



APPOINTMENT REQUEST #: \_\_\_\_\_

## FST FACULTY OFFICE APPOINTMENT REQUEST FORM

### SCHEDULE AN APPOINTMENT

**Date:** \_\_\_\_\_

**Full Name:**  
*(First Name, Last Name)*

<b>Email Address:</b>	<b>Mailing Address:</b>
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<b>Contact Numbers:</b> <i>(Please provide your Mobile &amp; Landline numbers)</i>	<b>Mobile #:</b>	<b>Landline #:</b>
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**Please select the appropriate category:**

UWI Staff Member:      
 UWI Student:      
 Individual from an External Organization:

If you are a UWI Student, please provide your UWI Student ID # in the box:

**Requesting an Appointment with:** \_\_\_\_\_

**Reason for your Appointment Request:**

\_\_\_\_\_

*For FST Faculty Office Staff Official Use Only*

<p><b>Available Days:</b></p> <p>*Monday <input type="checkbox"/>      *Tuesday <input type="checkbox"/></p> <p>*Wednesday <input type="checkbox"/>      *Thursday <input type="checkbox"/></p> <p>*Friday <input type="checkbox"/></p>	<p><b>Available Time Slots:</b></p> <p>9.00 a.m. <input type="checkbox"/>      9.30 a.m. <input type="checkbox"/>      10.00 a.m. <input type="checkbox"/></p> <p>10.30 a.m. <input type="checkbox"/>      11.00 a.m. <input type="checkbox"/>      11.30 a.m. <input type="checkbox"/></p> <p>12.00 noon <input type="checkbox"/>      12.30 p.m. <input type="checkbox"/>      1.00 p.m. <input type="checkbox"/></p> <p>2.00 p.m. <input type="checkbox"/>      2.30 p.m. <input type="checkbox"/>      3.00 p.m. <input type="checkbox"/></p> <p>3.30 p.m. <input type="checkbox"/>      4.00 p.m. <input type="checkbox"/></p>
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**Appointment Scheduled By:** \_\_\_\_\_

**Type of Appointment Scheduled:**     
 Face-to-Face      
 Online

**Date & Time of Scheduled Appointment:** \_\_\_\_\_

**Appointment Completed:**     
 Yes      
 No

*Note 1: Please note that persons will be notified via email of their assigned appointment date and time.*

*Note 2: Only the person(s) listed on the appointment request form will be allowed in the FST Faculty Office.*