



مركز النجاح الطلابي  
Center for Student Success

**ZUCSS**

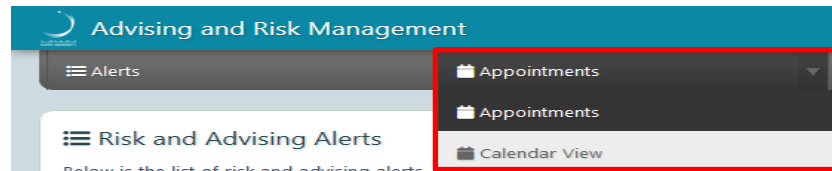
## Changing an Appointment

Center for Student Success  
March 02, 2021

Last updated on Oct 04, 2022

### Changing Appointments

On top left corner, hover over the “Appointments” dropdown menu. Then click on “Appointment” option.



In the Appointment list, click the Details button.

Number of records shown: 12

Show 50 entries Export to Excel Quick search:

Date	Time	Category	Student Name	Advisor Name	Contact via	Subject	Location	Purpose of meeting	Status	
October 04, 2022	10:00:00 - 10:10:00	Academic Advising			Online Initiated By Student	Academic performance	Online Meeting		Meeting Confirmed	<a href="#">Details</a>
September 20, 2022	10:25:00 - 10:35:00	Academic Advising			Online Initiated By Student	Academic performance	Online Meeting		Meeting Conducted	<a href="#">Details</a>

Click Propose new Date/Time button.

Appointment Date\*  
October 04, 2022

Start Time\*  
10:00:00

End Time\*  
10:10:00

Type of Service\*  
Academic performance

Subject\*  
Academic performance

Location\*  
Online Meeting

Online Meeting URL:  
<https://us-ac-06.zoom.us/j/9945432656?pwd=HURkU000TENkbnRlTFY1bS9pUT09>

Purpose of meeting:

Supporting Documents  
Accepted documents format are XLSX,DOCX,PDF, JPG, PNG and should not exceed 5MB per file.

Number of records shown: 0

Show 50 entries Quick search:

File Name Preview

No data available in table

Showing 0 to 0 of 0 entries

Status: **Meeting Confirmed**

Created Date: 10/4/2022 9:37:07 AM

Last Modified Date: 10/4/2022 9:37:08 AM

[Propose New Date and Time](#) [Cancel Appointment](#) [Back to Appointment List](#)

# Advising and Risk Management (ARM) Student Guide



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Click on “Send Appointment Request” after selecting a new time and date. The meeting is pending advisor confirmation.

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.

