



View Appointment Queues

You can view your Center's advising queues by clicking on the Scheduled Appointments tab in the Appointment Center.



College of Arts and Letters Advising Center

Enter Student Name

Scheduled Appointments ▾

Care Unit: **Advising** Service: **All Services** Staff: **All Staff**

Date: 08/21/2018 Refreshed Today 3:33PM

Upcoming Appointments

Actions ▾

<input type="checkbox"/>	BEGINNING IN	DATE & TIME	DURATION	SERVICE	COURSE	ATTENDEE NAME: STUDENT ID	ORGANIZER	CHECKED IN
No appointments to show for the selected filters								

In Progress Appointments

Actions ▾

<input type="checkbox"/>	STARTED AT	DATE & TIME	DURATION	SERVICE	COURSE	ATTENDEE NAME: STUDENT ID	ORGANIZER
No appointments to show for the selected filters							

Recent Appointments

Actions ▾

<input type="checkbox"/>	RECORDED TIME	DATE & TIME	DURATION	SERVICE	COURSE	ATTENDEE NAME: STUDENT ID	ORGANIZER
No appointments to show for the selected filters							

Within each queue you have the option to remove or prioritize students using the Actions drop down menu. You should only use the Remove action to remove a student from the list when the student leaves without first meeting with an advisor.



Advisor Home Queues

Advisors can see their queue, as well as students queued for other advisors from the Advising Queues tab of their Advisor Home page. Advisors also have the opportunity to set their notification methods for how they will be notified when a student visits the Appointment Center.

Students Checked In For Appointments

Actions ▾		
SELECT	NAME	SERVICE
There are not any student appointments checked in		

Students In My Queue

Actions ▾							
SELECT	NAME	SERVICE	COMMENT	FIRST AVAILABLE	PRIORITIZED AT	CHECKED IN AT	WAIT DURATION
You do not have any students currently waiting							

Students In Other Staff Queues

Actions ▾							
SELECT	NAME	STAFF	SERVICE	COMMENT	PRIORITIZED AT	CHECKED IN AT	WAIT DURATION
There are currently no students waiting on other staff							

Students Checked In For Track Time ?

Actions ▾				
SELECT	NAME	SERVICE	COURSE	CHECKED IN AT
There are currently no students checked in without specific staff				