Setting Up Your Availability

From the My Availability tab of Advisor Home, you can define the days and times you will be available to meet with students.

Student Services

When adding your availability, after selecting your location, you can select student services. If you leave the field blank, it is the same as indicating that students are allowed to schedule appointments with you for any of the services listed in the drop down.

Your availability determines whether or not a student can find you when going through the appointment scheduling process. Students must first select the reason they’d like to meet with an advisor (student service), followed by the location. Only advisors who have added availability for the service selected will appear in the resulting advisor drop down.

When setting up your availability, consider including as many services as possible to increase your visibility within the student scheduling workflow.

Adding Drop-in Availability

You can select whether you will meet with students via appointments or drop-ins when adding your availability. Keep in mind that you may add multiple and overlapping instances of availability, so that you are available for both drop-ins and appointments during the same periods.