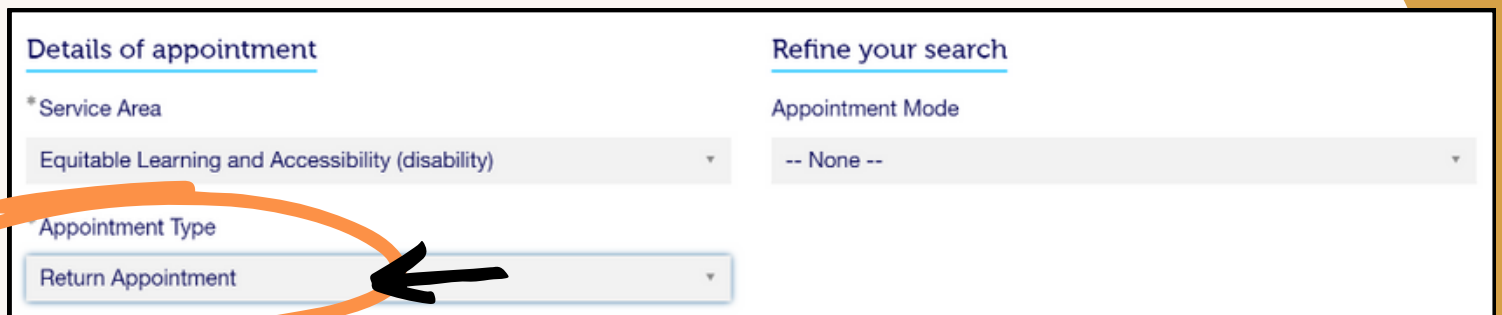
4. Choose the date and time for appointment.

5. Submit appointment booking.



The screenshot shows a web form with two columns. The left column is titled 'Details of appointment' and contains three dropdown menus: '* Service Area' (set to 'Equitable Learning and Accessibility (disability)'), '* Appointment Type' (set to 'Initial Appointment'), and a third dropdown menu. The right column is titled 'Refine your search' and contains one dropdown menu: 'Appointment Mode' (set to '-- None --'). An orange circle highlights the 'Appointment Type' dropdown, and a black arrow points to the 'Initial Appointment' option.

Appointment Type: Initial Appointment will only show as an option for students who have not attended an appointment in the last 6 months.



The screenshot shows the same web form as above. In this instance, the 'Appointment Type' dropdown menu is set to 'Return Appointment'. An orange circle highlights the 'Appointment Type' dropdown, and a black arrow points to the 'Return Appointment' option.

Appointment Type: Return appointment will only show up for students who have recently attended an appointment with an ELS Advisor.

Appointments are 50 minutes in duration. They are available via phone, video, or face-to-face at the RMIT city campus. Please ensure all contact details are up to date and you have emailed supporting documents to ELS@rmit.edu.au.