

Meeting Types

When scheduling appointments in the student scheduler workflow, students will now have the ability to choose their meeting type or modality. Meeting types are global configurations and must be shared by all service providers in the platform (ex. Care Unit-specific meeting types are not configurable).

Meeting Types are now required to be selected in student and staff scheduling workflows, as well as in the Appointment Center when creating an appointment. Meeting Types are not required when submitting an Appointment Summary for an existing appointment or ad-hoc summary report.

Adding a Meeting Type to Staff Availability:

You must add a Meeting Type to your availability in order to appear in the student scheduler workflow. If you do not select a Meeting Type for your availability, you will not be visible for students to schedule appointments with you.

Go to **Staff Home** → **My Availability** tab

Staff Home ▾

Students Appointments **My Availability** Appointment Queues Appointment Requests

Available Times

Actions ▾	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	PERSONAL LINK	MEETING TYPE
<input type="checkbox"/>	Mon, Tue, Wed, Thu, Fri	8:00am - 5:00pm	Forever	SAM Center Huntsville	Humanities & Social Sciences For: Appointments	Academic Advising	No	Virtual Edit
<input type="checkbox"/>	Mon, Tue, Wed, Thu, Fri	8:00am - 5:00pm	Forever	SAM Center Huntsville	Humanities & Social Sciences For: Appointments	Academic Advising	No	In-person Edit

** All times listed are in Central Time (US & Canada)*

You can add Meeting Type to your existing availability or create new availabilities using different meeting types or modalities.

EMAIL used to denote email interaction appointments.

IN-PERSON used to denote in-person or “face-to-face” appointments.

PHONE used for phone or voice interaction appointments – no video.

VIRTUAL used for virtual appointments with audio and video (ex. Zoom, Microsoft Teams, etc).

Choosing a Meeting Type/Modality:

MODIFY AVAILABILITY [X]

When are you available to meet?

Mon Tue Wed Thu Fri Sat Sun

From 8:00am To 5:00pm
All times listed are in Central Time (US & Canada).

How long is this availability active?
Forever

Add to your personal availability link?
 Add this availability to your personal availability link?

What type of availability is this?
Appointments Drop-ins Campaigns

Meeting Type
Please select Meeting Types

Care Unit
Academic Advising

Location
SAM Center Huntsville

Cancel Save

Meeting Type

- Email
- In-person
- Phone
- Virtual

Meeting Types and Special Instructions:

You can select multiple Meeting Types with one availability, but students will receive special instructions for that availability regardless of modality.

It is recommended to have separate in-person and virtual availabilities to avoid confusion and confirm the student's chosen modality.

Left Form (Virtual):

- Meeting Type: Virtual
- URL / Phone Number:
- Special Instructions: You are booking a **ZOOM** appointment. **Your meeting link will be included in your confirmation e-mail, sent to your SHSU e-mail account.** Please click this link approximately 5 minutes before your scheduled appointment time.
For Zoom appointments you will need access to a computer or smartphone.

Right Form (In-person):

- Meeting Type: In-person
- URL / Phone Number:
- Special Instructions: This is an **IN-PERSON** appointment. Please arrive 5-10 mins before your scheduled appointment start time and check in at the front desk.

Meeting Type, URL, and Special Instructions all confirm this is a **virtual** appointment.

Meeting Type, Special Instructions, and lack of URL all confirm this is an **in-person** appointment.

If you have any questions or need any assistance, please contact campusconnect@shsu.edu .
