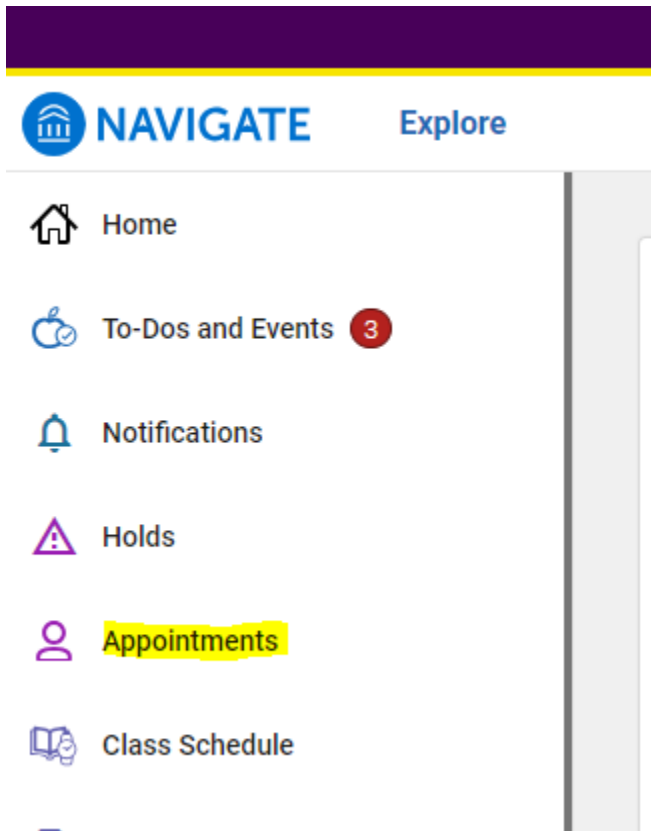


Making an Appointment Through MavCONNECT

Student View- Using “My Team” Scheduling

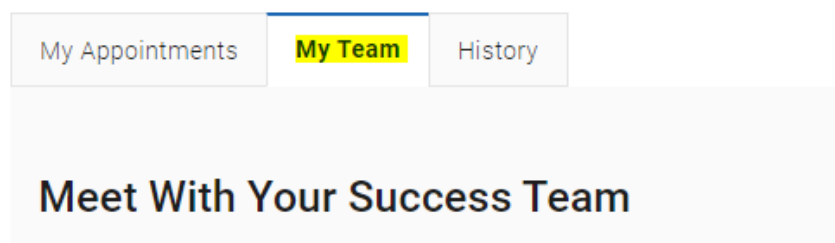
Students can schedule appointments in MavCONNECT via their student mobile app or a desktop version of the system. To access MavCONNECT, open your [mobile app](#) or use the [desktop version](#) of the system.

On the left bar or in the mobile app widget area, find the **Appointments** button to access scheduling options.



In the Appointments screen, look for your My Team tab and who you are looking to meet with.

Appointments



Note: Your team will only display staff/faculty that have been directly assigned to you for support. People on this list may or may not have availability for office hours in MavCONNECT.

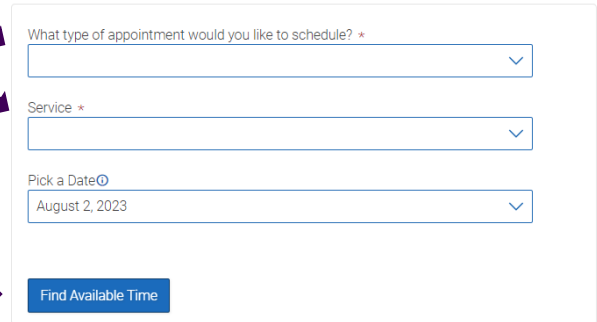
Click on the individual's name that you are trying to schedule with. This will bring up the **New Appointment** scheduling screen.

You may need to select what type of support you need to find available times as well as choose between the appropriate Service/Reason for the appointment.

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.



What type of appointment would you like to schedule? *

Service *

Pick a Date

August 2, 2023

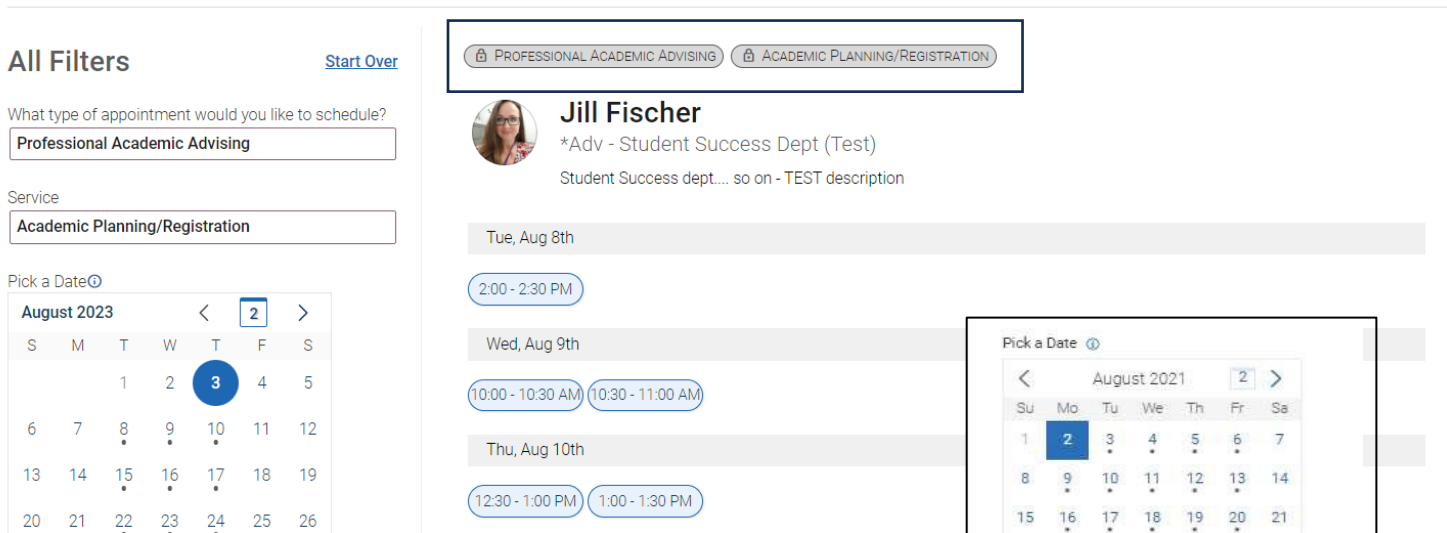
Find Available Time

Once the Care Unit and Service are chosen, you choose a date (this can be modified) and click **Find Available Time**.

At the top of the page, you will see the options you chose on the previous page. These options can't be changed unless you select the **Start Over** link. These options are shown as "locked" as in the image below.

Note: If you click the back button on your browser, you may move away from the specific staff member's availability you were accessing using their profile link. If you need to change something as you set up an appointment, always use the Start Over link.

New Appointment



All Filters [Start Over](#)

What type of appointment would you like to schedule?
Professional Academic Advising

Service
Academic Planning/Registration

Pick a Date

August 2023						
S	M	T	W	T	F	S
		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

PROFESSIONAL ACADEMIC ADVISING ACADEMIC PLANNING/REGISTRATION

Jill Fischer
*Adv - Student Success Dept (Test)
Student Success dept.... so on - TEST description

Tue, Aug 8th

2:00 - 2:30 PM

Wed, Aug 9th

10:00 - 10:30 AM 10:30 - 11:00 AM

Thu, Aug 10th

12:30 - 1:00 PM 1:00 - 1:30 PM

Pick a Date

August 2021						
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	31				

Staff
Search by name

How would you like to meet?
Search by name

Location
Search by name

Course
Select course

On the left is a filter panel that also shows the filters chosen, a calendar to pick a date for the appointment, and more filters to narrow appointment options. You can narrow by how you would like to meet, location, and course and adjust those filters as needed. The main panel updates to reflect filtering automatically.

NOTE: Availability will only show for those individuals who are a part of your assigned success team (i.e., academic advisor, student success coaches, instructors, etc.) who have availability set up.

When you choose an appointment time, regardless of filters chosen, the **Review Detail** page opens.

Notice the “How would you like to meet” field is required. If there is more than one way you can meet (in-person, virtual, phone, etc.) you can change the type of meeting here. You can also go back to filter to the type of meeting you need to make changes.

You can enter a comment and decide if you want reminders. Once all the options are set, click **Schedule**.

If your appointment is scheduled, you will get a success message and the option to **View Appointments** or **Schedule Another Appointment**.

Review Appointment Details and Confirm

What type of appointment would you like to schedule?
Professional Academic Advising

Service
Academic Planning/Registration

Date
08/08/2023

Time
2:00 PM - 2:30 PM

Location
*Adv - Student Success Dept (Test)
Student Success dept.... so on - TEST description

Staff
Jill Fischer

Details
test test
WA 325
zoom link xxxxx

How would you like to meet? *

Search by type

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

Add your comments here

