

Navigate Advising Appointment Scheduling Guide

If you receive an appointment notification:

Step 1: If your advisor has created a campaign, you should open
Navigate to a banner like the one below. Click schedule this appointment to begin.

Student Home

please respond to the following appointment request(s):

- [Name] would like you to create an appointment by [Link]

[Schedule This Appointment](#)

Step 2: That link should bring you to this page, showing your advisor, and their availability and giving you the choice of an in-person or virtual meeting. Please choose a time and setting that works best for you.

All Filters

What type of appointment would you like to schedule?

Service

Pick a Date
 October 2024 < > 22
 S M T W T F S
 1 2 3 4 5
 6 7 8 9 10 11 12
 13 14 15 16 17 18 19
 20 21 22 23 24 25 26
 27 28 29 **30** 31

Staff

How would you like to meet?

Location

Course

Morrissey College of Arts and Sciences

Wed, Oct 30th

Thu, Oct 31st

Fri, Nov 1st

Wed, Nov 6th

Thu, Nov 7th

Show More

Step 3: After you choose a time, you should be redirected to the page below. Here you will review your appointment details to ensure everything is in order.

[Go Back \(Dashboard\)](#)

Review Appointment Details and Confirm

What type of appointment would you like to schedule? Academic Deans/Academic Advising	Service MCAS Advisor Meeting
Date 11/06/2024	Time 9:15 AM - 9:30 AM
Location Morrissey College of Arts and Sciences	
Staff [Name]	
Details [Redacted]	

How would you like to meet? *

 You are seeing the only meeting type available for this time slot.

Would you like to share anything else?

Email Reminder

All times listed are in local browser timezone.

Step 4: Once you finish your review, click “schedule” to schedule your appointment.

Would you like to share anything else?
Add your comments here

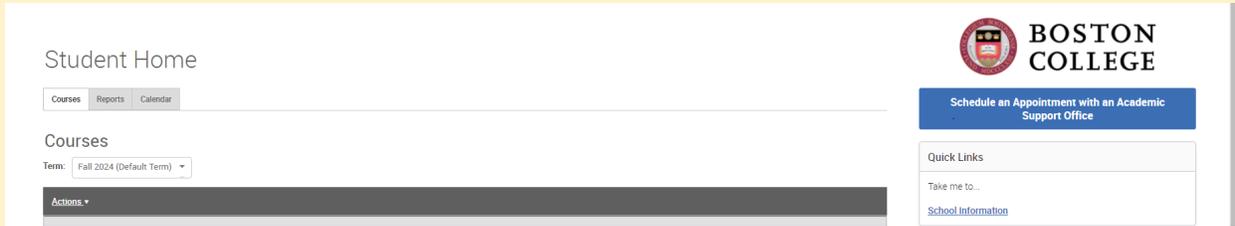
Email Reminder
 Reminder will be sent to

Text Message Reminder

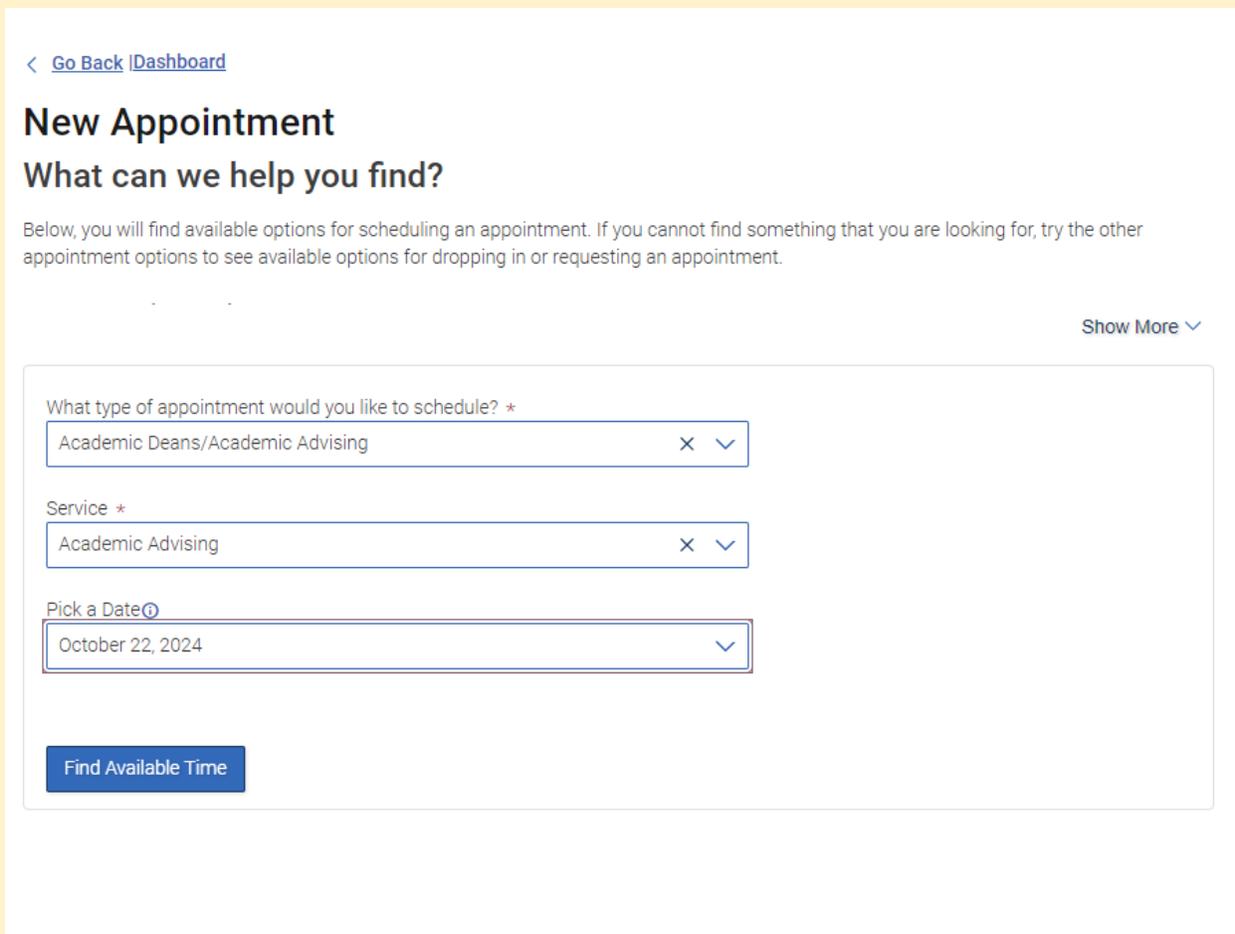
Phone Number for Text Reminder

If you do not receive an appointment notification:

Step 1: If you did not receive an advising notification like the one above, you can still schedule a meeting with your advisor. Click the “Schedule an Appointment with an Academic Support Office” button in the right-hand corner.



Step 2: That link should bring you to this page. Select “Academic Deans/Academic Advising” for your appointment type; and “Academic Advising” for the service.



Step 3: That link should bring you to this page, with your advisor’s availability, and give you the choice of an in-person or virtual meeting. Please choose a time and setting that works best for you.

(PS. Your advisor's name may not be in the staff section. You should be able to schedule by following these steps regardless)

The screenshot shows a scheduling interface with the following elements:

- All Filters:**
 - What type of appointment would you like to schedule? **Academic Deans/Academic Advising**
 - Service: **MCAS Advisor Meeting**
 - Pick a Date: Calendar for October 2024, with the 30th selected.
 - Staff: Search bar with a dropdown arrow.
 - How would you like to meet?: Search by type dropdown.
 - Location: **Morrissey College of Arts and Sciences**
 - Course: (Empty)
- Available Time Slots:**
 - Wed, Oct 30th:** 9:00 - 9:15 AM, 11:45 - 12:00 PM
 - Thu, Oct 31st:** 10:35 - 10:50 AM, 10:50 - 11:05 AM, 11:35 - 11:50 AM
 - Fri, Nov 1st:** 11:15 - 11:30 AM, 11:30 - 11:45 AM, 11:45 - 12:00 PM
 - Wed, Nov 6th:** 9:00 - 9:15 AM, 9:15 - 9:30 AM, 9:30 - 9:45 AM, 9:45 - 10:00 AM, 10:00 - 10:15 AM, 10:15 - 10:30 AM, 11:00 - 11:15 AM, 11:15 - 11:30 AM, 11:30 - 11:45 AM, 11:45 - 12:00 PM, 12:00 - 12:15 PM, 12:15 - 12:30 PM, 12:30 - 12:45 PM
 - Thu, Nov 7th:** 10:15 - 10:30 AM, 10:30 - 10:45 AM, 10:45 - 11:00 AM, 11:00 - 11:15 AM, 11:15 - 11:30 AM
- Show More** button.

Step 4: After you choose a time, you should be redirected to the page below. Here you will review your appointment details to ensure everything is in order.

The screenshot shows the 'Review Appointment Details and Confirm' page with the following details:

- What type of appointment would you like to schedule?** Academic Deans/Academic Advising
- Service** MCAS Advisor Meeting
- Date** 11/06/2024
- Time** 9:15 AM - 9:30 AM
- Location** Morrissey College of Arts and Sciences
- Staff** (Redacted)
- Details** (Redacted)
- How would you like to meet?** Virtual (dropdown menu)
- Would you like to share anything else?** Add your comments here (text area)
- Email Reminder**
- All times listed are in local browser timezone.

Step 5: Once you finish your review, click “schedule” to schedule your appointment.

Would you like to share anything else?

Add your comments here

Email Reminder



Reminder will be sent to 4x4

Text Message Reminder



Phone Number for Text Reminder

Schedule