

Availability

Setting up your availability allows you to define the days and times you will be available to meet with students.

Add Time-

Step 1: Click the Add Time button in the Actions Menu

Advisor Home ▾

Students Upcoming Appointments My Availability Advising Center Advising Requests

📅 Edit Appointment Constraints

Times Available

Actions ▾

- Add Time
- Copy Time
- Delete Time

DAYS OF WEEK	TIMES	DATES	LOCATION	SUBJECT
No available times have been listed. To add a time, click the "Add Time" button.				

ADD AVAILABILITY

I'm available on

Mon Tue Wed Thu Fri Sat Sun

8:00a - 5:00p

for Drop-ins Appointments Campaigns

Duration

Location

Select Location to select Student Services

Details

Cancel Save

Step 2: Select the days and times when you are available to meet with students.

(TIP for VT Users: It is recommended that you enter your general work hours (i.e., 8-5, M-F). Once your calendar is integrated, it will automatically communicate with your personal calendar by identifying previous calendar commitments and noting them as unavailable times in the SSC platform.)

Step 3: Select whether you will meet with students via appointments or drop-ins during that time.

(TIP for VT Users: Under the “Duration” tab, you will have the option to select semester, date range, or forever. It is recommended that you select the date range option as this will allow you to have availability for students outside in between terms but not making yourself available forever.)

Step 4: Choose the location where you will be available.

Step 5: Select which student services you can provide to students during this availability. Note: Leaving this student services field empty means you will appear to be available for all advising student services.

Step 5: Lastly, in the details box, be sure to include the exact location you would like students to meet you at (ex: room 315). You may also include any materials you would like the student to bring with them to their appointment.

Step 6: Click the Save button.

Note: Repeat this process until all of your availabilities have been defined. You can have as many availabilities as needed.

There are two other options when adding Times Available.

Copy Time - to copy a time, select the time you would like to copy and then click the Copy Time button. The availabilities will be copied and a dialog will open allowing you to make edits or to save your newly created availability.

Delete Time- to delete your time, simply select the time and click the Delete Time button.

Note: Inactive availabilities are highlighted in red in the Times Available grid.

Appointment Constraints

From the Advising Home page, click on the My Availability tab. To define parameters that control your availability with appointments, first click the Edit Appointment Constraints option.



When clicked, these options are available for you to define:

The screenshot shows a form titled 'Student Appointment Constraints'. It contains three main sections: 1. 'Hours in advance:?' with a text input field containing '24'. 2. 'Default Appointment Length:?' with a dropdown menu showing '30 min'. 3. A checkbox labeled 'Require available times for students?' which is checked. At the bottom of the form are two buttons: a blue 'Update Constraints' button and a blue 'Hide Constraints' link.

- **Hours in Advance** refers to how many hours, from the current time, a student must wait before they can schedule an appointment. For instance, in the example above, if the current time is 10:00am, the earliest a student would be able to schedule an appointment with you would be 10:00am, the following day. This setting only applies to students making appointments.
- **Default Appointment Length** is the default length of this specific advisor's appointment. This can be overridden by users with the appointment create permission, except by students, during appointment creation.
- **Require available times for students** means that advisors must have defined Times Available (see section below) before a student can create an appointment with them. If this box is not checked, students are able to schedule with that advisor at any time and day. This box is checked by default. We recommend that advisors use this default during setup.

Click the Update Constraints button to save your changes. Then, to hide the Student Appointment Constraints settings box, you can simply click on the Hide Constraints link.