



مركز النجاح الطلابي
Center for Student Success

ZUCSS

Advising Availability

Advising and Risk Management (ARM)
Advisor Guide

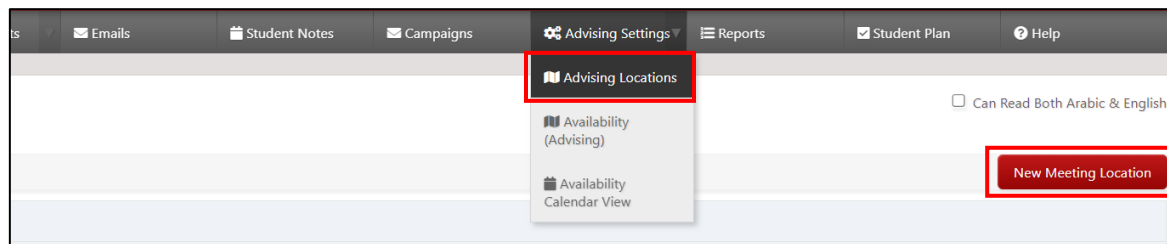
Center for Student Success

Last updated on October 13, 2023.

Advising Settings

Advising Locations

1. Click on **Advising Settings -Advising Locations** and then click **New Meeting Location**.



- 2- Enter your **Location Name - Meeting Link** for online meeting - **Set as a Default** if required when having multiple locations and **Restrict by Student Campus**. Click **Save**.

Location

Add/Edit location.

Location Name: *

Meeting Link

Set As Default *

Restrict by Student Campus *

- AUH - Women's Campus
- DXB - Day Program (Women)
- AUH Mixed Gender
- DXB Mixed Gender
- AUH - Men's Campus
- DXB - Evening Program (Men)

Save

Note:

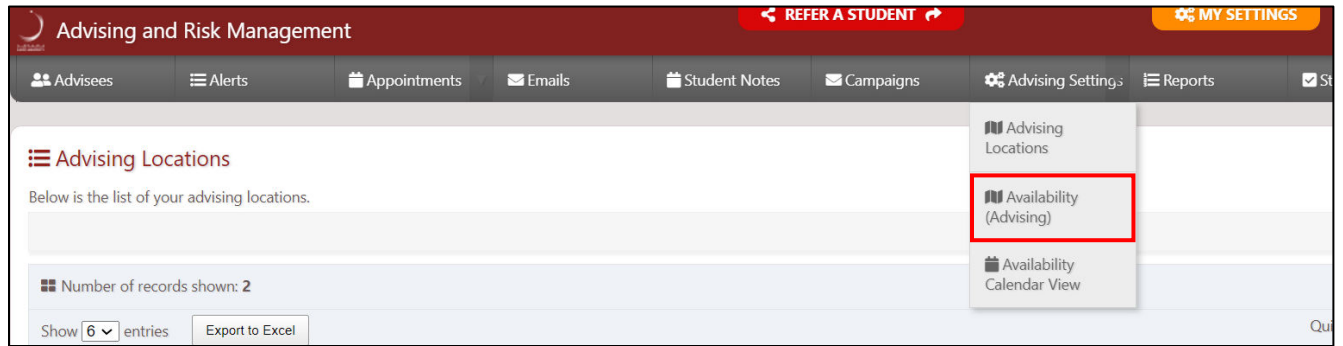
- You can add many meeting locations as per time availability and as per student campus.
- You can change the default location by clicking the button **Set As Default Location**.
- Click **Edit** for any changes or click **Delete** to delete the location.

Name	Meeting Link	Student Campus Restriction	Default
Online Meeting		DXB - Day Program (Women)	Set As Default Location Edit Delete
Office number		DXB - Day Program (Women)	Default Location Edit Delete

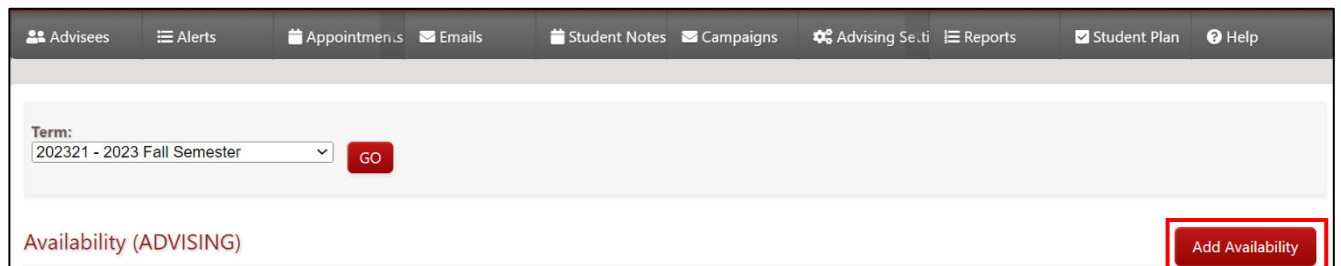
Number of records shown: 2
Show 6 entries [Export to Excel](#) Quick search:
Showing 1 to 2 of 2 entries

Availability (Advising)

1. Click on Advising Settings - Availability (Advising)



2. Choose Add Availability



3. Fill out the Academic Advising Availability Form and click Save.

Academic Advising Availability Form

Days of the Week: *
 Sunday Monday Tuesday Wednesday Thursday Friday
 Saturday

Time From: * Time Until: *

Max Minutes Per Session: *
10 minutes

Date Restriction From (leave blank if the availability applies for the entire term) Date Restriction Until (leave blank if the availability applies for the entire term)

Location Restriction:

Student Campus Restriction:
 AUH - Women's Campus
 DXB - Day Program (Women)
 AUH Mixed Gender
 DXB Mixed Gender
 AUH - Men's Campus
 DXB - Evening Program (Men)

Global Settings
Below settings will apply to all availability window.

Limit Student Session Per Week: *
1 (applies to same student)

Fixed Time Slot Per Session: If the max minutes per session is set to 10 minutes for a given day and time, the fixed time slot will be for 10 minutes.

Minimum Advanced Booking:
None

Notes:

- **Date restrictions**
 - Leave the date restrictions blank if your availability is applicable for the semester.
- **Location restriction**
 - Choose the location restriction as per student campus for the entered availability.
- **Global Settings**
 - Any change to one of the below settings will apply to all availability windows:
 - **Limit Student Session Per Week.**
 - This feature will allow a specific number of appointments per week for a specific student. Example, if you limit 1 student session per week, ARM will only allow a specific student to book an appointment once a week only. If you want to give a student more chances to book appointments, change to 2 or a more. This will be recommended for short period campaigns for no show students.
 - **Fixed Time Slot Per Session.**
 - Check the blue box for fixed time slot per session if you want to fix the booked time as per your entered **Max Minutes Per Session**.
 - Uncheck the box if you want to give students the options to book a time from 5 minutes up to your set max minutes per session.
 - **Minimum Advanced Booking**
 - The minimum time allowed for a student to book an appointment with the advisor / faculty.
 - **Save and Add New.** You can add new availability for a different location or for a different student campus.

- Click **Delete** button if the availability setting is no longer required.
- Click **Details** to edit and update your availability setting any time.

Group	Days	Time	Max Minutes Per Session	Fixed Time Slot	Limit Student Session Per Week	Minimum Advanced Booking	Date From	Date Until	Location Restriction	Campus Restriction		
Academic Advising	Fri	08:00:00 - 10:00:00	10	Yes	1	2 hours	September 29,2023	October 20,2023	AUH office	AUH - Men's Campus, AUH - Women's Campus, AUH Mixed Gender	Details	Delete
Academic Advising	Thu	09:00:00 - 11:00:00	10	Yes	1	2 hours	September 28,2023	October 19,2023		AUH - Women's Campus	Details	Delete
Academic Advising	Mon, Tue, Wed	08:00:00 - 12:00:00	10	Yes	1	2 hours	September 25,2023	September 27,2023	RGF 93	DXB - Day Program (Women)	Details	Delete

- Add Blocked Dates** (Global setting) to block a date and time (Students can't book appointments with the advisors during the blocked dates and time).

Group	Days	Time	Max Minutes Per Session	Fixed Time Slot	Limit Student Session Per Week	Minimum Advanced Booking	Date From	Date Until	Location Restriction	Campus Restriction		
Academic Advising	Fri	08:00:00 - 10:00:00	10	Yes	1	2 hours	September 29,2023	October 20,2023	AUH office	AUH - Men's Campus, AUH - Women's Campus, AUH Mixed Gender	Details	Delete
Academic Advising	Thu	09:00:00 - 11:00:00	10	Yes	1	2 hours	September 28,2023	October 19,2023		AUH - Women's Campus	Details	Delete
Academic Advising	Mon, Tue, Wed	08:00:00 - 12:00:00	10	Yes	1	2 hours	September 25,2023	September 27,2023	RGF 93	DXB - Day Program (Women)	Details	Delete

Showing 1 to 3 of 3 entries

Block Dates (Global) [Add Blocked Dates](#)

- Fill in required fields and **Save** your blocked date and time.

Block Form

Term :
202321 - 2023 Fall Semester

Date From: * Date Until: *

Time From: * Time Until: *

[Save](#)

8. Click **Details** button to edit your date and time.
9. Click **Delete** button to delete your blocked entry.

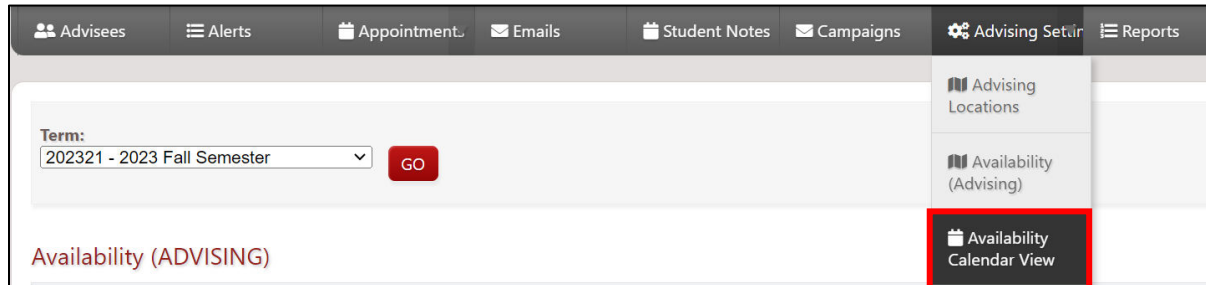
Date	Time		
9/25/2023 To 9/25/2023	08:00:00 To 09:00:00	Details	Delete

Showing 1 to 1 of 1 entries

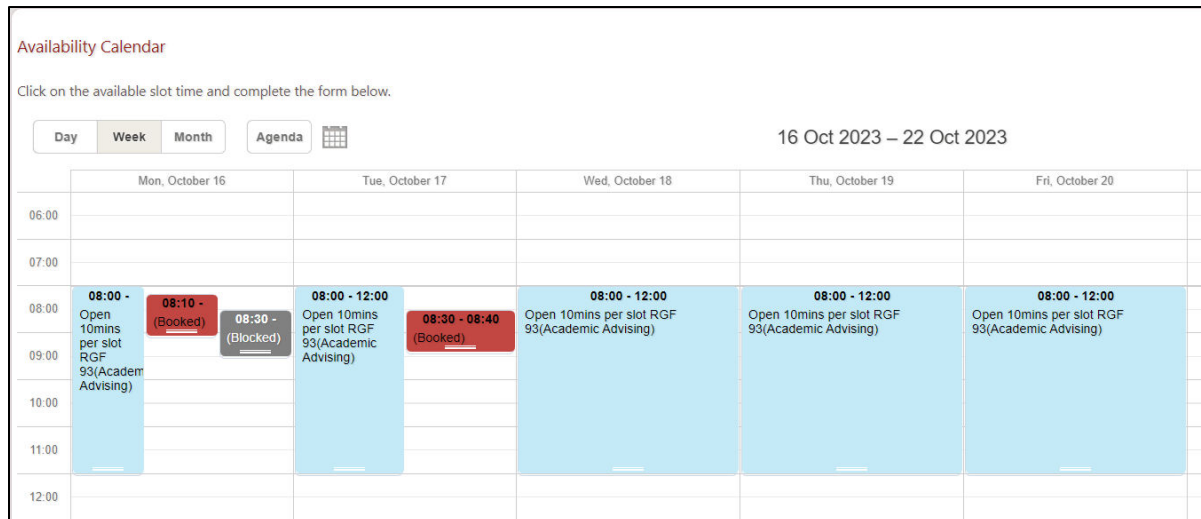
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Availability Calendar View

- To view availability, blocked dates and appointments booked, select **Advising Settings** and then **Availability Calendar View**.



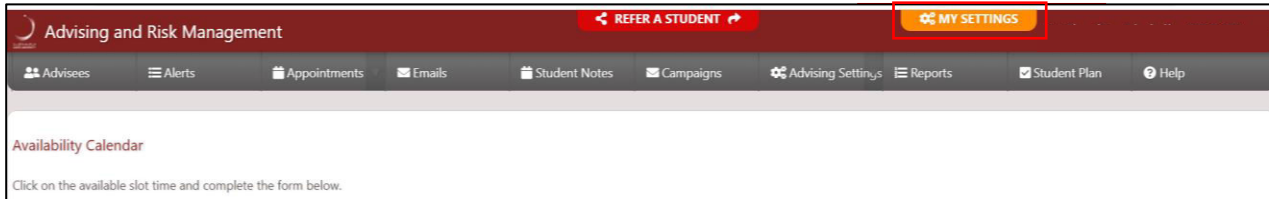
The screenshot shows the top navigation bar with the following items: Advisees, Alerts, Appointment, Emails, Student Notes, Campaigns, Advising Settings, and Reports. The 'Advising Settings' menu is open, showing three options: Advising Locations, Availability (Advising), and Availability Calendar View. The 'Availability Calendar View' option is highlighted with a red box. Below the navigation bar, there is a 'Term:' dropdown menu set to '202321 - 2023 Fall Semester' and a red 'GO' button. The page title is 'Availability (ADVISING)'.



The screenshot shows the 'Availability Calendar' interface. At the top, it says 'Click on the available slot time and complete the form below.' There are navigation buttons for 'Day', 'Week', 'Month', and 'Agenda'. The date range is '16 Oct 2023 – 22 Oct 2023'. The calendar grid shows the following availability slots:

Time	Mon, October 16	Tue, October 17	Wed, October 18	Thu, October 19	Fri, October 20
06:00 - 07:00					
08:00 - 09:00	Open 10mins per slot RGF 93(Academic Advising)	08:10 - (Booked) 08:30 - (Blocked)	08:00 - 12:00 Open 10mins per slot RGF 93(Academic Advising)	08:00 - 12:00 Open 10mins per slot RGF 93(Academic Advising)	08:00 - 12:00 Open 10mins per slot RGF 93(Academic Advising)
09:00 - 10:00					
10:00 - 11:00					
11:00 - 12:00					

2. At any time, click on the quick button **My Settings** to check your location and availability settings.



3. You can edit your location or time availability by clicking on **Manage Advising Locations/Availability**.

