

Slate - Advising PTO/Holiday Settings

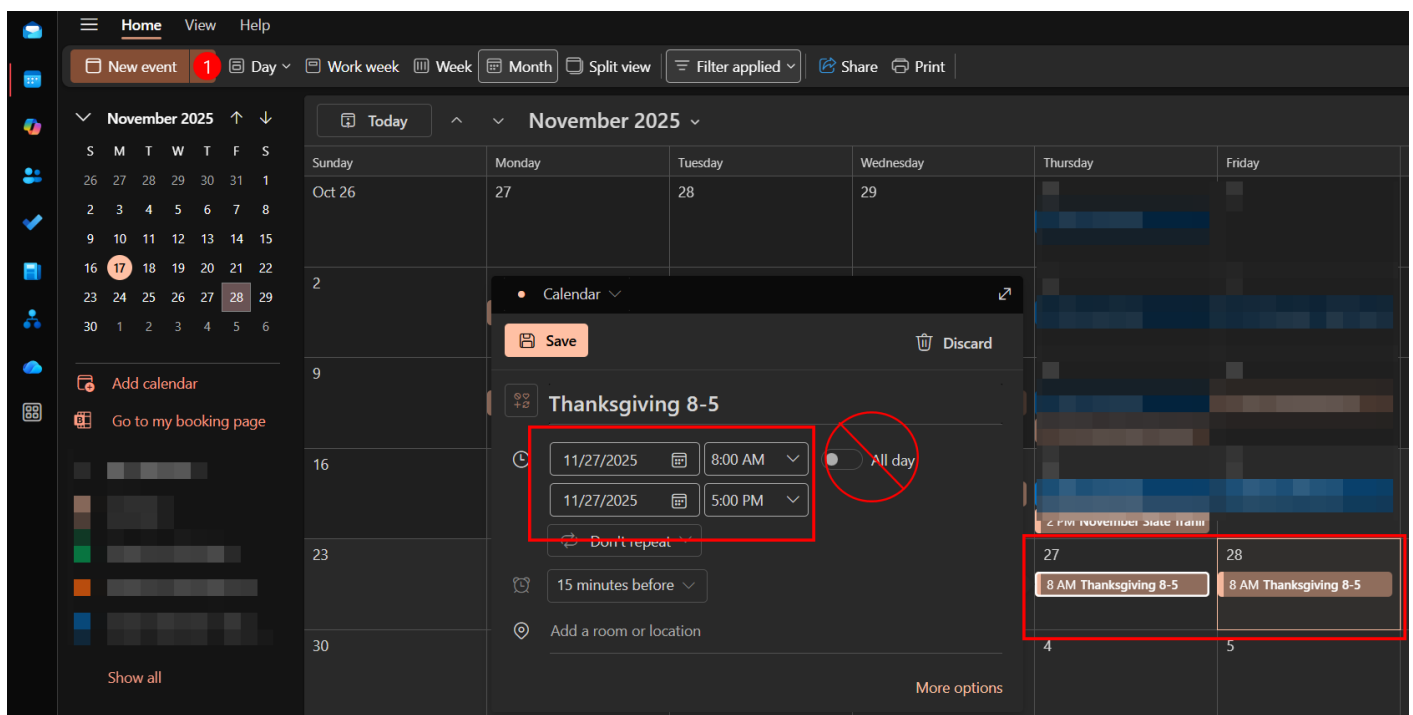
There are a couple different ways you can control your time off and holidays for your Slate advising appointments.

Please note that University holidays and closing are not automatically applied to your appointments.

Option 1 - Setting your PTO and Holidays as Events in your Outlook Calendar. For example, Thanksgiving Thursday 8-5. This will block your calendar in Slate as well. You must enter the calendar event as a set time.

Selecting 'All Day' will not block out the time on your appointment calendar in Slate.

Open Outlook > Click on the day or 'New Event' > Set the time frame > Save. You must do this for each day your are not available.



Option 2 - Setting alternative date availability within Slate.

Open Slate > Navigate to the Event Tab and Select Availability > Click on your Schedule to Edit > Click the + under 'Special Availability' to add the dates. Set the new timeframe or Delete the time to remove all availability for the day > Save

Direct Link to Slate Availability

You must click 'Save' for the changes to update.

The screenshot displays the Slate Scheduler interface. The top navigation bar is blue with the 'slate' logo and several icons. A red box highlights the calendar icon in the top bar. Below the navigation bar, the 'Availability' section is active, showing a 'New Schedule' button and a 'Schedule' list. A red box highlights the 'Availability' option in the left sidebar. The main content area is divided into three columns: 'Pinned' (containing 'Earth Day Event '25'), 'Recent' (containing various events like 'New Student Orientation' and 'Active NSO'), and a right sidebar with links to 'Events', 'Trips', 'Scheduler', 'Calendars', 'Availability', 'Your Schedules', and 'All User Schedules'. A red box highlights the 'Availability' link in the right sidebar. The URL at the bottom left is <https://admissions.astate.edu/manage/form/scheduler>. The bottom right corner shows the user 'malia4 / luna / ast'.

Availability

Kris Keys Schedule

User	Kris Keys
Folder	
Dates	11/17/2025 to 09/01/2026
Templates	Online Advisor Availability
Portals	AOS ADVISING MASTER (Online / Virtual Appts)

Changes will be reflected in the live schedule upon clicking Save.

Regular Availability

Select the days and times you will generally be available. Calendar integrations will automatically remove any days and times when you're listed as busy or away.

Monday	09:00 AM - 05:00 PM
	+
Tuesday	+
Wednesday	+
Thursday	+
Friday	+
Saturday	+

Special Availability

Specify the days when availability may need to be different. As Slate will remove times when you're busy or away, most users don't need to specify dates with special availability.

11/17/2025

09:00 AM

 -

05:00 PM

+

11/24/2025

+

+

Save

Live Preview

Set a duration, recurrence interval, and time zone on this schedule to see a live preview.

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