

## 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 NOT 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"

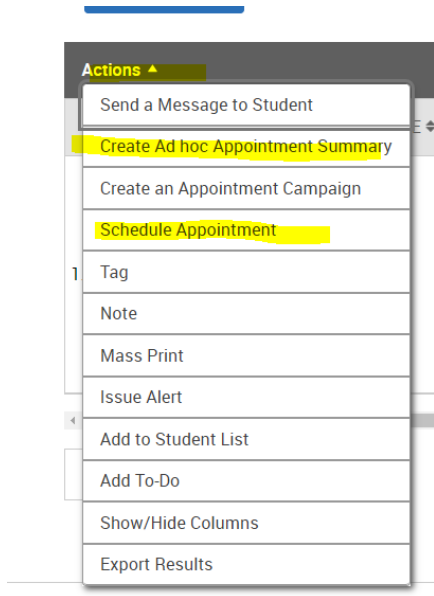
### New Search

- Scroll down and click on the blue SEARCH button



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

- Then click on the 'Actions' dropdown menu to see the options:



- 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).

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 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)

## Schedule Appointment

### Filters

Care Unit  
Faculty Academic Advising

Location  
Faculty Member's Office

Service  
Faculty Advising/Office Hours - 30 min appt

Course

Meeting Type  
InPerson

Comments

Select a Date

| September 2023 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| Su             | Mo | Tu | We | Th | Fr | Sa |
|                |    |    |    |    | 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 |

### Reminders

- Send Email Reminder to the organizer attendees?
- Send Email Reminder to non-organizer attendees?
- Send a text reminder to the organizer attendees?
- Send a text reminder to non-organizer attendees?

### People Attending (1)

Guzen, Zelian (Student)

Available Slots Left in Appointment (0)

### Select An Organizer

| SELECT                   | ORGANIZER     | AVAILABLE TIMES  |
|--------------------------|---------------|--|
| <input type="checkbox"/> | Miller, Kayla | For Appointments Mon, Wed, Fri 9:00am - 12:30pm CT (Fall 2023)<br>For Appointments Tue, Thu 10:00am - 2:00pm CT (Fall 2023)<br>For Appointments Mon, Wed, Fri 2:00pm - 5:00pm CT (Fall 2023) |

### Choose A Time To Meet

Length:

| TIME SLOT            | 09/10 (SUN)  | 09/11 (MON)  | 09/12 (TUE)  | 09/13 (WED)  |
|----------------------|--------------|--------------|--------------|--------------|
| 10:30am - 11:00am CT | BUKY         | CG CONFLICTS | CG CONFLICTS | CG CONFLICTS |
| 11:00am - 11:30am CT | CG CONFLICTS | CG CONFLICTS | CG CONFLICTS | CG CONFLICTS |
| 11:30am - 12:00pm CT | CG CONFLICTS | CG CONFLICTS | CG CONFLICTS | CG CONFLICTS |
| 12:00pm - 12:30pm CT | CG CONFLICTS | CG CONFLICTS | CG CONFLICTS | CG CONFLICTS |
| 12:30pm - 1:00pm CT  | CONFLICTS    | CG CONFLICTS | CONFLICTS    | CG CONFLICTS |
| 1:00pm - 1:30pm CT   | CONFLICTS    | CG CONFLICTS | CONFLICTS    | CG CONFLICTS |
| 1:30pm - 2:00pm CT   | CONFLICTS    | CG CONFLICTS | CONFLICTS    | CG CONFLICTS |

### Repeat This Appointment?

Repeat

Does not repeat