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.

- 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.
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. 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).
  o NB. There is a delay of a few minutes between you confirming the booking and the creation of the Outlook appointment:
You can 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).