

Adviser of studies booking tool

User guide for students (updated: Aug 2022)

Undergraduate advising appointments for the 2022-2023 academic year will mainly take place in person. For more information, please see the relevant webpage on [advising arrangements](#).

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, to arrange a meeting with them 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/cancel an appointment, which will then automatically create an Outlook/Teams diary appointment. Your Adviser of studies will confirm the location of your advising appointment with you, if your appointment is in-person.

Keep in mind that not all students will need to use the tool, as an appointment may be allocated for you; please see the [undergraduate appointments](#) for more information.

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.

The screenshot displays the MySaint user interface. On the left is a navigation menu with options: Home, Ask a question, My applications, My courses (highlighted), My details and development, Events, Find space, Jobs, Library and IT, Wellbeing, Uni life, and Sign out. The main content area is divided into three panels. The 'My modules' panel shows two course sections for 2020-2021: 'Y1 - CONSENT - Training in Consent and Sexual Misconduct' and 'Y1 - TESA - Training in Environmental Sustainability Action', both with 'Moodle course' links. The 'My tasks' panel lists 'Academic Advising' and 'Online matriculation (undergraduate returners)'. The 'ID check appointments' panel contains a message: 'You will be required to make an appointment once you have completed the Identity Check (Home/EU) and Passport & Visa Check (International) portion of Online Matriculation.' The 'Adviser of studies booking' panel, which is highlighted with a blue border, contains the following text: '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.' Below this text, a message states: 'Dr. [redacted] does not have any available booking slots. Please try again later.'

- 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

- After they have done this:
 - 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, you should ignore the Teams meeting link. Your adviser will clarify the location of the meeting with you (and you can edit the location in the Outlook appointment, if you wish).
 - NB. 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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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.

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, which will appear as cancelled in Outlook.
 - 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).