



مركز النجاح الطلابي
Center for Student Success

ZUCSS

Allowing Urgent Appointments

Advising and Risk Management (ARM)
Advisor Guide

Center for Student Success

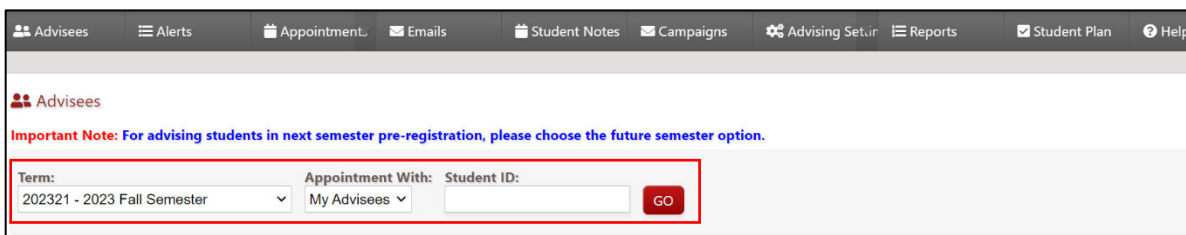
Last updated on October 14, 2023.

Allowing Urgent Appointments

Students can take an urgent appointment with their advisors/faculty on spot without an advanced appointment booked.

This will depend on advisors/faculty's approvals and availabilities.

1. In the **ARM** home page, click on **Advisees** tab.
2. Search for a student using the **Term** and **Appointment With**, or you can search by adding a **Student ID** directly.



The screenshot shows the top navigation bar of the ARM system with tabs for Advisees, Alerts, Appointment, Emails, Student Notes, Campaigns, Advising Set, Reports, Student Plan, and Help. Below the navigation bar, the 'Advisees' section is active. It features an 'Important Note' in red text: 'For advising students in next semester pre-registration, please choose the future semester option.' Below the note is a search form with three fields: 'Term' (a dropdown menu showing '202321 - 2023 Fall Semester'), 'Appointment With' (a dropdown menu showing 'My Advisees'), and 'Student ID' (a text input field). A red 'GO' button is located to the right of the 'Student ID' field. The entire search form area is highlighted with a red border.

Note: If the student is not on your advisee list, you can add the student ID directly.

3. Select the student from the displayed list, fill date & time details and click on **Allow Urgent Appointment** button to allow students to allow the student to request the appointment.

Term: 202321 - 2023 Fall Semester Appointment With: My Advisees Student ID: 1998000

Number of records shown: 1

Show 10 entries Quick search:

Student ID	Student Name	Email	Campus	College	Major	Program	Level	Standing	Current CGPA	Status
<input checked="" type="checkbox"/> 1998000			DXB - Day Program (Women)	Natural and Health Sciences	Public Health and Nutrition	NH_BSPHN	UG	Good Standing	0.00	Active

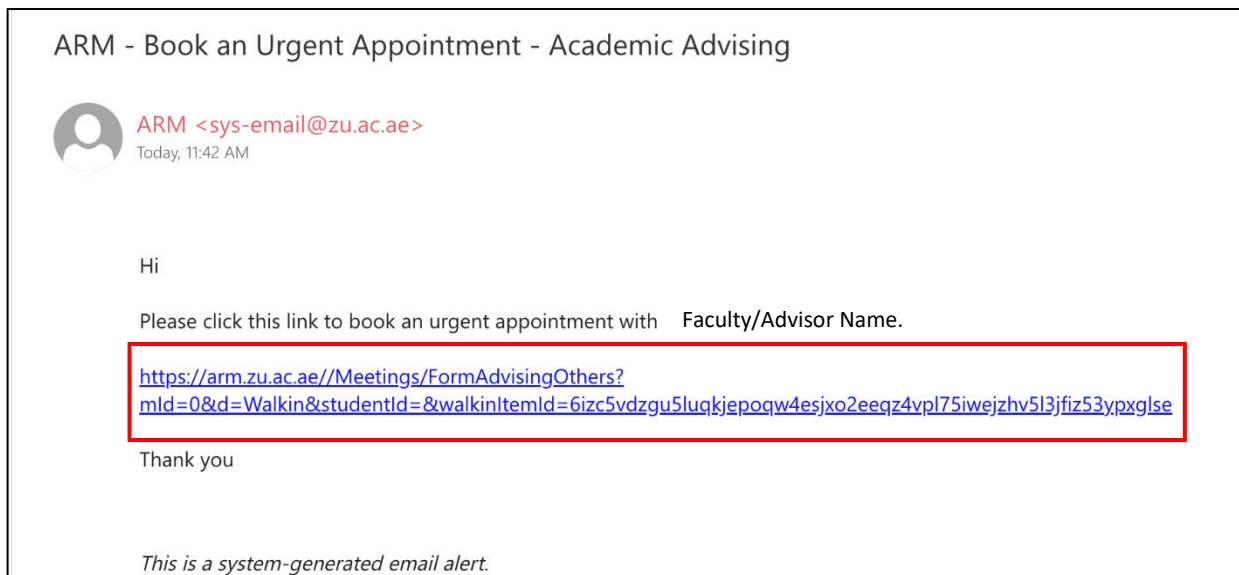
Showing 1 to 1 of 1 entries

Add selected students to:

Allow selected students to make an urgent appointment:

Allowed Date: 9/27/2023 Allowed Time From: Allowed Time Until:

Note: An email will be sent to the student.



4. Ask the student to click the link in the email and confirm the urgent appointment.

5. ARM page Appointment will open. Ask the student to fill in the required fields and click **Save Appointment**.

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Appointment - Academic Advising

For allowed Urgent appointment, please choose between September 28, 2023 11:00 and September 28, 2023 11:15 . You can also choose other available timings.

College Advisor:*
Khadija Mohamed (Z8947)

Contacted via:
Urgent appointment

Student:
Mahra Ahmad Abdulla Alqama Alsuwaidi (202134985)

Appointment Date** 9/28/2023

Start Time** 09:50

End Time** 10:00

Type of Service**
Academic performance

Subject

Location:**

Purpose of meeting:

Save Appointment

6. Advisor/Faculty will receive a **Confirmed Appointment** that needs to be filled in the required fields and change the **Confirmed Meeting** to **Meeting Conducted** (Refer to the manual: Adding Comments and Sending Feedback Survey to Students for details).

College Advisor:*	Contacted via: Urgent appointment	
Student:	Course Schedule	
Appointment Date* September 27, 2023	Start Time** * 11:40	End Time** * 11:50
Type of Service* Academic performance		
Subject name		
Location:* RGF 93		
Purpose of meeting:		
Student No Show: * <input type="checkbox"/>		
Meeting Conducted: * <input type="checkbox"/>		
Meeting Report: (🔒 not visible to advisee)		
<div style="border: 1px solid #ccc; height: 80px;"></div>		
Feedback to student *		
<div style="border: 1px solid #ccc; height: 20px;"></div>		