

Create Impromptu Appointments

STUDENT INFORMATION SYSTEM

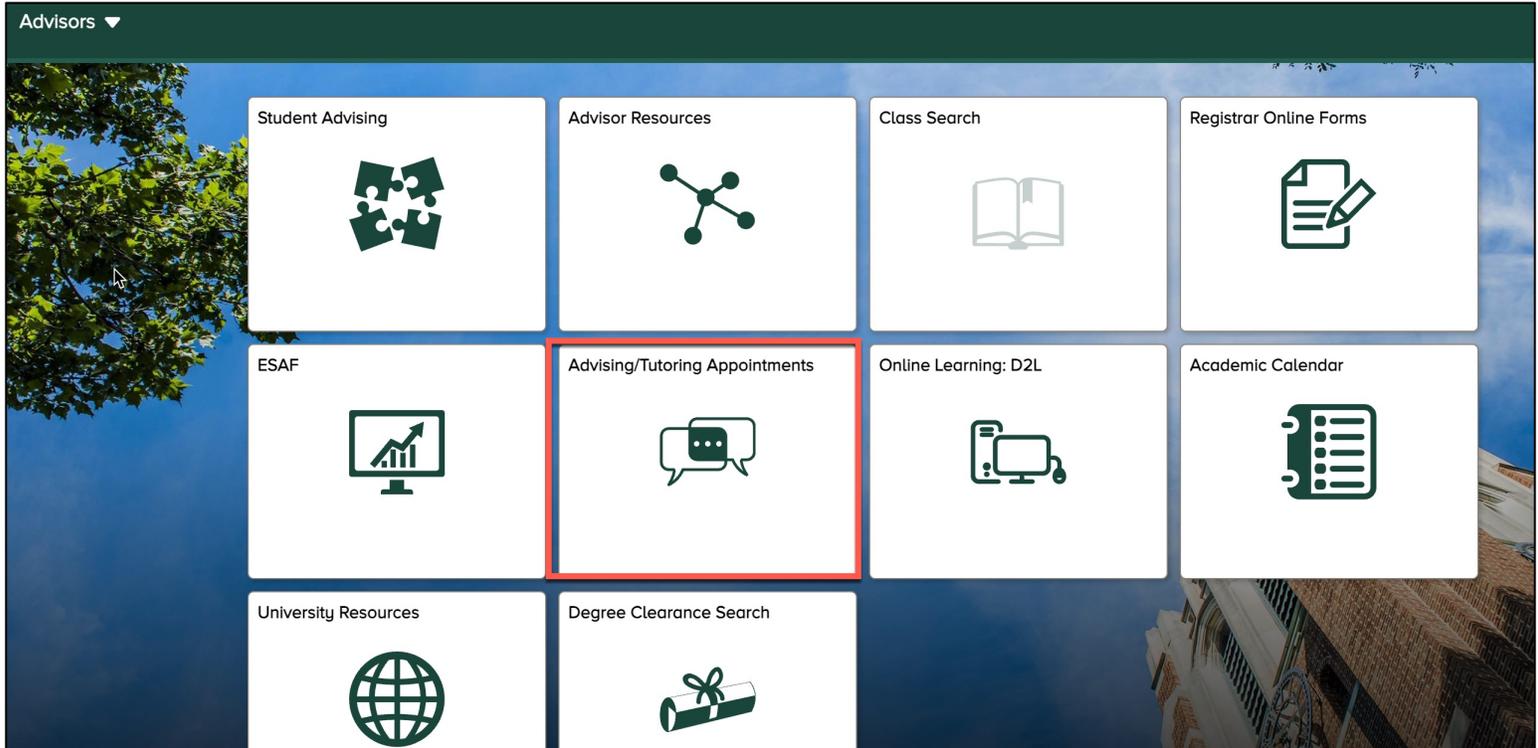
INTRODUCTION

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.

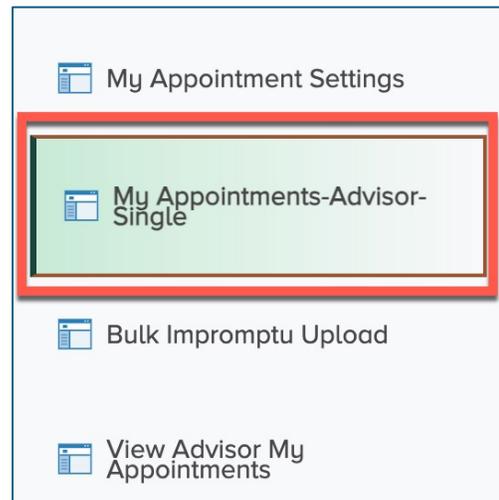
The Create Impromptu Appointment feature allows advisors/tutors to input appointment data for appointments that were not previously scheduled in the Advising/Tutoring Appointment System. This can include appointment data for drop-in advising, phone calls, emails, and other student interactions that were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

My Appointment Settings

The screenshot shows the 'My Appointment Settings' page. At the top, there are three buttons: 'Bulk Cancel Appointments', 'Create Impromptu Appointment' (highlighted with a red box), and 'Create New Appointment'. To the right of these buttons is a 'Bulk Impromptu Upload' button. Below the buttons, the text 'Today's Appointments - Tuesday Jun 25 2024' is displayed. A large box below contains the text 'No appointments to display.'

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

The screenshot shows the 'Search Criteria' form. At the top, there is a 'Recent Searches' section with a dropdown menu labeled 'Choose from recent searches'. Below this, there are five input fields, each with a 'begins with' dropdown menu and a text input box: 'ID:', 'Campus ID:', 'National ID:', 'Last Name:', and 'First Name:'. Below these fields is a link that says '^ Show fewer options'. At the bottom, there is a checkbox labeled 'Case Sensitive'. The 'Search' button is highlighted with a red box, and there is a 'Clear' button next to it.

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: Environmental Geosciences

New Impromptu Appointment

Student ID:

Advisor:

College or Academic Support Unit: College of Natural Science Advising

Reason: Environmental Geosciences

Duration:
030 Minutes

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

Method:

Date: Begin: End:

[Save Impromptu Appointment](#)

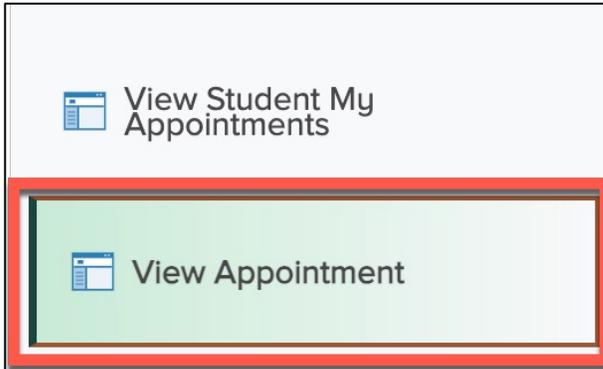
Enter the length of the appointment under the Duration heading, followed by any pertinent details regarding the appointment in the Additional Information space.

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.

Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Saved Searches

Appointment ID:

ID:

Name:

Appointment Date:

Status:

Academic Advisor:

Name:

[Show fewer options](#)

Case Sensitive

Calendar Appointment Date

June 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Current Date

EDITING/DELETING IMPROMPTU APPOINTMENTS CONT.

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

▼ Search Results
10 results ID " [redacted] , Appointment Date "2024-06-04,2024-06-25"

Appointment ID	ID	Name	Appointment Date	Status	Reason	Academic Advisor	Name	Begin	End	Duration Time
			06/05/2024	Scheduled	NSO Human Biology			11.00.00.000000	13.00.00.000000	(blank)

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.

Edit Appointment

Student ID

Advisor

College or Academic Support Unit
College of Natural Science

Reason Description Environmental Geosciences

Duration

Method

Appointment Date Begin End