



مركز النجاح الطلابي
Center for Student Success

ZUCSS

Proactive Services

Advising and Risk Management (ARM)
Advisor Guide

Center for Student Success

Last updated on October 14, 2023.

Proactive Service

- 1- ARM Appointments will be booked automatically for students who are at-risk with faculty advisor during the advising week.
- 2- Email notification will be sent to both student and faculty advisor.

From: ARM <sys-email@zu.ac.ae>
Sent: Wednesday, August 9 2023 8:16 pm
To:
Subject: ARM – Appointment Confirmed – Academic Advising

Hi

Your appointment is **confirmed**.

Subject: Pre-registration Advising
Event Date: August 15, 2023
Event Time: 10:10:00 - 10:20:00
Location: L1-BC-01
Purpose of meeting: Pre-registration Advising for next semester.


Advisor:
Student:

This is a system-generated email alert.

Note: Advisors need to set their **Advising Settings**. If the advising setting is not set, the appointment request from the student will be **Pending Advisor Confirmation**. Advisors need to **Confirm** the appointment.

3- If **Availability** is not setup, ARM will notify advisors to setup the availability correctly.

ARM- Advising Availability Status

 ARM <sys-email@zu.ac.ae>
To

Hi | Faculty/Advisor name,


Please complete your Academic Advising Availability via ARM - Settings - Availability.

Please click the following link:
<https://arm.zu.ac.ae/Availability>

This is a system-generated email alert.

4- If **Location** is not setup, ARM will notify advisor to set it correctly.

ARM- Advising Appointment Location Status

 ARM <svs-email@zu.ac.ae>
To

Hi | Faculty/Advisor name,

Please complete your Academic Appointment Locations via ARM - Settings - Advising Appointment Locations.

Please click the following link:
<https://arm.zu.ac.ae/UsersLocations>

This is a system-generated email alert.

4. ARM will send automatic email reminder for students for upcoming meetings the next day.

From: ARM <sys-email@zu.ac.ae>
Sent: Wednesday, August 16, 2023 12:14 PM
To: Student email address
Subject: Appointment Reminder: CGPA (TEST MODE) - Academic Advising

Hi Name and ID

This is a friendly reminder that your meeting with _____ at 10:00:00 on August 15, 2023.

Location: **Online Meeting Link**

Appointment Details
Subject: **Subject**
Event Date: **August 15, 2023**
Event Time: **10:00:00 - 10:10:00**
Location: **Online Link**
Purpose of meeting: purpose

Advisor: AAAA
Student: Student Name and ID |

To view this request, please click the following link:
<https://arm.zu.ac.ae/Meetings/FormAdvising?mld=6vwsfurjm4yomqi6eseqw56gc3o2ifkq5bl6t5c2hjzx54rjiziinzkzxopsyxjs>