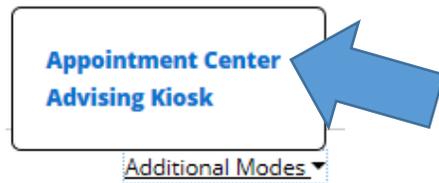


Appointment Center

The Appointment Center will serve as your go to site for arranging and managing your Advisors appointments within the Student Success Collaborative (SSC) platform.

To access the Appointment Center:

1. Log in to SSC
2. Look for the “Additional Modes▼” option at the bottom of the Home Page
3. Click this and select “Appointment Center”



4. Next select the Center you are supporting



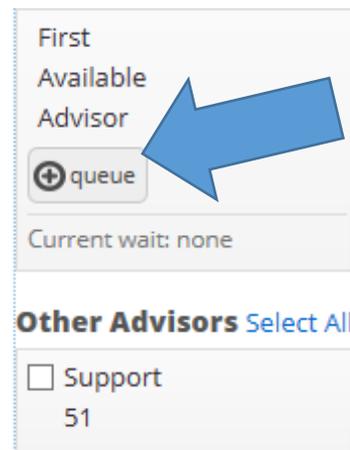
5. Now you are ready to support your advisors

Create an Appointment

To create and appointment follow these steps:

1. Search for the student by entering their CIN or typing in their first and last name
 - a. If you are using their name, confirm the last 4 digits of their CIN as there are numerous instances of people with the same first and last name
2. You can now select an available appointment slot with an advisor on the calendar grid or add the student to a queue
 - a. Assigning to a queue

- i. The queue options appear on left side under the student’s profile
- ii.
- iii. To assist the advisor in preparing to meet with the student;
 1. Use the comment box to describe why the student needs to meet with the advisor.
 2. Make sure to select a service type
- iv. Queue: First Available
 1. Make the student visible to all advisors
- v. Queue: Specific Advisor
 1. Assigns the student to the select advisor



- b. Drop-In



- i. Select an available time annotated with a blue drop-in box.
- ii. To assist the advisor in preparing to meet with the student
 1. Select a reason for the appointment

2. Use the comment box to describe why the student needs to meet with the advisor.
3. If the student is on site and ready to meet with an advisor you may select the Student has checked in for the appointment
 - iii. Save the appointment
- c. Future meeting
 - i. Click on the date and select the day in which the student would like to meet.
 - ii. Use the time sliders to focus on a specific time range.
 - iii. Press the reload button to view the availabilities for the select day within the chosen timeframe.
 - iv. Click on a box that shows availability.
 - v. Follow the same steps as described in the drop-in section to schedule the appointment.



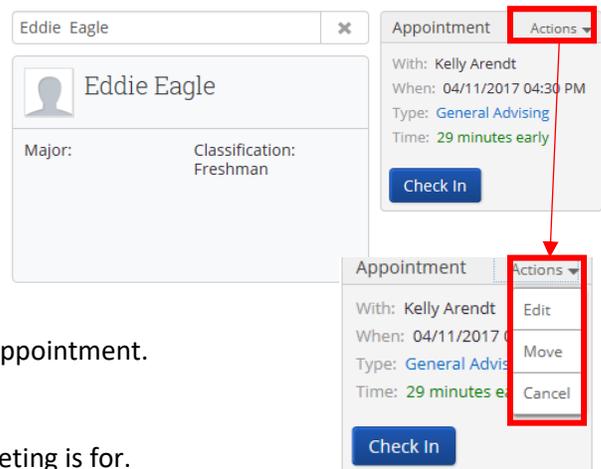
Availability For Apr 12 2017

TIME	SUPPORT 51	KELLY ARENDT	MARCEDES BUTLER	EVELYN ESPINOZA	SOLEDAD HERNANDEZ	AMANDA JOHANNSEN
12:30p	<input type="checkbox"/>	<input type="checkbox"/> DROP-IN	<input type="checkbox"/> DROP-IN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:00p	<input type="checkbox"/>	<input type="checkbox"/> DROP-IN	<input type="checkbox"/> DROP-IN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DROP-IN
1:30p	<input type="checkbox"/>	<input type="checkbox"/> DROP-IN	<input type="checkbox"/> DROP-IN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DROP-IN
2:00p	<input type="checkbox"/>	<input type="checkbox"/> DROP-IN	<input type="checkbox"/> DROP-IN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DROP-IN
2:30p	<input type="checkbox"/>	<input type="checkbox"/> DROP-IN	<input type="checkbox"/> DROP-IN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DROP-IN
3:00p	<input type="checkbox"/>	<input type="checkbox"/> DROP-IN	<input type="checkbox"/> DROP-IN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DROP-IN
3:30p	<input type="checkbox"/>	<input type="checkbox"/> DROP-IN	<input type="checkbox"/> DROP-IN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DROP-IN
4:00p	<input type="checkbox"/>	<input type="checkbox"/> DROP-IN	<input type="checkbox"/> DROP-IN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DROP-IN
4:30p	<input type="checkbox"/>	<input type="checkbox"/> DROP-IN	<input type="checkbox"/> DROP-IN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> DROP-IN

Update an Appointment or Cancel

If a scheduled advisement needs to be updated, follow the following steps

1. Go to the Advising Center home page
 - a. Search for a student
 - b. On the appointment click on "Actions"
 - i. Select "Edit" to;
 1. Change or add appointment reasons.
 2. Change appointment date.
 3. Change which advisor the meeting is for.
 4. Add other attendee's to the appointment.
 - ii. Select "Move" to;
 1. Change appointment date.
 2. Change which advisor the meeting is for.
 3. Use "move" to quickly reschedule appoints.
 - iii. Select "Cancel" to cancel an appointment.
 1. You must enter on whose behalf you are canceling the meeting
 2. You must enter a reason for the cancelation.
 3. Please make use of the comment box to explain the circumstance for cancelation.



Eddie Eagle

Major: Classification: Freshman

Appointment Actions

With: Kelly Arendt
When: 04/11/2017 04:30 PM
Type: General Advising
Time: 29 minutes early

Check In

Appointment Actions

With: Kelly Arendt
When: 04/11/2017
Type: General Advising
Time: 29 minutes early

Check In

Edit
Move
Cancel