

Adviser of Studies booking tool

User guide for students

Undergraduate advising appointments take place in person for sub-honours students, online for inbound exchange and study abroad students, and either in person, online or by email for Honours students. For more information, please see the relevant webpage on [advising meetings](#).

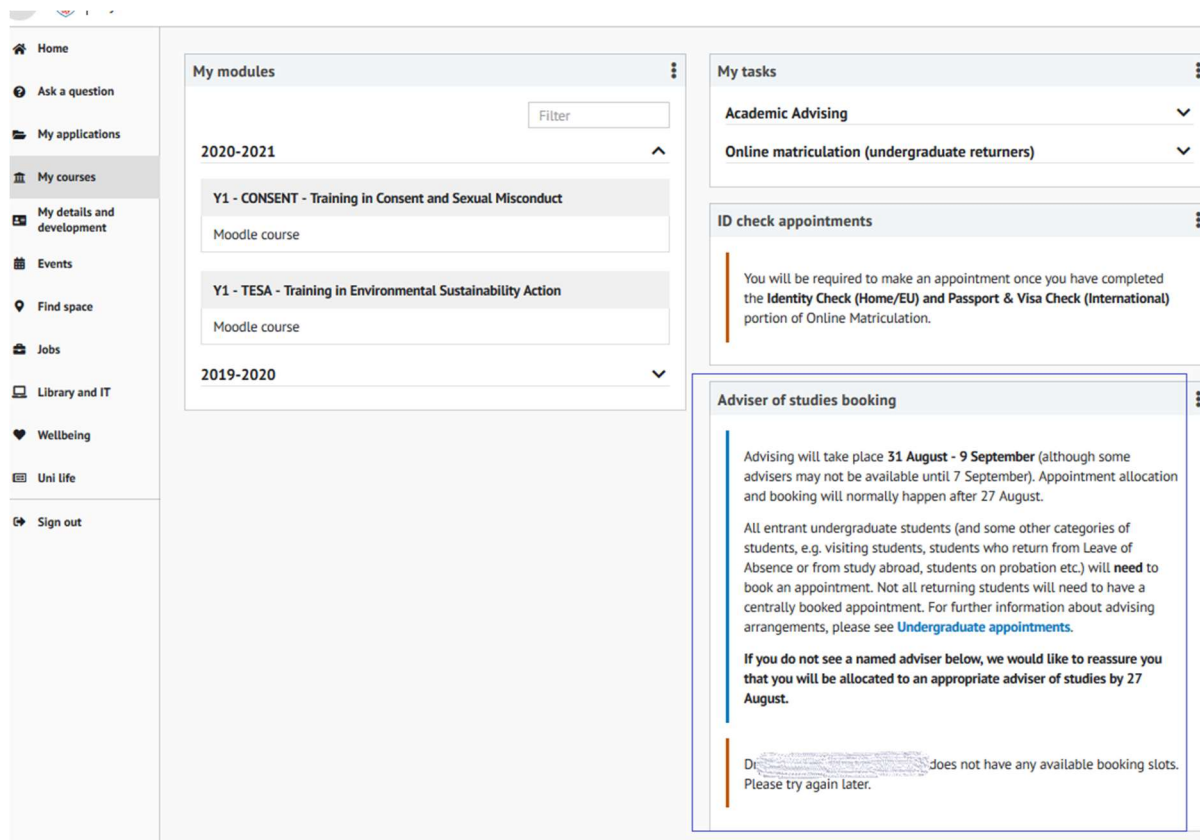
Postgraduate advising may take place either in place or electronically. Please check with your School about advising arrangements.

If you need to book an appointment with your Adviser of Studies during advising, you can use the Adviser of studies booking tool. It will allow you to view the availability of your Adviser of Studies, and to book or cancel an appointment, which will then automatically create an Outlook or Teams diary appointment.

All the following screenshots are for illustrative purposes only.

How to access the tool and book an appointment

- Go to [MySaint](#) – ‘Adviser of studies booking’ (either on the home page or in ‘my courses’).
- Note that this task is separate to Academic Advising.



- See the available bookings of your adviser. Click ‘Reserve’ and confirm the appointment.
 - It is possible that you have two or more advisers, and you may need to arrange appointments with more than one adviser.

Adviser of studies booking

Advising will take place **31 August - 9 September** (although some advisers may not be available until 7 September). Appointment allocation and booking will normally happen after 27 August.

All entrant undergraduate students (and some other categories of students, e.g. visiting students, students who return from Leave of Absence or from study abroad, students on probation etc.) will **need** to book an appointment. Not all returning students will need to have a centrally booked appointment. For further information about advising arrangements, please see [Undergraduate appointments](#).

If you do not see a named adviser below, we would like to reassure you that you will be allocated to an appropriate adviser of studies by 27 August.

Bookings with A Staff-Member

Wednesday 19 August 2020

13:00 - 13:15

Reserve

13:15 - 13:30

Reserve

13:30 - 13:45

Reserve

13:45 - 14:00

Reserve

- You will see that slot as booked in the tool in MySaint.
- A Teams appointment will be created in your Outlook calendar, with a link to the Teams meeting. If the appointment is in person, ignore the Teams meeting link.
- Note that there is a delay of a few minutes between you confirming the booking and the creation of the Outlook appointment.

Adviser of studies booking

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If you do not see a named adviser below, we would like to reassure you that you will be allocated to an appropriate adviser of studies by 27 August.

Your booking

You have an appointment with A Staff-Member on Wednesday 19 August 2020 @ 13:00.

This appointment is scheduled to last 15 minutes.

[Reschedule this booking](#)

- You can cancel and reschedule a booking by clicking the 'Reschedule this booking' button.
 - The tool will then also cancel the Outlook meeting.
 - Please make sure to arrange another meeting with your adviser!
- If you only cancel in Outlook, the appointment will be removed from your (and your adviser's) Outlook calendar, but not from the tool. **Please use the tool if you need to cancel a meeting.**
- Note that all times are UK time.

If you encounter any issues, please contact the IT Service Desk (itservicedesk@st-andrews.ac.uk).