Creating Appointment Availability
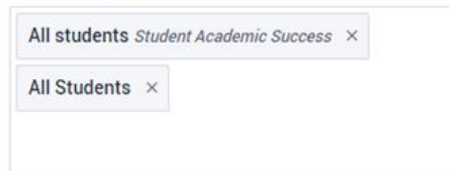
- In Hawk Central, select the Calendar from the menu bar to view and create availability for your calendar.
- When the Calendar opens, you can find options to create availability on the Today's Schedule, Calendar View, and List View tabs. Today's Schedule will have a link to "Click here to create availability". Calendar View and List View tabs will both have a Create button near the top of the page.
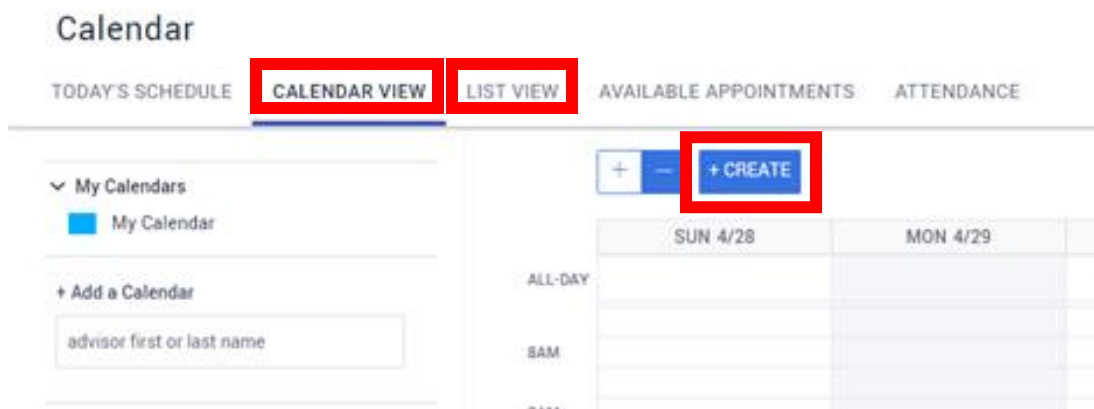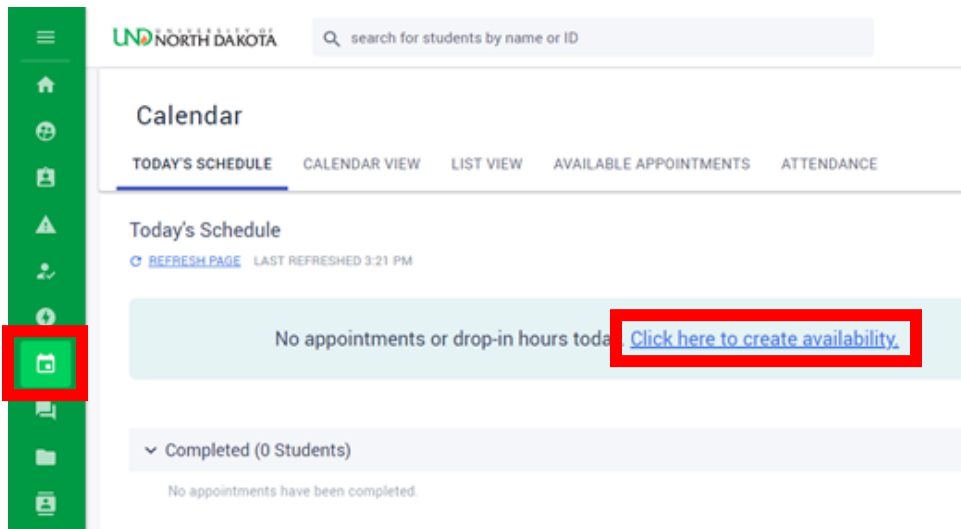
- Once you select one of these options, a window will open to help you create availability. You will make selections on the following options:
  - **Schedule Ahead or Drop-in Hours**
    - Remain on the Appointment Slots tab to add schedule ahead appointment availability.
    - Click on the Drop-in Hours tab to add drop-in availability.
  - **Scheduling Available to**
    - Will default to all students, but you can remove and type in a student group(s) for targeted scheduling. This option can enable advisors to create appointment slots available to certain student populations if needed.
      - Note: When you begin to type a group name, it will assist with listing groups you have created or are shared with you for you to select from that matches the text.

Appointment Slots

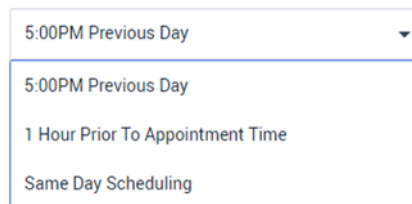Scheduling available to*

All students *Student Academic Success* ✕

All Students ✕

- **Select Services**
  - You will be able to select the services available for each designated appointment slot. The services and service offerings listed will depend on which SSU your office is listed under.
  - NOTE: Drop-in hours do not populate service offerings.
- **Display on Student's Calendar as**
  - Select the available option that matches your appointment availability best. Items in parentheses is the title of the SSU your office is listed under.
    - NOTE: Currently, this option is only reflected on your calendar and does not appear to the student after scheduling.
- **Scheduling Deadline for Students**
  - You can select the latest time in which a student may schedule an appointment. Options include:
    - 5:00 PM Previous Day
    - 1 Hour Prior To Appointment Time
    - Same Day Scheduling
      - Students would be able to schedule anytime up to the start of the appointment slot.

Scheduling deadline for students

5:00PM Previous Day ▾

5:00PM Previous Day

1 Hour Prior To Appointment Time

Same Day Scheduling

- **Appointment Modality**
  - Appointment Modality sets how you will interact with the student. Options include:
    - In Person
      - Will open a Location text box that will auto populate the building/room number from the address in your advisor profile. It is recommended you set your address as the location where students should check in for the appointment (ex. McCannel 280).
      - If you take appointments in multiple locations, create a separate appointment slot for each location. You can then delete the auto-populated text in the Location text box and enter in the alternative office location.

    - Virtual Meeting
      - Will open a note box for instructions for the meeting. This would provide space to include a Zoom link or other link to be sent to students at the time of scheduling.

- Phone Call
  - Will open a note box for instructions for the meeting. It will auto-populate with the phone number listed in your advisor profile. You can enter or edit the phone number to be used for the meeting.

Appointment Modality *

| In Person ✕ | Virtual Meeting ✕ |
| Phone Call ✕ |

Location *

McCannel Hall Rm 280

Virtual Meeting *

Virtual Meeting

Phone Call *

7013149344

- **Date**
  - You will select the start date for the appointment slot here.
- **Start Time**
  - You will need to enter a Start Time and End Time for availability.
  - Once a window of time is selected, a panel will open to the right to "Choose open slots to block off for" (does not appear for drop-in hours). There, you can select any windows of time you do not wish to be available.
  - Appointment slots will default to 30-minute offerings. Slot duration can be adjusted in the last appointment option under Slot Duration.
    - NOTE: Busy times blocked in Outlook will sync to your Hawk Central calendar.

Display on student's calendar as

SCHEDULE AN ADVISING APPOINTMENT (Stu... ▼

Scheduling deadline for students

5:00PM Previous Day ▼

Appointment Modality *

select appointment modality ▼

Date *

May 01, 2024

Start Time *   End Time *

08:00 AM   12:00 PM

Choose open slots to block off for:

☐ 08:00 - 08:30 AM
☐ 08:30 - 09:00 AM
☐ 09:00 - 09:30 AM
☐ 09:30 - 10:00 AM
☐ 10:00 - 10:30 AM
☐ 10:30 - 11:00 AM
☐ 11:00 - 11:30 AM
☐ 11:30 - 12:00 PM

- **Repeat Option**
  - Here you will select if and how you would like the availability to be repeated. Options will include:
    - Repeat Never
    - Repeats Daily
      - The appointment hours would be included on *all days* of the week including Saturdays and Sundays
    - Repeats Weekly
      - This option will allow you to select which days of the week to be repeated on. Check the boxes of the days you would like to see the appointment slot applied to.

        Repeat Option

        | Repeats Weekly ▾ |

        ☐ ☐ ☐ ☐ ☐ ☐ ☐
        S M T W T F S

        Stop occuring on:

        | ex: Apr 29, 2024 |

    - Repeats Monthly
      - Will include a selection to repeat by "Day of the month" or "Day of the week"

        Repeat Option

        | Repeats Monthly ▾ |

        REPEAT BY
        ⦿ Day of the month ◯
        Day of the week

    - Repeats Every Other Week
      - This option will allow you to select which days of the week to be repeated on. Check the boxes of the days you would like to see the appointment slot applied to.
  - All selections for Repeat Options will prompt you to enter an end date for the repetition except the Repeat Never option.
    - NOTE: You will only be able to select an end date up to 6 months from the start date. It is recommended you review and update your appointment slots each semester to ensure your availability is accurately reflected each term.
- Once all fields have been completed, click the blue Add button in the lower right corner to save your appointment slot.