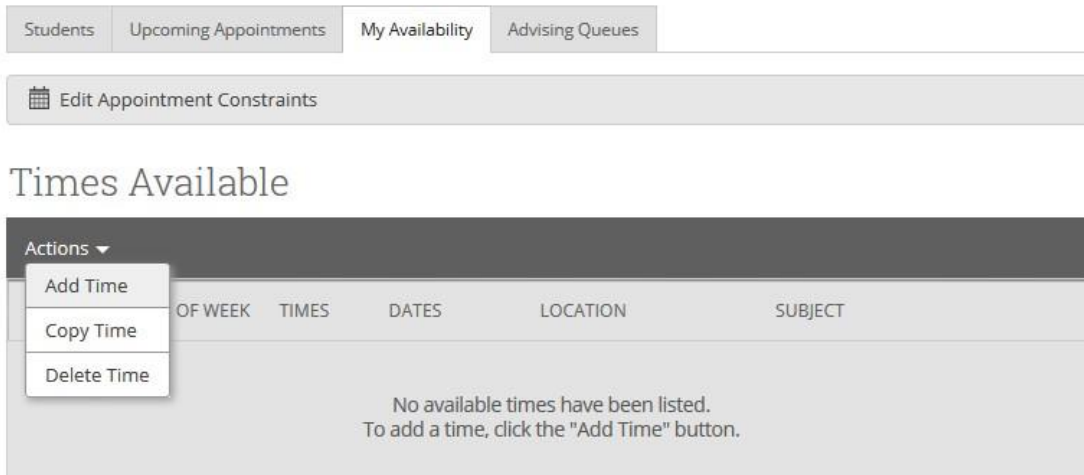


## Setting Up Your Availability

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

### Advisor Home



The screenshot shows the 'Advisor Home' interface with the 'My Availability' tab selected. Below the navigation tabs is a button labeled 'Edit Appointment Constraints'. The main section is titled 'Times Available' and contains a table with columns: OF WEEK, TIMES, DATES, LOCATION, and SUBJECT. A message in the center of the table states: 'No available times have been listed. To add a time, click the "Add Time" button.' An 'Actions' dropdown menu is open, showing options: 'Add Time', 'Copy Time', and 'Delete Time'.

## 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.

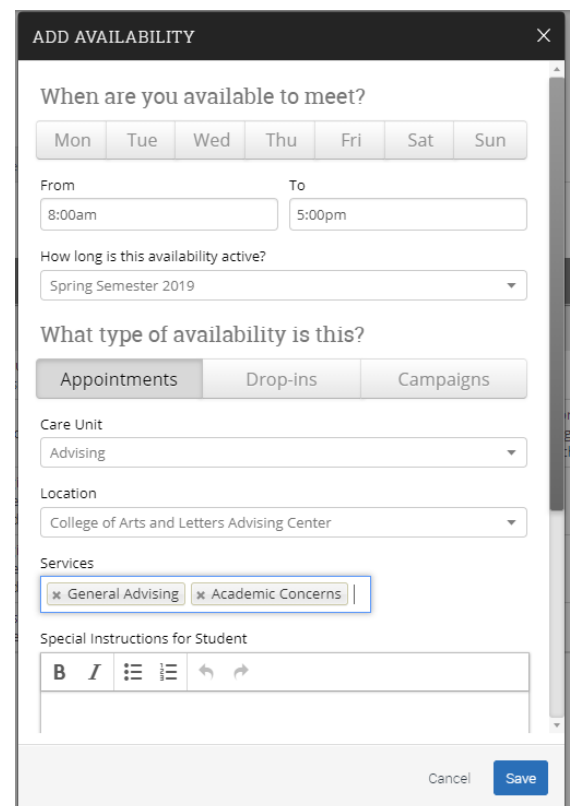
Your availability determines whether or not a student can find you when going through the appointment scheduling process. Students must first select the reason they'd like to meet with an advisor (student service), followed by the location. Only advisors who have added availability for the service selected 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 and/or drop-ins when adding your availability.

Keep in mind that students will not be able to check-in for a drop-in appointment unless there is at least one advisor with open drop-in availability at the time of check-in.



The screenshot shows the 'ADD AVAILABILITY' form. It includes a header with a close button (X). The form contains the following fields and options:

- When are you available to meet?:** A row of buttons for days of the week: Mon, Tue, Wed, Thu, Fri, Sat, Sun.
- From:** 8:00am
- To:** 5:00pm
- How long is this availability active?:** Spring Semester 2019
- What type of availability is this?:** Three buttons: Appointments (selected), Drop-ins, Campaigns.
- Care Unit:** Advising
- Location:** College of Arts and Letters Advising Center
- Services:** General Advising (selected), Academic Concerns (selected)
- Special Instructions for Student:** A text area with a rich text editor toolbar (B, I, list icons, undo, redo).
- Buttons:** Cancel and Save.