

Scheduling Appointments with Students Outside of Advising/Instructor Connections

General Overview:

- This quick guide is for individuals that want to schedule an appointment with a student you do <u>NOT</u> have a direct relationship with (they are not in a course with you/you are not their Assigned Advisor.)
- Students that are not your direct advising assignee or in your class currently will NOT be able to access your calendar via your Personal Availability Link or via their My Team area in the Student Appointment Tab in Student MavCONNECT.

Scheduling Steps:

- Log into MavCONNECT
- Click on the Advanced Search Icon –



• Put in the student's last name or tech ID in the top box under "Keywords"

New Search	
Saved Searches 🗸	
Keywords (First Name, Last Name, E-mail, Student ID)?	

• Scroll down and click on the blue SEARCH button



• Once you find your student, check the box to the left of their name.

	Search Modify Search	
	Actions ▼	
	□ NAME ♦ FIRST NAME ♦ LAST NAME ♦ STUDENT ID	
	1	
Then c	optio	ns:

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	Send a Message to Student
	Create Ad hoc Appointment Summary
	Create an Appointment Campaign
	Schedule Appointment
1	Tag
	Note
	Mass Print
	Issue Alert
	Add to Student List
	Add To-Do
	Show/Hide Columns
	Export Results

• To Quick Schedule an appt or fill in a drop-in appt summary (appointment already happened and you want to document it in MavCONNECT), you can choose **Create Ad Hoc Appt Summary** (the time will auto-fill to current time, but you can change it to make it in the future).

APPOINTMENT REPORT FOR ZHELAH GUZ	zeн Х
Ye .	
Appointment Details	Summary Details For Zhelah Guzeh
	Topics Discussed Goals for next session
Care Unit	
Paduity Adademic Advising	Referrals Recommendations/Other
Location	
*Faculty Member's Office X	Reviewed Degree Audit Report
h	Reviewed Academic Standing OYes ONO N/A
Service	Student is having academic difficulty O Yes O No O N/A
FACULTY ADVISING/OFFICE HOURS - 30 MIN APPT X	Discussed career goals, internship opportunities O Yes O No O N/A
Select Service	Appointment Summary
Course	
Start typing to search all courses V	
Colort Meeting Type	
Date of visit	
09/11/2023	
Meeting Start Time Meeting End Time	
10:40am to	
All times listed are in Central Time (US & Canada).	An appointment will be created after you submit this report. If a Meeting End Time is not
Attendees	entered, this will default to the time you Save this Report.
102 Kayla Miller	
Advisor, Professor	
Attended	
Zhelah Guzeh - 15382357	
Sophomore BIOLOGY (0005)	
Attended	
Checkin Checkout	
to	
Suggested Followup	
appointment will be created.	
Date	
	Cancel Save this Benort
	Some the highly set

Or you can schedule with a student directly using the standard scheduling screen by clicking on **Schedule Appointment**:

- You would fill out the Care Unit (Faculty Academic Advising), Location (Faculty Member's Office), Service, and ٠ Meeting Type areas.
- Choose a date/week to view your availability •
- Click on the button next to your name •
- Choose an open slot •
- And Click on SAVE (not shown in screenshot) •

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Schedule Appointment

Care Fr Cor Cor Net

Repeat This Appointment?

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