



STUDENT GUIDE

Schedule Advising/Tutoring Appointments

02/02/2021

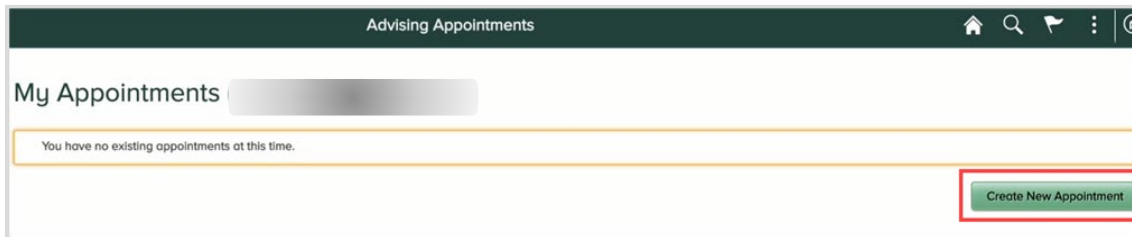




Student Guide: Schedule Advising/Tutoring Appointments

Navigation: Student Homepage > Academic Progress > Advising/Tutoring Appointments

Advising and tutoring appointments you have previously scheduled will appear in the list. To schedule a new appointment, click **Create New Appointment**.



Complete the following fields in the **New Appointment** section:

The screenshot shows the 'New Appointment' form in the 'Appointment Self Service' section. The form is divided into four steps: 'Begin', 'Advisor', 'Schedule', and 'Complete'. The 'Begin' step is active. The form contains the following fields:

- Category** (1): A dropdown menu with 'Advising' selected.
- Advising/Tutoring Unit** (2): A dropdown menu with 'College of Engineering Advising' selected.
- Reason** (3): A text input field with '0555' and a search icon. The **Description** is 'Mechanical Egr (Preference)'.
- Appointment Duration** (4): A dropdown menu with '20 Minutes' selected.
- Additional Information (required)** (5): A text input field with 'Information to help advisor/tutor prepare'.
- Appointment Type (required)** (6): A dropdown menu with 'Zoom Appointment' selected.
- Select Advisor** (7): A button with the text '(Sorry, this can take time to load)'.

Note: Initially, you may not see all of the fields shown above. Additional fields will appear based on the selections you make.

1. **Category:** Select **Advising** or **Tutoring**.
2. **Advising/Tutoring Unit:** Select the appropriate advising/tutoring unit from the list. The drop-down list may include both colleges and academic departments as advising and tutoring units.



3. **Appointment Reason:** Click the look-up and select a reason/topic from the list. Available option(s) will be based on the Advising/Tutoring Unit selected above.
4. **Appointment Duration:** Will default – no changes can be made.
5. **Additional Information:** Enter more details to help the advisor/tutor prepare for the appointment.
6. **Appointment Type:** Click the drop-down and select an appointment type (Zoom, Phone, etc.).
7. Click **Select Advisor**.

Advisors or tutors meeting your criteria will be displayed first, with available dates and times to choose from. You may need to scroll down the page to view the complete list. Other advisors or tutors affiliated with the college or unit may also be displayed, but without any available appointments based on the criteria selected.

Advising Appointments | Select Advisor

Begin | Advisor | Schedule | Complete

Display Name: [input field]

Refresh Availability (Sorry, this can take time to load) | Drop-In Times 8 | Return to Main page

Advisor/Tutor 9

Location: Zoom (ME Preference Advising) | https://msu.zoom.us/j/97072036499 | Email: [input field]

02/03/2021
Wednesday
Time selected: Choose Time (EST) 10
Select Time 11

02/04/2021
Thursday
Time selected: Choose Time (EST)
Select Time

02/05/2021
Friday
Time selected: Choose Time (EST)
Select Time

Next Days >

Note: Use the **Next Days** hyperlink to see more available dates for the advisor/tutor.

8. The **Drop-In Times** button at the top of the page will open a pop-up window listing any advisors or tutors with drop-in dates/times based on the criteria selected. Additional information in the pop-up will tell you how to reach the advisor or tutor during drop-in times.

Advisor Drop-In Days/Times

Date	Day	Begin/End Time	Additional Information
02/02/2021	Tuesday	08:00 AM-09:00 AM	Please use this Zoom link to connect with me: https://zoom.us
02/03/2021	Wednesday	08:00 AM-09:00 AM	Please use this Zoom link to connect with me: https://zoom.us

Joyce
There are no drop-in hours available for this advisor.



9. View **Advisor/Tutor** name and **Location**.

10. For the date displayed, click the **Time Selected (Choose Time)** drop-down to select a time for your appointment. This will activate the Select Time button.

11. Click **Select Time**.

You will be returned to the Advising Appointment page. At the bottom of the page, review the advisor/tutor name, location and any notes from the advisor/tutor before booking the appointment.

Advisor [redacted]
Location Zoom (ME Preference Advising) https://msu.zoom.us/j/[redacted]
Email [redacted] **12**
Please visit: https://msu.zoom.us/j/[redacted] when it is time for our appointment. You will be put in a waiting room until I am ready. Please email me if you have any questions/concerns prior to the appointment.
02/03/2021 Begin 10:40AM EST End 11:00AM EST
13 Book It Return to Select Advisor

12. Review special instructions added by the advisor/tutor.

13. Click **Book It!**

An email confirmation will follow, and both the advisor/tutor and student will see an invitation appear in their respective Office365/Outlook calendars.