

Advising and Risk Management (ARM) - Student Guide



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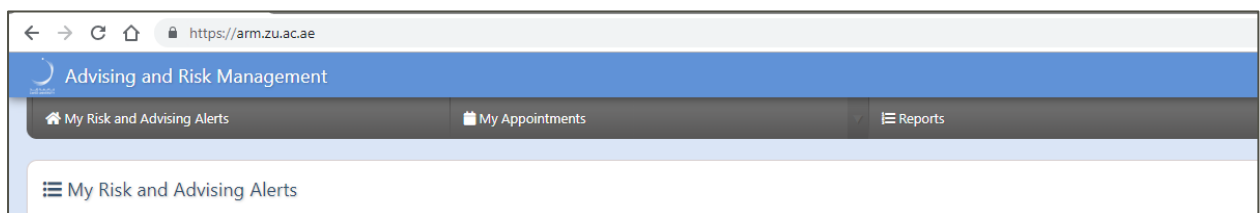
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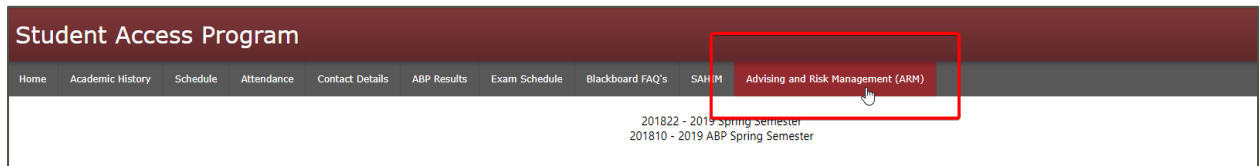
Getting Started

The Advising and Risk Management application can be accessed in different ways:

1. Direct URL - the website address is <https://arm.zu.ac.ae> accessible on and off-campus.



2. SAP - This link will also be available in Student Access Program (SAP).



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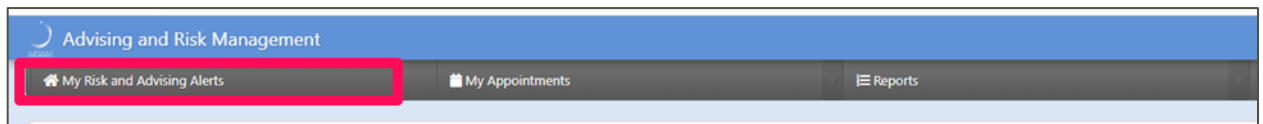
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My Risk and Advising Alerts

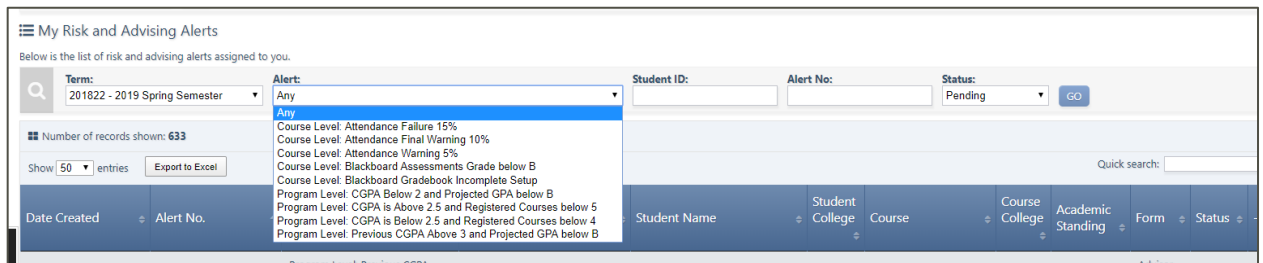
This section shows the list of alerts generated by the ARM application that indicates that you may be at-risk in your course and may require special attention by your advisors in order to help you achieve your academic goals.

To view your list of alerts:

1. Please click on My Risk and Advising Alerts menu.



2. In the search filter, please choose the term and other information, and then click GO.



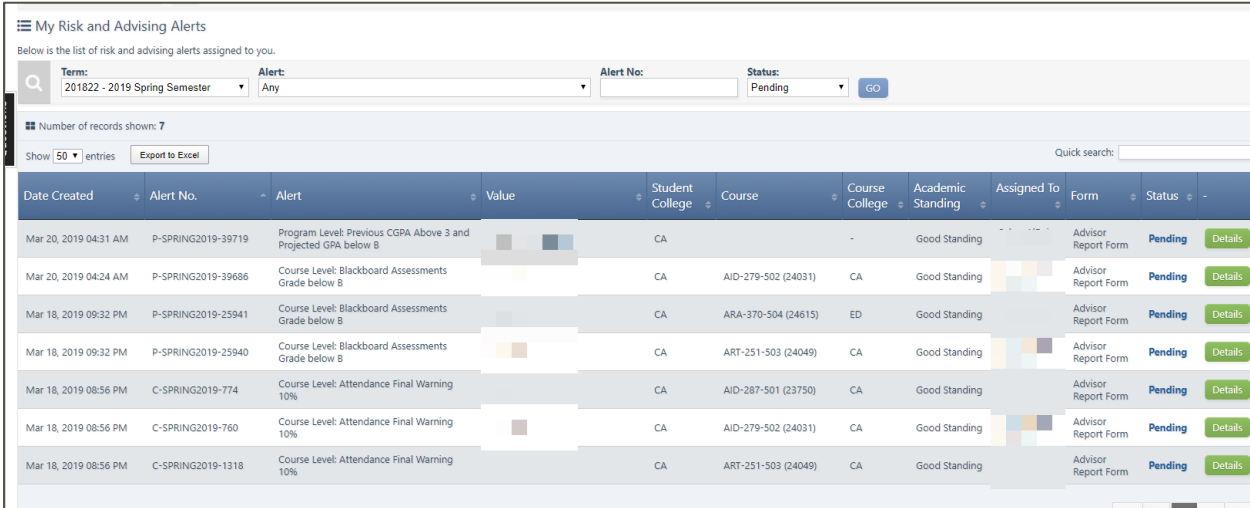
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3. In the search result list, please click on the Details button for more information.



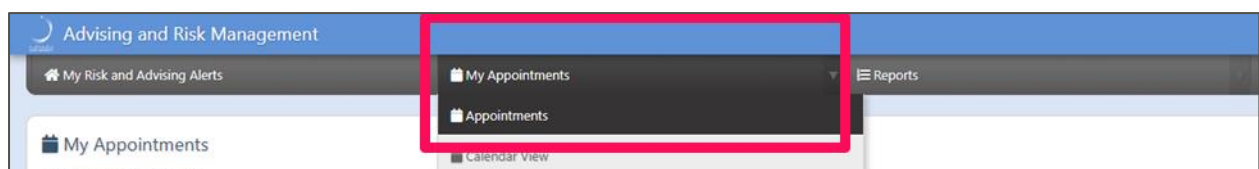
Date Created	Alert No.	Alert	Value	Student College	Course	Course College	Academic Standing	Assigned To	Form	Status	Details
Mar 20, 2019 04:31 AM	P-SPRING2019-39719	Program Level: Previous CGPA Above 3 and Projected GPA below B		CA			Good Standing		Advisor Report Form	Pending	Details
Mar 20, 2019 04:24 AM	P-SPRING2019-39686	Course Level: Blackboard Assessments Grade below B		CA	AID-279-502 (24031)	CA	Good Standing		Advisor Report Form	Pending	Details
Mar 18, 2019 09:32 PM	P-SPRING2019-25941	Course Level: Blackboard Assessments Grade below B		CA	ARA-370-504 (24615)	ED	Good Standing		Advisor Report Form	Pending	Details
Mar 18, 2019 09:32 PM	P-SPRING2019-25940	Course Level: Blackboard Assessments Grade below B		CA	ART-251-503 (24049)	CA	Good Standing		Advisor Report Form	Pending	Details
Mar 18, 2019 08:56 PM	C-SPRING2019-774	Course Level: Attendance Final Warning 10%		CA	AID-287-501 (23750)	CA	Good Standing		Advisor Report Form	Pending	Details
Mar 18, 2019 08:56 PM	C-SPRING2019-760	Course Level: Attendance Final Warning 10%		CA	AID-279-502 (24031)	CA	Good Standing		Advisor Report Form	Pending	Details
Mar 18, 2019 08:56 PM	C-SPRING2019-1318	Course Level: Attendance Final Warning 10%		CA	ART-251-503 (24049)	CA	Good Standing		Advisor Report Form	Pending	Details

How to book an appointment

You can book an appointment with your Advisor.

Request for Advising Appointment

1. Please click on My Appointments - Appointments



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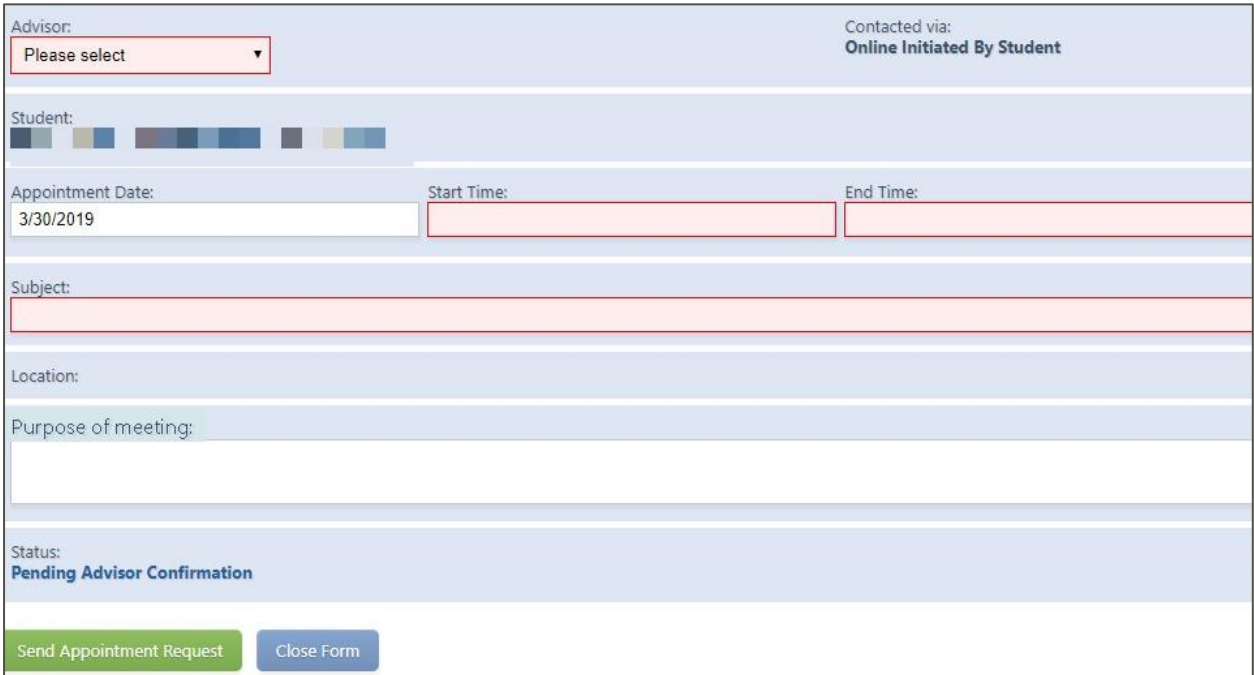
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2. In the appointments list, click Request for Advising Appointment to request.



3. Please choose your advisor and fill in the other appointment details. You can choose the available meeting location or leave it blank. Once done, please click the Send Appointment Request button.



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4. Once submitted, an email will be sent to your Advisor to confirm and provide the location.

Confirming or Changing Appointments

If your Advisor initiated the appointment request, you will receive an email notification to confirm or change the requested appointment.

1. Please go to My Appointments - Appointments or click on the link provided in the email.
2. In the Appointment list, click the Details button.
3. Click Confirm Appointment or Change Date/Time button.

Appointment - Advising

Advisor:	Contacted via: Online Initiated by Advisor	
Student:		
Appointment Date: April 10, 2019	Start Time: 08:15:00	End Time: 08:45:00
Subject: TEST		
Location: TEST		
Purpose of meeting: TEST		
Status: Pending Student Confirmation		
<div style="border: 2px solid red; padding: 5px;">Confirm Appointment Change Date and Time</div>		

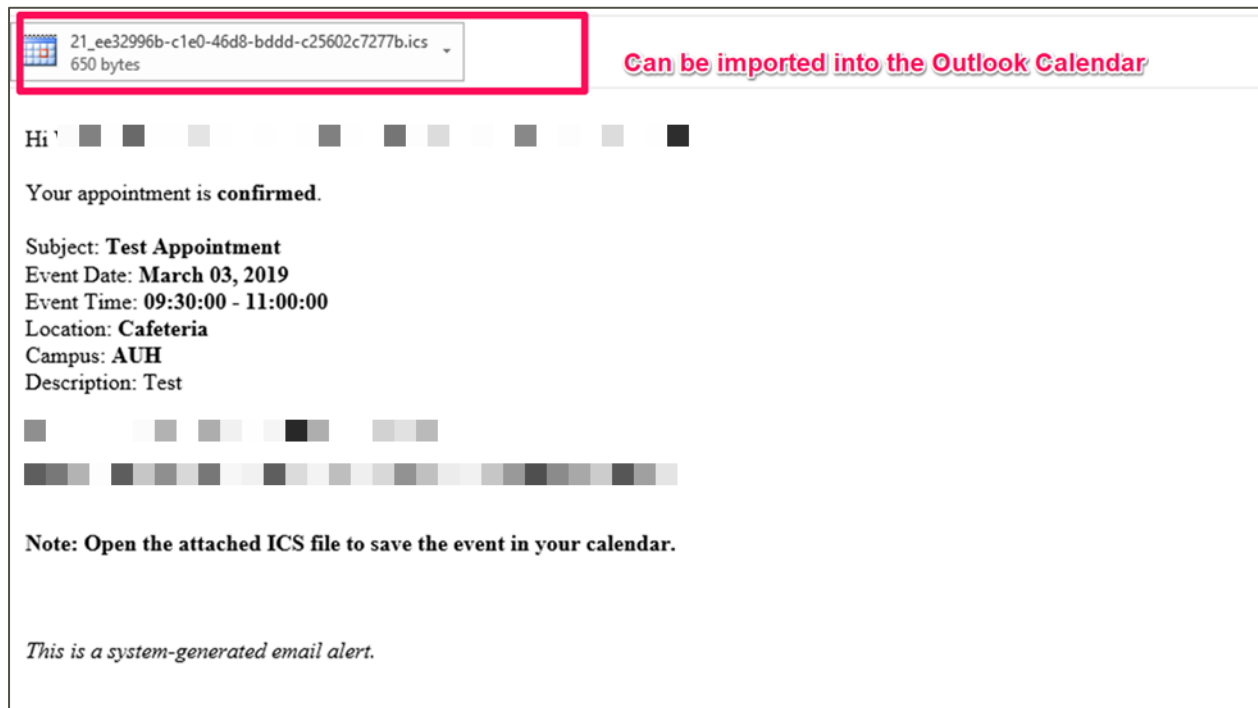
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4. Once meeting has been confirmed, both advisor and the student will receive an email notification with the ICS file that can be imported into the Outlook calendar.



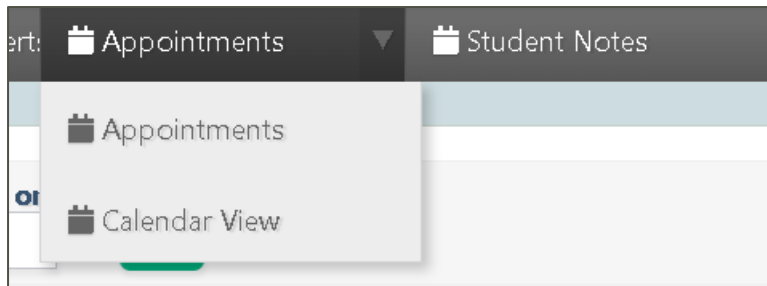
Canceling an Appointment

1. Please go to My Appointments - Appointments List
2. Click the details button of the Confirmed Appointment or your requested appointment.
3. Please click on the Cancel button.
4. An email will be sent to the advisor and the student that the meeting has been canceled.

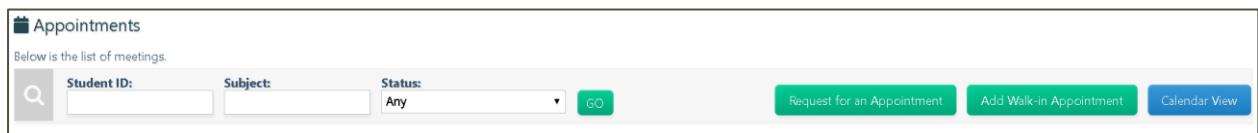
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Request for an appointment with Tutor

1. Click on Appointments->Appointments

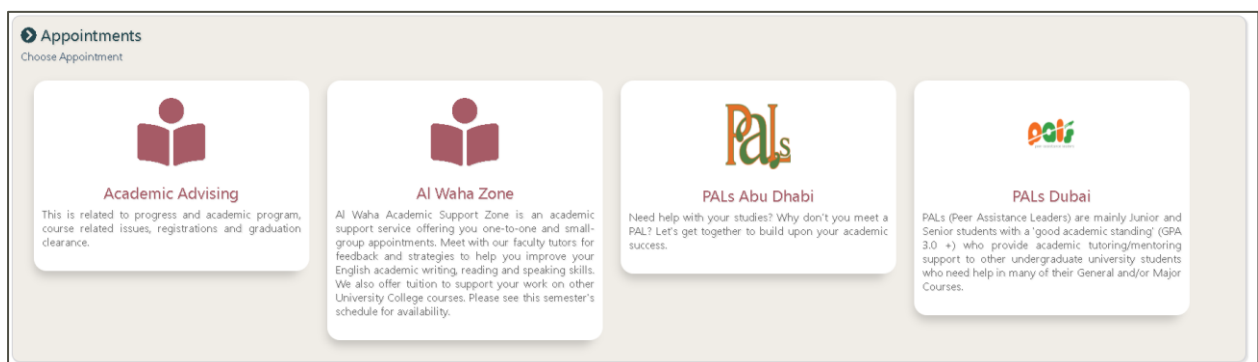


2. Click Request for an appointment. (For students, Add Walk-in will be visible only when the student has been added as Tutor in any group.)



3. Click on any group to book appointment with the tutors of that group.

Note: For students, Advising and all the groups will be listed.



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4. In the appointment page, subjects of the tutors belong to the selected group will be listed in the subject drop down.

Appointment - PALS Dubai

Subject: AAD-378

Advisor: (201700017) [Show Calendar](#) Contacted via: Online Initiated By Student

Student: (201700019)

Appointment Date: 9/5/2019 Start Time: 14:10 End Time: 14:20

Subject:

Location: 04 L2 001/002

Purpose of meeting:

5. Based on the subject selection, tutors of the selected subject will be populated in the Advisor drop down and the selected club locations will be populated in the locations drop down.

Appointment - PALS Dubai

Subject: AAD-378

Advisor: **Afra Mohamed Hamad Abuqetaa Aldhaheri (201700017)** [Show Calendar](#) Contacted via: Online Initiated By Student

Student: **Fatma Abdullah Ali Mubarak Al Farsi (201700019)**

Appointment Date: 9/5/2019 Start Time: 14:10 End Time: 14:20

Subject:

Location: **04 L2 001/002**

Purpose of meeting:

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6. Click on Show Calendar to view the availability of the tutor.

Appointment - PALS Dubai

Subject: AAD-378

Advisor: [Redacted] 201700017 [Show Calendar](#) Contacted via: Online Initiated By Student

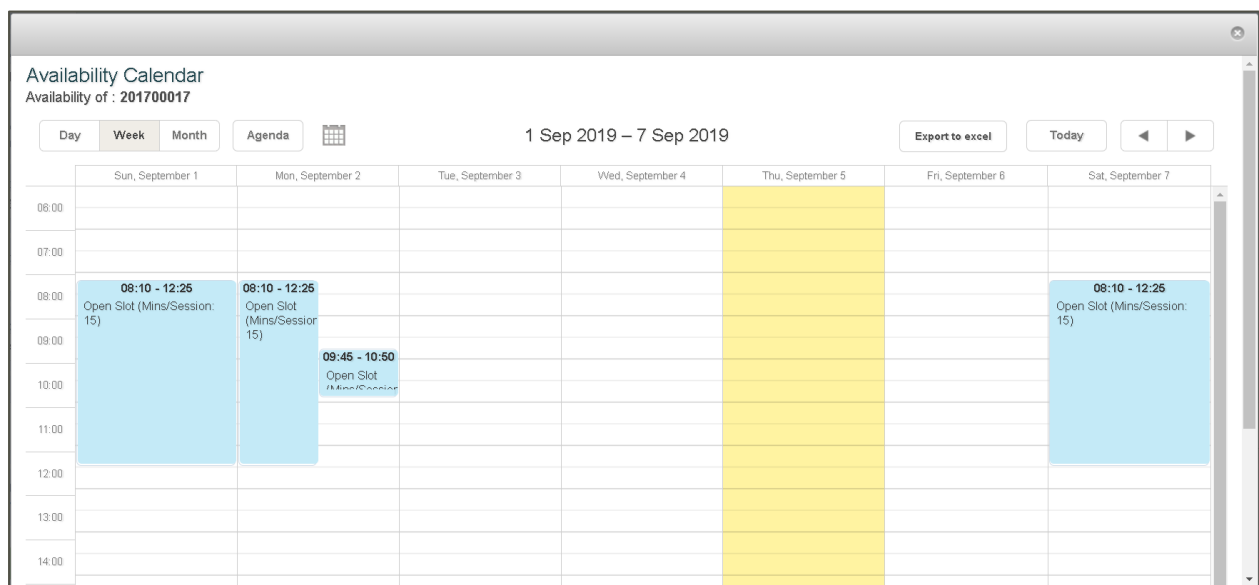
Student: Fatma Abdullah Ali Mubarak Al Farsi (201700019)

Appointment Date: 9/5/2019 Start Time: 14:10 End Time: 14:20

Subject:

Location: 04 L2 001/002

Purpose of meeting:



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7. Then, please complete the form and click Send Appointment Request Button.

Note:

- i) If availability is not set by the Tutor for any days, the date is open and the student can book appointment for any date and time with the Tutor.
- ii) Students will not be allowed to send appointment request if
 - a. Availability is not set by the tutor for the selected date and time.
 - b. The selected date and time are blocked by the Tutor.
 - c. Course schedule is available for the tutor for the selected date and time.