

## Meeting Types: Student Scheduler View

There are no major changes to the student view in the scheduler, but students now have the option to select a Meeting Type in both the general search and when confirming their appointment.

The start of the scheduling process is still the same, with the student choosing their Care Unit, Service Reason, and Date:

### 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?

× Academic Advising ×

\*Service

× General Advising ×

Pick a Date ⓘ

Monday, August 9th 2021

Find Available Time

However, in addition to the student being able to search by staff, location, and course, they are also now able to search by Meeting Type:

Staff

Search by name

How would you like to meet?

Search by name

Location

Search by name


Course

Select course

*\*This is not a required field for the search*

The options currently available are In Person, Phone, and Zoom:

How would you like to meet?

Search by name 

In Person

Phone

Zoom

If a student chooses a Meeting Type in this field (they can select more than one), the availability that populates will match the Meeting Type(s) selected. For example, if a student selects only "In Person", only availability with the "In Person" Meeting Type will show.


Students may also bypass selecting a Meeting Type, and click on an available appointment time slot. In the confirmation page, they must choose a Meeting Type to schedule the appointment. Only the available Meeting Types in the availability for that time slot will show as options:

**Location**  
[Redacted]

**Staff**  
[Redacted]

**Details**  
This is not active availability :)

**\*How would you like to meet?**

Search by name 

In Person

Phone

Zoom

Email Reminder  
Reminder will be sent to [Redacted]

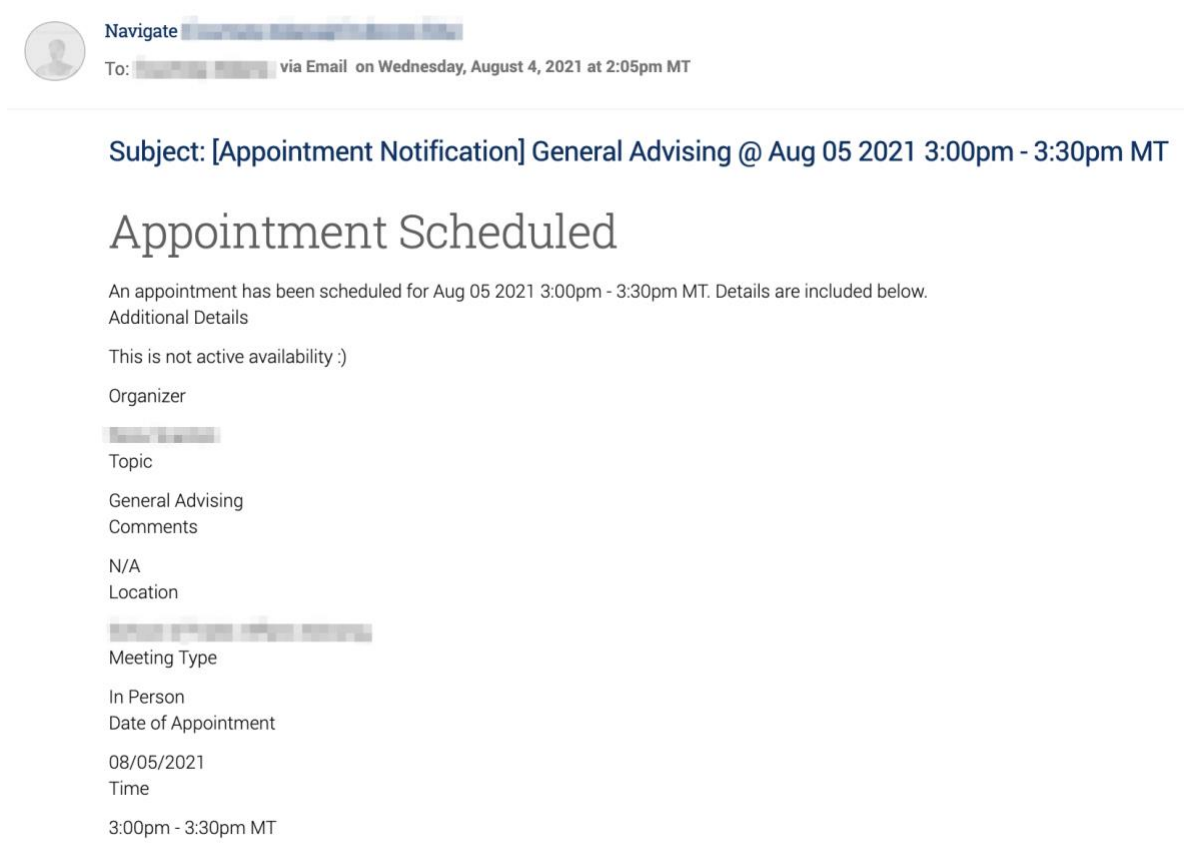
Text Message Reminder

Phone Number for Text Reminder  
[Redacted]

**Schedule**

If a student selects a time slot but does not see the Meeting Type of their preference, they can go back to the scheduler and filter from there.

The confirmation email will also show the Meeting Type:



A screenshot of an email confirmation. At the top left is a circular profile picture of a person and the name "Navigate" followed by a redacted email address. Below this is the text "To: [redacted] via Email on Wednesday, August 4, 2021 at 2:05pm MT". The subject line is "Subject: [Appointment Notification] General Advising @ Aug 05 2021 3:00pm - 3:30pm MT". The main heading is "Appointment Scheduled". Below this is a paragraph: "An appointment has been scheduled for Aug 05 2021 3:00pm - 3:30pm MT. Details are included below. Additional Details". This is followed by a list of fields: "This is not active availability :)", "Organizer" (with a redacted name), "Topic" (General Advising), "Comments" (N/A), "Location" (redacted), "Meeting Type" (In Person), "Date of Appointment" (08/05/2021), "Time" (3:00pm - 3:30pm MT).

Students can also view their upcoming appointments by clicking on “My Appointments”. It will show the Meeting Type on this page:

# Appointments

**My Appointments**

My Team

History

## Upcoming

General Advising with [redacted]  
Scheduled for 08/05/2021 03:00 PM  
Meeting Type: In Person