Create Impromptu Appointments

STUDENT INFORMATION SYSTEM

INTRODUCTION

This guide has been created to provide step-by-step instructions for accessing and using the Create Impromptu Appointment feature within the Advising/Tutoring Appointment System.

The Create Impromptu Appointment feature allows advisors/tutors to input appointment data for appointments that were not previously scheduled in the Advising/Tutoring Appointment System. This can include appointment data for drop-in advising, phone calls, emails, and other student interactions that were not scheduled.

ADVISOR DASHBOARD

Log into the Student Information System, select Advisors from the top left menu, and then choose the Advising/Tutoring Appointments tile from the advisor dashboard.
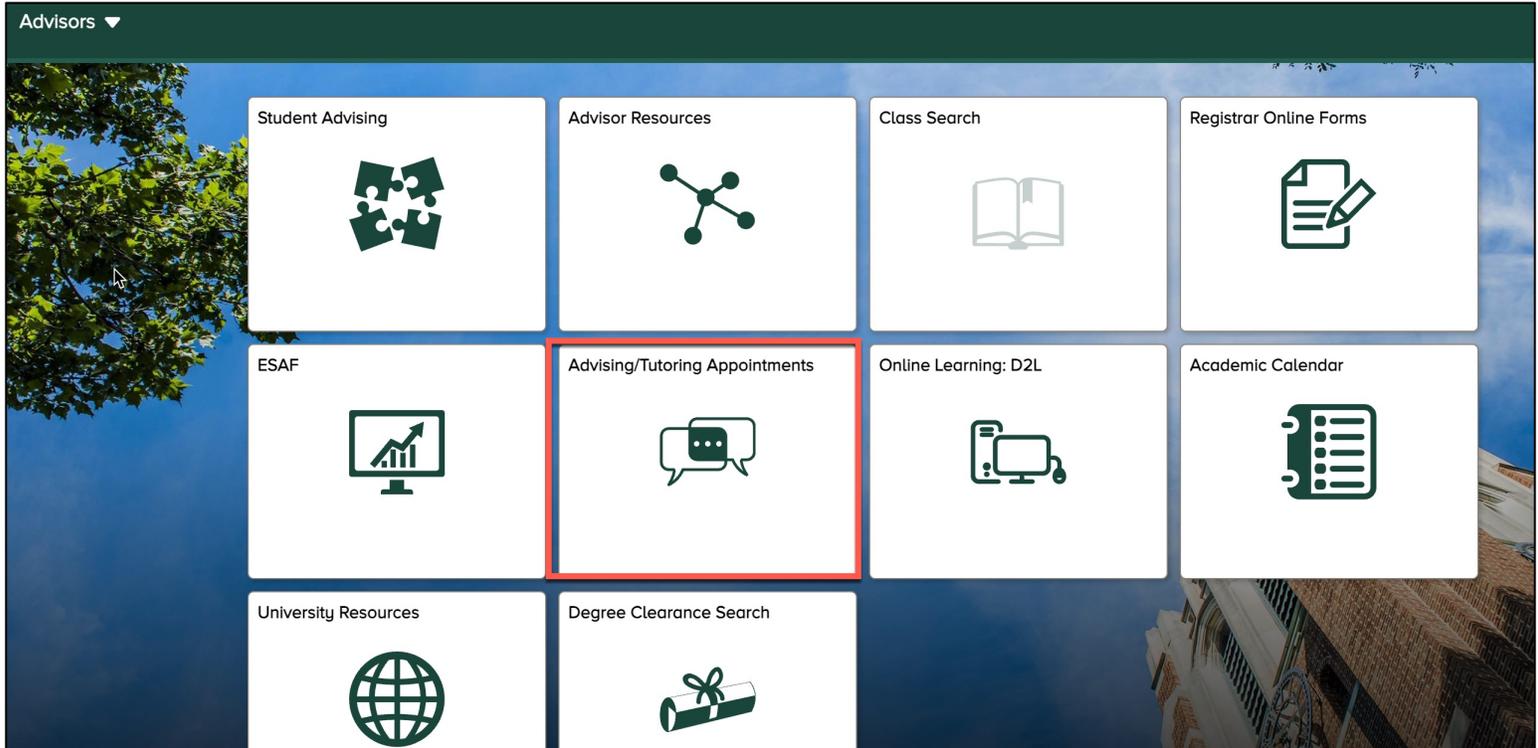
From the left menu, select
My Appointments-Advisor-Single.
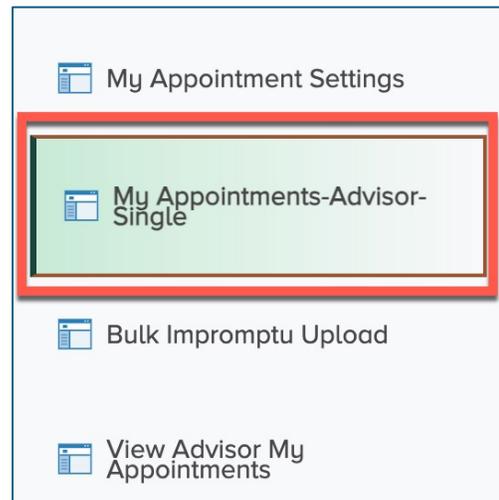
LOCATING CREATE IMPROMPTU APPOINTMENT

At the top of the My Appointment Settings page, select Create Impromptu Appointment button.

In the Search Criteria box, enter the student's ID number, campus ID (NetID), or last name and first name. Then select Search.

NEW IMPROMPTU APPOINTMENT FORM

You are now on the New Impromptu Appointment form. To begin, enter the advisor's ID number and appointment reason code. You can select the magnifying glass if the appointment reason code is unknown.

New Impromptu Appointment

Student ID:

Advisor: [🔍]

College or Academic Support Unit: College of Natural Science Advising

Reason: [0101 🔍] Environmental Geosciences

New Impromptu Appointment

Student ID:

Advisor: [🔍]

College or Academic Support Unit: College of Natural Science Advising

Reason: [0101 🔍] Environmental Geosciences

Duration:
[030 Minutes]

Additional Information:
[Phone call with student to discuss fall schedule.]

Method: [Impromptu Phone ▾]

Date: [06/24/2024 📅] Begin: [10:00 AM 🕐] End:

[Save Impromptu Appointment]

Enter the length of the appointment under the Duration heading, followed by any pertinent details regarding the appointment in the Additional Information space.

Complete the form by entering the method of the appointment (Zoom, Phone, Email, or In-Person), and Date and time of the impromptu appointment.

Select Save Impromptu Appointment to complete the process.

EDITING/DELETING IMPROMPTU APPOINTMENTS

Advisors/tutors can edit or delete an impromptu appointment after it has been created.
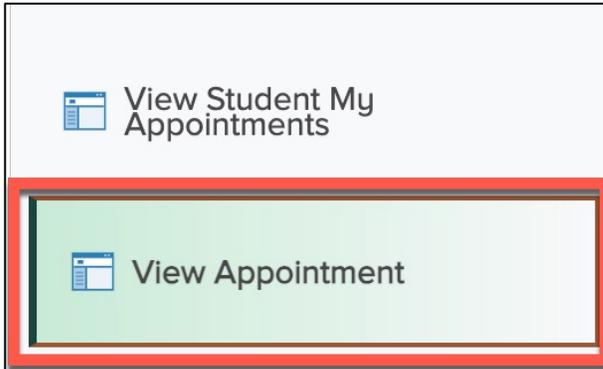
First, locate the appointment through the View Appointment tab in the Advising/Tutoring Appointment System menu.

Search for the appointment using either the Appointment ID number, the student's ID number, the student's first and last name, the academic advisor's ID or first and last name, and include a date or date range. Select Search to generate the results.

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EDITING/DELETING IMPROMPTU APPOINTMENTS CONT.

The search results will populate below the Search Criteria box. Select the appointment you wish to edit.

Choose from the buttons located at the bottom of the screen to edit or delete the appointment. When selecting edit, users can adjust the appointment reason, duration, method, date, and time. Remember to select Save to save all changes.