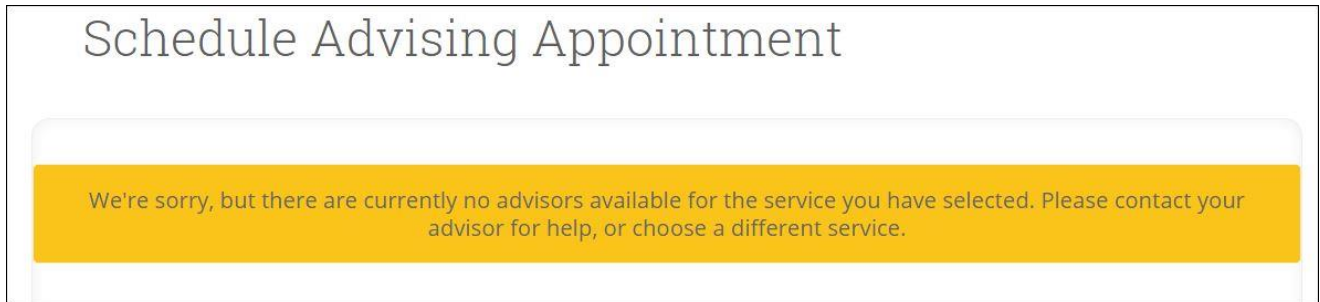


Students Request an Appointment

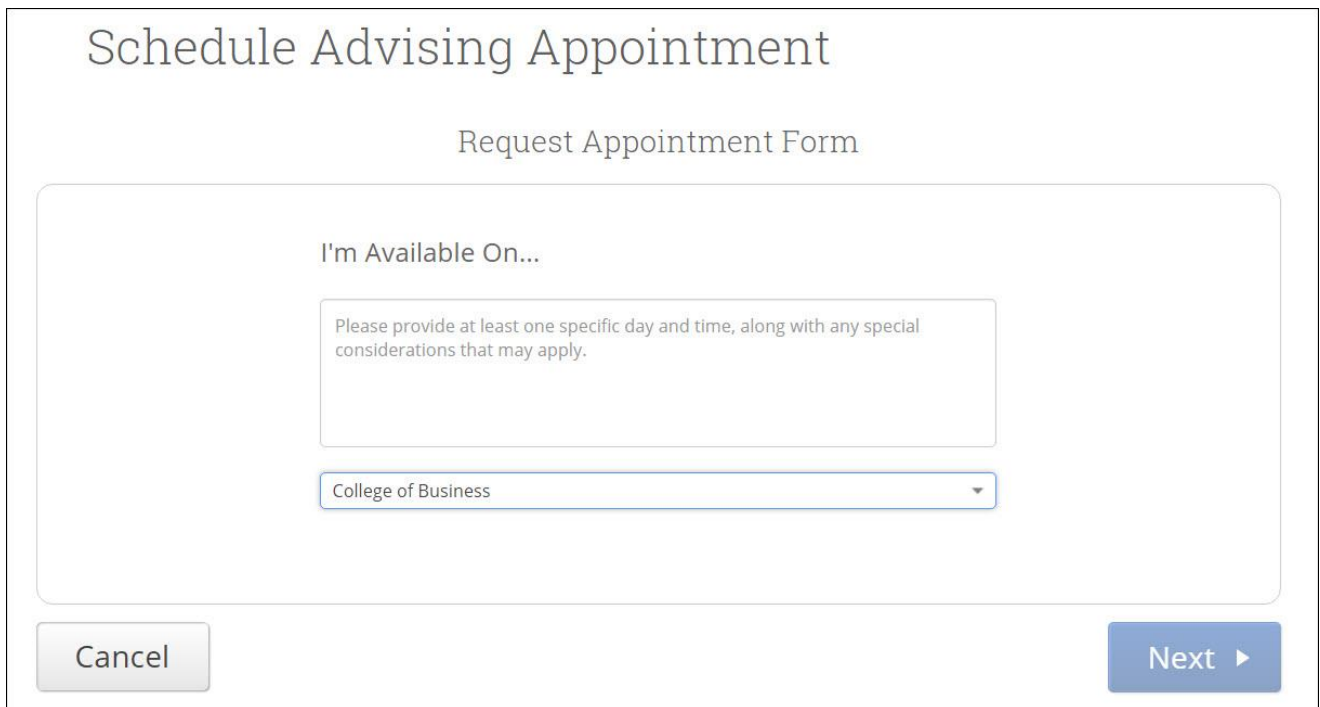
This feature allows a student to request an appointment from the student-facing scheduler. This is an "all or nothing" setting. If your department enables this feature, the option to request appointments will appear for all academic advisors. Departments can select **any email address** to funnel the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



Screenshot of the "Schedule Advising Appointment" screen. The title "Schedule Advising Appointment" is at the top. Below it is a yellow message box that reads: "We're sorry, but there are currently no advisors available for the service you have selected. Please contact your advisor for help, or choose a different service."

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



Screenshot of the "Schedule Advising Appointment" screen showing the "Request Appointment Form". The title "Schedule Advising Appointment" is at the top, followed by "Request Appointment Form". Below this is a form with the heading "I'm Available On...". Inside the form is a text input field with the placeholder text: "Please provide at least one specific day and time, along with any special considerations that may apply." Below the text field is a dropdown menu currently showing "College of Business". At the bottom left of the form is a "Cancel" button, and at the bottom right is a "Next ►" button.

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.

Schedule Advising Appointment

Appointment Times For The Week Of March 06

Mon, Mar 06	Tue, Mar 07	Wed, Mar 08	Thu, Mar 09	Fri, Mar 10
Morning N/A	Morning N/A	Morning N/A	Morning N/A	Morning N/A
Afternoon 6 Available	Afternoon N/A	Afternoon 12 Available	Afternoon N/A	Afternoon N/A

Can't find a time that works in the next couple of weeks? [View Walk-in Times](#) or [Request Advising Appointment](#)

◀ Back Next ▶

The student must propose available times before they can click on "Next".

Schedule Advising Appointment

Request Appointment Form

I'm Available On...

Please provide at least one specific day and time, along with any special considerations that may apply.

College of Business

Cancel Next ▶

The student confirms before hitting "Send Request":

Schedule Advising Appointment

Your request has not been submitted yet. Please review and click Send Request to complete.

Message Preview

Student: Ryan

Subject: New Advising Appointment Request

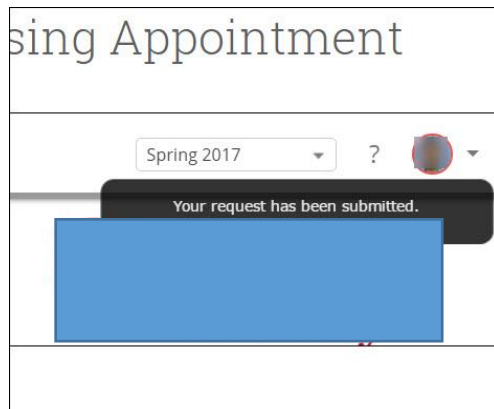
Location: College of Business

Availability: This Monday, 3/14 at 2pm, or 4pm, or 9pm? BTW, SSC Campus is awesome!

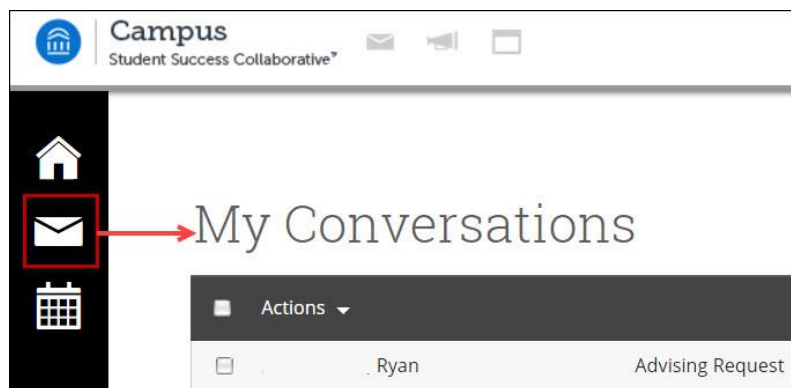
◀ Back

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:

Ryan

Overview	Success Progress	Reports / Notes	Class Info	Major Explorer	More ▲ 1
					Calendar
					Study Hall
					Appointments
					Conversations 2

<input type="checkbox"/>	Ryan	Advising Request
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