Students Request an Appointment

This feature allows a student to request an appointment from the student-facing scheduler. This is an "all or nothing" setting. If your department enables this feature, the option to request appointments will appear for all academic advisors. Departments can select any email address to funnel the advising requests to.

This is a great option for advising units that do not utilize student-facing walk-ins or appointments. Instead of students seeing this screen:

![Schedule Advising Appointment](image)

They are able to request appointments by providing their available times:

![Schedule Advising Appointment](image)

Let's take a closer look:

On the student-facing appointment scheduler, students can:
1. Pick an appointment slot.
2. View walk-in times. This will only appear if academic advisors have walk-in availability.
3. Students can request an advising appointment.
The student must propose available times before they can click on "Next".

The student confirms before hitting "Send Request":
After hitting Send the student gets a verification in the top right corner of the screen:

Students can see their requests in the "My Conversations" tab:

Advisors can see requests in the "Conversations" tab on the student's profile: