

Advising Appointment

In advising appointment, you can view your full appointment schedule. You can also select calendar view to view your weekly appointment schedule.

HKUST SCHOOL OF SCIENCE
OFFICE OF ACADEMIC ADVISING AND SUPPORT

mySCI

Dashboard Enrichment Programs **Advising Appointment** Student Profile

Advising Appointments

Calendar View

Search by Filter (Click to expand)

View as: Pre-major Faculty Advisor | Faculty Mentor | All

ID	Date	Time	Venue	Student	Academic Plan	Concerns	Action
463	2014-07-28 (Mon)	09:00 - 09:30	Rm 5444 (Lift 25/26)	FUNG, Sau Chit 20155930[SSCI]	BSc(ENVS):4Y		• Edit • Cancel
464	2014-07-28 (Mon)	09:30 - 10:00	Rm 5444 (Lift 25/26)	LI, Kwok Shing 20170928[SSCI]	BSc(ENVS):4Y	Course Enrollment	• Edit • Cancel
465	2014-07-28 (Mon)	10:00 - 10:30	Rm 5444 (Lift 25/26)				• Edit • Delete
466	2014-07-28 (Mon)	10:30 - 11:00	Rm 5444 (Lift 25/26)	LAI, Siu Wing Wingo 20191427[SSCI]	SSCI Undeclared Plan: 4Y	Major Declaration	• Edit • Cancel
467	2014-07-29 (Tue)	09:00 - 09:30	Rm 5444 (Lift 25/26)				• Edit • Delete

HKUST SCHOOL OF SCIENCE
OFFICE OF ACADEMIC ADVISING AND SUPPORT

mySCI

Calendar View - LEUNG, Pak Wo

<<Month <Week Today Week> Month>>

	2014-8-31 Sun	2014-9-1 Mon	2014-9-2 Tue	2014-9-3 Wed	2014-9-4 Thu	2014-9-5 Fri	2014-9-6 Sat
9 ^{AM}		Available Booked: 20202020					
10 ^{AM}							
11 ^{AM}							
12 ^{PM}							
1 ^{PM}							
2 ^{PM}							
3 ^{PM}							
4 ^{PM}							
5 ^{PM}							
6 ^{PM}							

727 2014-09-29 (Mon) 09:00 - 09:30 SCI/HOME • Edit
• Delete

728 2014-09-30 (Mon) 09:30 - 10:00 SCI/HOME • Edit

The default setting for advising appointment are timeslots that are open for booking and booked by students (reserved).

If you would like to view past advising appointment, please choose “Include Expired” inside filter.

HKUST SCHOOL OF SCIENCE
OFFICE OF ACADEMIC ADVISING AND SUPPORT

mySCI

Dashboard Enrichment Programs Advising Appointment Student Profile

Advising Appointments

Calendar View

Search by Filter (Click to expand)

Concern: All

Host: All

Status: All

Academic Plan: All

Date from: to:

Reserved: Open for Booking: Include Expired:

As Pre-major Faculty Advisor: As Faculty Mentor:

Search Reset

View as: [Pre-major Faculty Advisor](#) | [Faculty Mentor](#) | [All](#)

Search:

<input type="checkbox"/>	ID	Date	Time	Venue	Student	Academic Plan	Concerns	Action
<input type="checkbox"/>	723	2014-09-15 (Mon)	09:00 - 09:30	SCI/HOME				• Edit • Delete
<input type="checkbox"/>	724	2014-09-15 (Mon)	09:30 - 10:00	SCI/HOME	TSAI, Yiu Yin Conan 20110174[PHYS]	BSc(PHYS):4Y		• Edit • Cancel
<input type="checkbox"/>	725	2014-09-22 (Mon)	09:00 - 09:30	SCI/HOME				• Edit • Delete
<input type="checkbox"/>	726	2014-09-22 (Mon)	09:30 - 10:00	SCI/HOME				• Edit • Delete
<input type="checkbox"/>	727	2014-09-29 (Mon)	09:00 - 09:30	SCI/HOME				• Edit • Delete
<input type="checkbox"/>	728	2014-09-29 (Mon)	09:30 - 10:00	SCI/HOME				• Edit • Delete

Create Appointment Timeslots

You will be able to create your own appointment timeslot for mentees to book.

1. **Concern** (can be leaved as blank) – for your own reference only
2. **Host** - Select your own name
3. **Venue** – defaulted to your office on directory
4. **Duration** – default as 30 minutes, can be changed according to your schedule
5. **Remarks** (can be leaved as blank) – for your own reference only
6. **Start/ End Date** – the period that you would like to open for advising
7. **Create on** – select the specific weekday
8. **Skipped Dates** – can add the date that you would like to reserve e.g. public holiday/ out of town
9. **Timeslot Session** – select the advising hours. If you would like to skip certain timeslot, please tick “Excluded”.

The screenshot shows the 'Create Multiple Appointment Timeslots' form in the mySCI system. The page header includes the HKUST School of Science logo and the Office of Academic Advising and Support. A navigation bar contains 'Dashboard', 'Enrichment Programs', 'Advising Appointment', and 'Student Profile'. The form is divided into three main sections: 'Appointment Information', 'Timeslot Configuration', and 'Timeslot Session'. In the 'Appointment Information' section, the 'Concern' field is empty with a placeholder 'Select Some Options'. The 'Host' is set to 'LEUNG, Pak Wo', the 'Venue' is 'SCI/HOME', and the 'Duration (Min)' is '30'. The 'Remarks' field is empty. The 'Timeslot Configuration' section shows a 'Start Date' of '2014-09-11' and an 'End Date' of '2014-10-30'. Under 'Create on:', 'Wednesday' is selected, and the 'Weekdays' checkbox is also checked. The 'Skipped Dates' section has one date, '2014-10-01', listed. The 'Timeslot Session' section shows 'Session 1' with a 'Start Time' of '11:00' and an 'End Time' of '12:00'. The 'Excluded' checkbox is unchecked. A 'Create' button is at the bottom left, and a 'Back to List' link is below it.

HKUST SCHOOL OF SCIENCE
OFFICE OF ACADEMIC ADVISING AND SUPPORT

mySCI

Dashboard Enrichment Programs Advising Appointment Student Profile

Create Multiple Appointment Timeslots

[Create a single appointment](#)

Appointment Information

Concern
Select Some Options

Host Venue Duration (Min)
LEUNG, Pak Wo SCI/HOME 30

Remarks

Timeslot Configuration

Start Date
2014-09-11

End Date
2014-10-30

Create on:
 Monday Weekdays
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Skipped Dates
Add Remove
Date 1 2014-10-01

Timeslot Session
Add Remove

Session 1

Start Time End Time Excluded
11:00 12:00

Create

[Back to List](#)

After you have clicked submit, you will see a lightbox that show you the number of timeslots successfully created.

The screenshot shows the 'Advising Appointments' page with a lightbox overlaying the table. The lightbox contains the text: '12 Appointment Timeslots were created successfully.' The table below the lightbox has the following data:

ID	Date	Time	Venue	Student	Academic Plan	Concerns	Action
723	2014-09-15 (Mon)	09:00 - 09:30	SCI/HOME	LAU, Chak Nam 20123121[PHYS]	BSc(PHYS):4Y	Credit Load	• Edit • Cancel
724	2014-09-15 (Mon)	09:30 - 10:00	SCI/HOME	TSAI, Yiu Yin Conan 20110174[PHYS]	BSc(PHYS):4Y		• Edit • Cancel
725	2014-09-22 (Mon)	09:00 - 09:30	SCI/HOME				• Edit • Delete
726	2014-09-22 (Mon)	09:30 - 10:00	SCI/HOME				• Edit • Delete

Manage Your Appointments

Once the timeslots are created, students will be able to make appointment with you on mySCI. Once an appointment is made, confirmation email will be sent to you and the student.

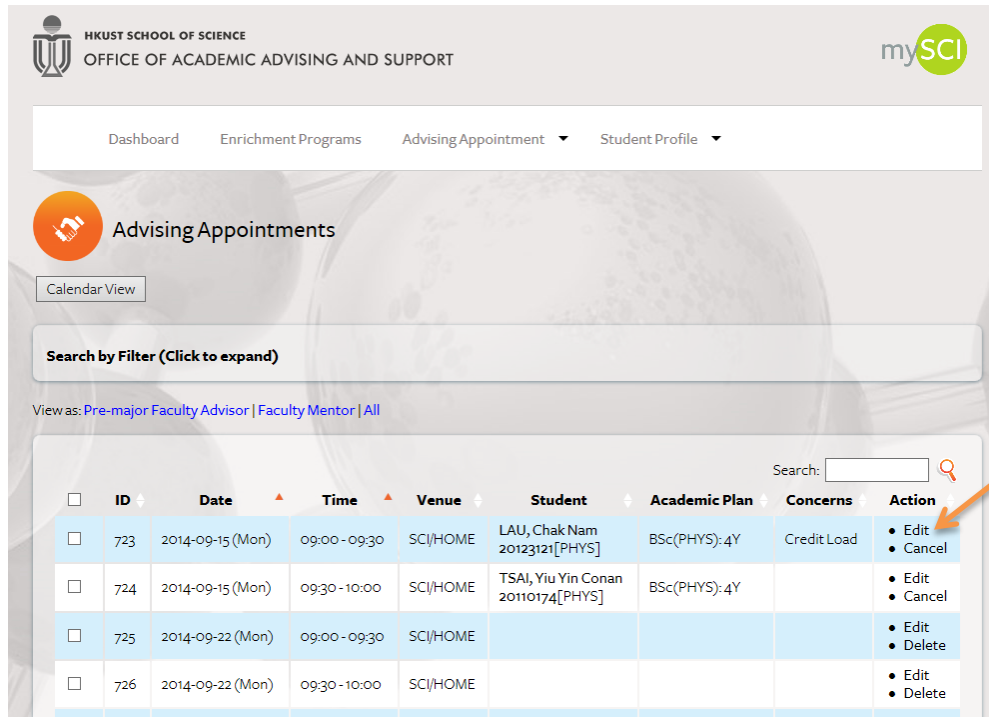
You will be able to see the appointment details on your page, including the concerns specified by the student (if any). To view the full profile of the student, you can simply click on the student ID.

The screenshot shows the 'Advising Appointments' page with a table of appointments. An orange arrow points to the student ID '20123121' in the first row. The table has the following data:

ID	Date	Time	Venue	Student	Academic Plan	Concerns	Action
723	2014-09-15 (Mon)	09:00 - 09:30	SCI/HOME	LAU, Chak Nam 20123121[PHYS]	BSc(PHYS):4Y	Credit Load	• Edit • Cancel
724	2014-09-15 (Mon)	09:30 - 10:00	SCI/HOME	TSAI, Yiu Yin Conan 20110174[PHYS]	BSc(PHYS):4Y		• Edit • Cancel
725	2014-09-22 (Mon)	09:00 - 09:30	SCI/HOME				• Edit • Delete
726	2014-09-22 (Mon)	09:30 - 10:00	SCI/HOME				• Edit • Delete

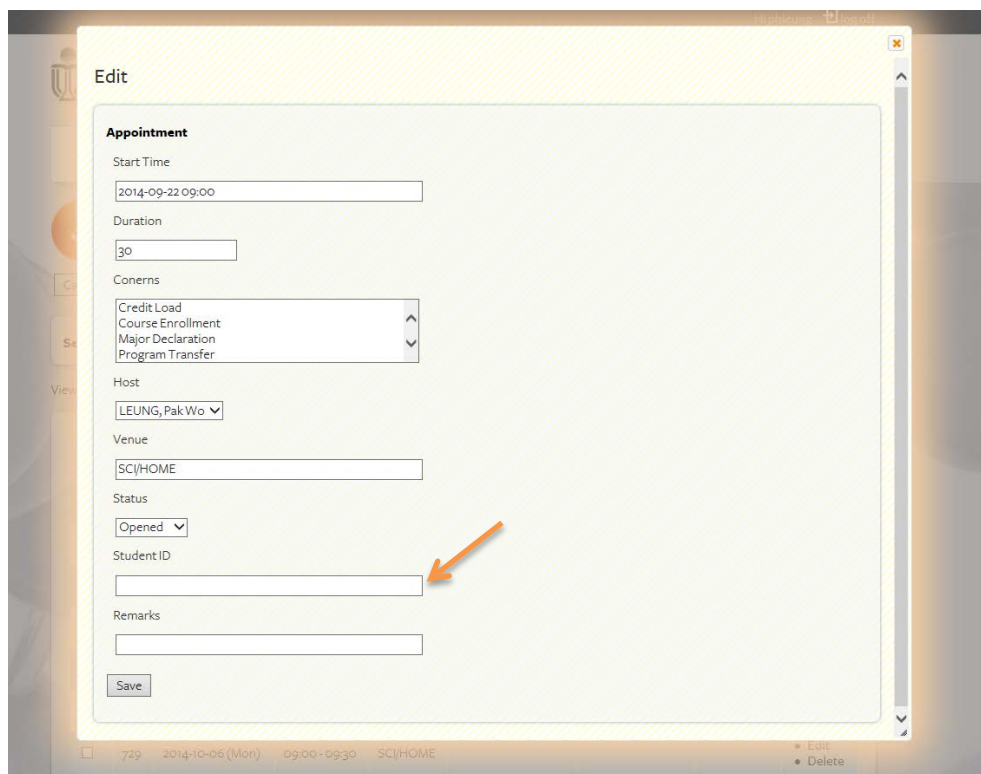
Add New Appointment

You can add an appointment manually by clicking edit, and enter the student ID. Appointment confirmation email will be sent to the student automatically once you click save.



The screenshot shows the mySCI Advising Appointments interface. At the top, there is a navigation bar with "Dashboard", "Enrichment Programs", "Advising Appointment", and "Student Profile". Below this is a "Calendar View" button and a "Search by Filter (Click to expand)" button. The main content area displays a table of appointments with columns for ID, Date, Time, Venue, Student, Academic Plan, Concerns, and Action. An orange arrow points to the "Action" column, which contains "Edit" and "Cancel" links for each appointment.

ID	Date	Time	Venue	Student	Academic Plan	Concerns	Action
723	2014-09-15 (Mon)	09:00 - 09:30	SCI/HOME	LAU, Chak Nam 20123121[PHYS]	BSc(PHYS):4Y	Credit Load	• Edit • Cancel
724	2014-09-15 (Mon)	09:30 - 10:00	SCI/HOME	TSAL, Yiu Yin Conan 20110174[PHYS]	BSc(PHYS):4Y		• Edit • Cancel
725	2014-09-22 (Mon)	09:00 - 09:30	SCI/HOME				• Edit • Delete
726	2014-09-22 (Mon)	09:30 - 10:00	SCI/HOME				• Edit • Delete



The screenshot shows the "Edit" appointment form. The form fields are: Start Time (2014-09-22 09:00), Duration (30), Concerns (Credit Load, Course Enrollment, Major Declaration, Program Transfer), Host (LEUNG, Pak Wo), Venue (SCI/HOME), Status (Opened), Student ID (empty), and Remarks (empty). An orange arrow points to the Student ID field. At the bottom, there is a "Save" button and a partial view of the appointment table from the previous screenshot.

Edit

Appointment

Start Time: 2014-09-22 09:00

Duration: 30

Concerns: Credit Load, Course Enrollment, Major Declaration, Program Transfer

Host: LEUNG, Pak Wo

Venue: SCI/HOME

Status: Opened

Student ID: [Empty]

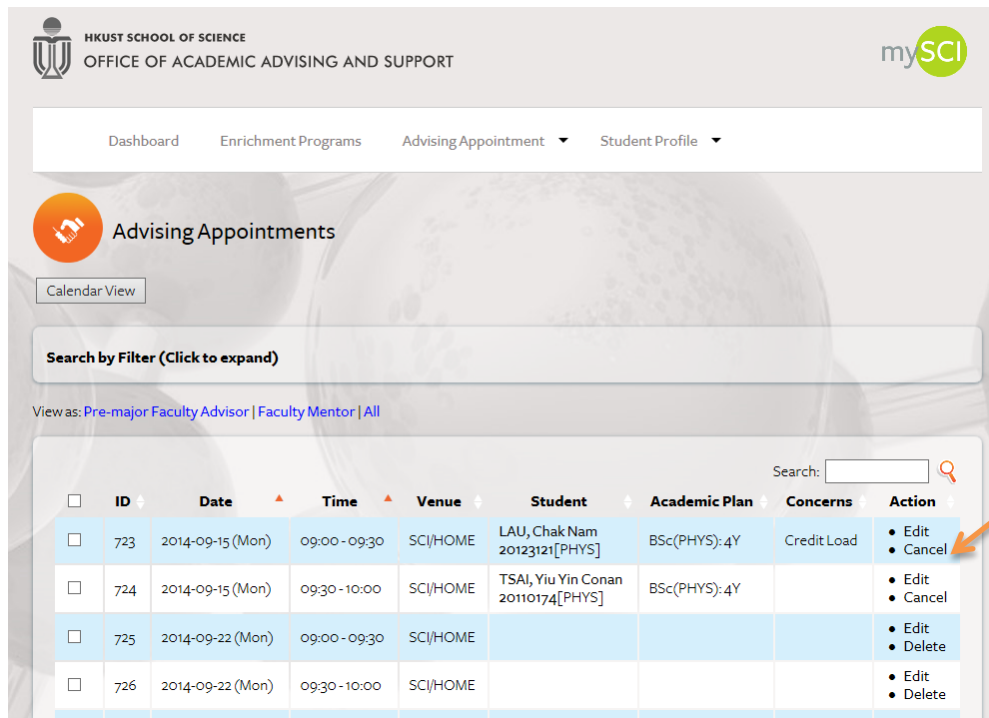
Remarks: [Empty]

Save

Appointment Cancellation

You can cancel the appointment by clicking “cancel”. Student will also be able to cancel their appointment 24 hours prior to the appointment time.

Cancellation email will be sent to notify both advisor and student automatically.



HKUST SCHOOL OF SCIENCE
OFFICE OF ACADEMIC ADVISING AND SUPPORT

mySCI

Dashboard Enrichment Programs Advising Appointment Student Profile

Advising Appointments

Calendar View

Search by Filter (Click to expand)

View as: [Pre-major Faculty Advisor](#) | [Faculty Mentor](#) | [All](#)

<input type="checkbox"/>	ID	Date	Time	Venue	Student	Academic Plan	Concerns	Action
<input type="checkbox"/>	723	2014-09-15 (Mon)	09:00 - 09:30	SCI/HOME	LAU, Chak Nam 20123121[PHYS]	BSc(PHYS):4Y	Credit Load	<ul style="list-style-type: none">EditCancel
<input type="checkbox"/>	724	2014-09-15 (Mon)	09:30 - 10:00	SCI/HOME	TSAL, Yiu Yin Conan 20110174[PHYS]	BSc(PHYS):4Y		<ul style="list-style-type: none">EditCancel
<input type="checkbox"/>	725	2014-09-22 (Mon)	09:00 - 09:30	SCI/HOME				<ul style="list-style-type: none">EditDelete
<input type="checkbox"/>	726	2014-09-22 (Mon)	09:30 - 10:00	SCI/HOME				<ul style="list-style-type: none">EditDelete