



مركز النجاح الطلابي
Center for Student Success

ZUCSS

Confirming Appointments

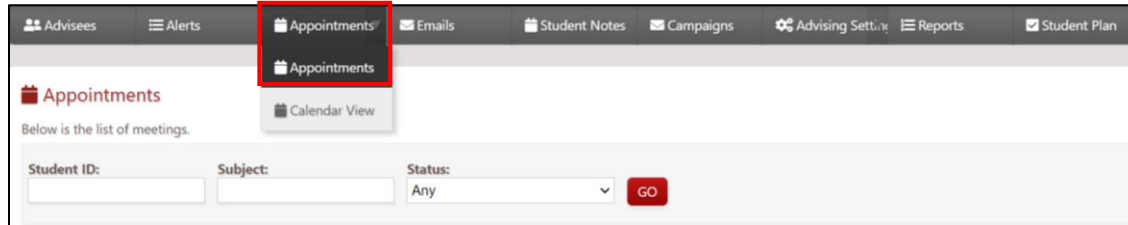
Advising and Risk Management (ARM)
Advisor Guide

Center for Student Success

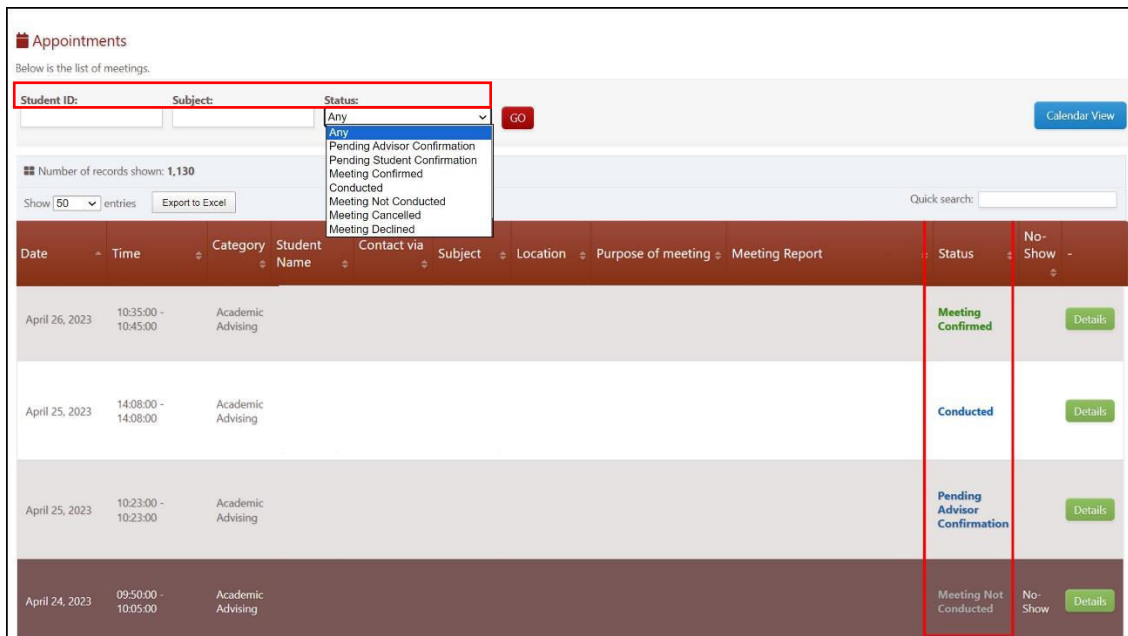
Last updated on October 13, 2023.

Confirming Appointments

1. Go to ARM - Appointments - Appointments



2. You can search for appointments by Student ID, appointment Subject or appointment Status.

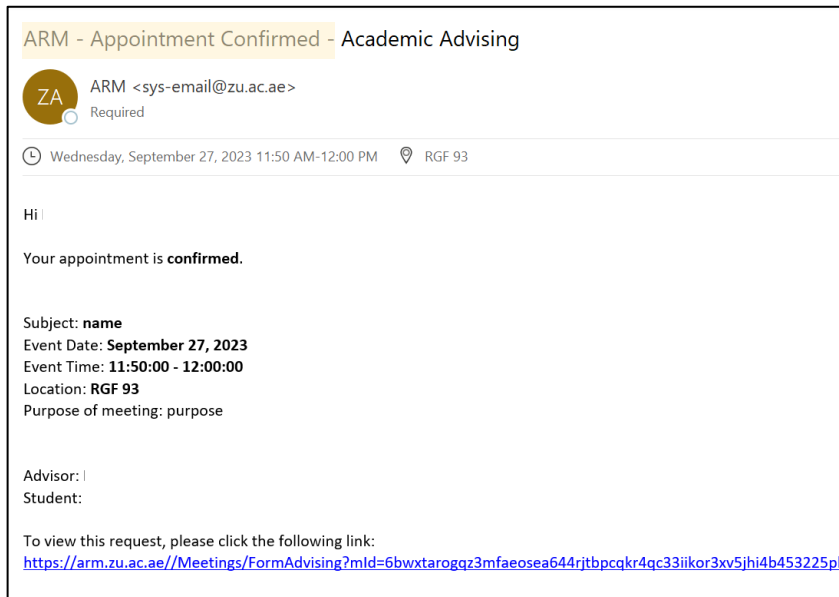


Note:

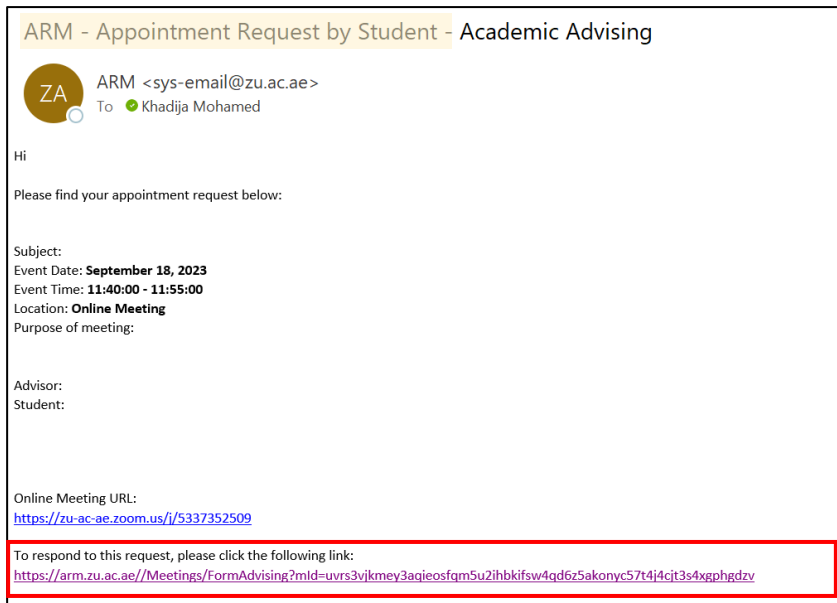
Appointment status:

- a **Pending Advisor Confirmation:** when students book an appointment not within the timeframe of advisors/faculty availability settings.
- b **Pending Student Confirmation:** when advisors/faculty propose a new date or time for a confirmed appointment and wait for the student to confirm it.
- c **Meeting Confirmed:** appointment is made within the timeframe set by advisor/faculty, but still not conducted and appointments details not entered in the appointment page.
- d **Conduced:** confirmed meeting is marked as **Conducted** and details are saved.
- e **Meeting Not Conducted:** when students don't show for a meeting and marked as **No Show**.
- f **Meeting Canceled:** When advisor/faculty cancel a confirmed meeting.
- g **Meeting Declined:** when advisor/faculty decline an appointment that is still **Pending Advisor Confirmation**.

- All appointments booked within the advisor/faculty Availability (Advising) are confirmed.
- For a confirmed appointment, an email notification will be sent to both advisor/faculty and student titled **ARM - Appointment Confirmed**.



- For a **Pending Advisor Confirmation** appointment, an email notification will be sent to the advisor/faculty titled **Appointment Request by Student**.
- 3. Respond to the appointment by clicking the link available in the email to confirm the appointment.



4. Click **Details** button for **Pending Advisor Confirmation** Appointment

Subject	Location	Purpose of meeting	Meeting Report	Status	No-Show
academic performance	RGF 93			Meeting Confirmed	Details
academic performance	RGF 93		Enter your meeting report here	Conducted	Details
academic performance	RGF 93			Pending Advisor Confirmation	Details

5. Click **Confirm Appointment**

Status:
Pending Advisor Confirmation

[Confirm Appointment](#) [Save Details](#) [Propose New Date and Time](#) [Decline Appointment](#)