

## EMAIL TO CCAS ASSIGNED STUDENTS, MARCH 16, 2020

Hello CCAS Students,

First and foremost, we know this is uncharted territory for all of us, and it may be creating additional stress and worry. Please know that we **care about you** and are **here to support you** as best we can.

Starting now, our Hello CCAS Students,

First and foremost, we know this is uncharted territory for all of us, and it may be creating additional stress and worry. Please know that we **care about you** and are **here to support you** as best we can.

Starting now, our main office and residence hall advising offices (Witte, Dejope, Sellery, CRC, Ogg) **will remain closed** until future notice from campus administration. We recognize this is the time when many students have advising-related questions.

## Need to meet with a CCAS advisor? We can still do that!

We are ready and available to meet with you as a **video (virtual) appointment**, via Microsoft Teams, and/or **via the phone**.

### Video/Virtual Appointments:

- Login to MyUW.
- Click on Starfish.
- Find your advisor's name.
- Choose a time that works for you.
- Select "**Online**" as the location for your appointment.
- Press "Confirm."
- Before your scheduled video appointment time, you will receive an email invitation from Microsoft Teams to the meeting.
- Please see step-by-step instructions [on our website](#), and attached to this message, regarding how to access your virtual appointment.

### Phone Appointments:

- Login to MyUW
- Click on Starfish
- Find your advisor's name
- Choose a time that works for you
- Select "**Phone**" as the location for your appointment
- Enter your contact phone number in the text box before you confirm your appointment time
- Your advisor will call you at that phone number your scheduled time

If you have questions on how to access these services, please email your assigned advisor, or our main office ([ccas@ccas.wisc.edu](mailto:ccas@ccas.wisc.edu)). If you do not know who your assigned advisor is, you can find that information in your Academic Navigator in MyUW.

You can also follow our social media channels ([Facebook](#), [Twitter](#), [Instagram](#): UWMadCCAS) and our [CCAS Website](#) for continued advising updates.

This is a new situation for many of us, and as it unfolds, we will continue to communicate with you about changes that directly impact CCAS. We strongly encourage you to watch for communication from central campus ([covid19.wisc.edu](https://covid19.wisc.edu)) and to follow whatever guidelines the Chancellor sets forth.

**We care about you as students and individuals** – please don't hesitate to reach out if you need guidance and support.

Please take care of yourselves – we're here for you.

The CCAS Team

**Cross-College Advising Service**  
University of Wisconsin-Madison  
[ccas.wisc.edu](https://ccas.wisc.edu)  
608-265-5460