Adviser of studies booking tool
User guide for students

You may need to book an appointment with your Adviser of studies, to arrange a meeting with them during advising. In most cases this will be through a Teams meeting. The Adviser of studies booking tool can be used to view availability of your Adviser of studies, to book/cancel an appointment, which will then create automatically an Outlook/Teams appointment.

Although not all students will need to use this tool, 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 through the tool.

Not all returning students will need to have a centrally booked appointment. For further information about advising arrangements, please see Undergraduate appointments.

Some postgraduate taught students may also be able to arrange an appointment through the tool. Please check with your School about advising arrangements.

How to access the tool and book an appointment

- Go to MySaint – My courses – ‘Adviser of studies booking’ (currently, it also appears in the home page).
  - Please note that this task is separate to Academic Advising.
• See the available bookings of your adviser. Click ‘Reserve’ and confirm the appointment.
  o It is possible that you have two or more advisers, and you may need to arrange appointments with more than one adviser.

• After they have done this:
  o You will see that slot as booked in the tool in MySaint.
  o A Teams appointment will be created in your Outlook calendar, with a link to the Teams meeting.
  o NB. There is a delay of a few minutes between you confirming the booking and the creation of the Outlook appointment:
• You are able to cancel and reschedule a booking by clicking the ‘Reschedule this booking’ button.
  o The tool will then also cancel the Outlook meeting, which will appear as cancelled in Outlook.
  o 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.
• Please note that all times are BST.

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