



مركز النجاح الطلابي
Center for Student Success

ZUCSS

Requesting for Academic Advising Appointment

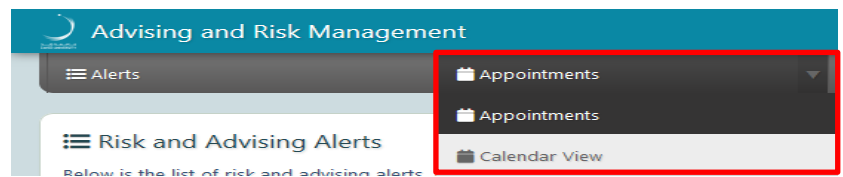
Center for Student Success
March 02, 2021

Last updated on Oct 04, 2022

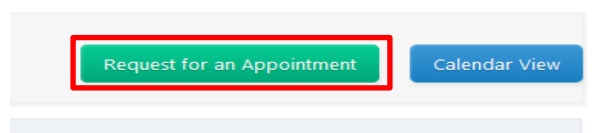
How to Book Appointment

Requesting for Appointment

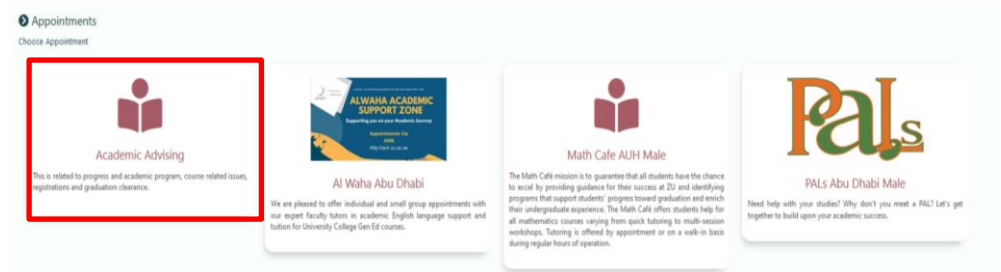
On top left corner, hover over the “Appointments” dropdown menu. Then click on “Appointment” option.



Click on Request for an appointment.



Click on Academic Advising to get advising support.



[Fill out the form with all the required fields:](#)

You can select who you want to meet with from the “Appointment with” dropdown menu (Advisor, Instructor, Assistant Dean).

Appointment - Academic Advising

Appointment with:
Please select

Advisor
Instructor
Assistant Dean

Contacted via:
Online Initiated By Student

Student:

Appointment Date*
10/4/2022

Start Time*
09:30

End Time*
09:40

Type of Service*
Academic performance

Subject

Location*

Purpose of meeting:

Click on Show Calendar to view the availability of the tutor/advisor.

Appointment - Academic Advising

Appointment with:
Advisor

Professional Advisor*
Please select

Contacted via:
Online Initiated By Student

Student:

Availability Calendar

Day Week Month Agenda

Time	Availability
06:00	
07:00	
08:00	
09:00	Open Slot (Location: Online Meeting - Academic Advising, Max mins per session: 10)
10:00	
11:00	(Booked) 11:00 - 11:10
12:00	
13:00	
14:00	
15:00	
16:00	
17:00	
18:00	
19:00	

Advising and Risk Management (ARM) Student Guide

Select the date and time that suits you.

Appointment Date: 10/4/2022 Start Time: 09:40 End Time: 09:50

Type of Service: Academic performance

Subject:

Location:

Purpose of meeting:

Send Appointment Request Back to Appointment List

Choose the type of services you require.

Appointment Date: 10/4/2022 Start Time: 10:00 End Time: 10:10

Type of Service: Academic performance

- Academic performance
- At-risk
- 8-semester plan
- Pre-registration
- Add/Drop request
- Referral Case
- Change Major
- Career path
- Internship
- Attendance issue
- Course assessments
- Other

Send Appointment Request Back to Appointment List

Choose the location.

Type of Service: Academic performance

Subject:

Location:

- MyOffice: FF2-0-073
- By email
- MainSide: MF2-0-053
- Online Meeting

Send Appointment Request Back to Appointment List

Advising and Risk Management (ARM) Student Guide



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Write the Subject and Purpose of meeting and then click on Send Appointment Request.

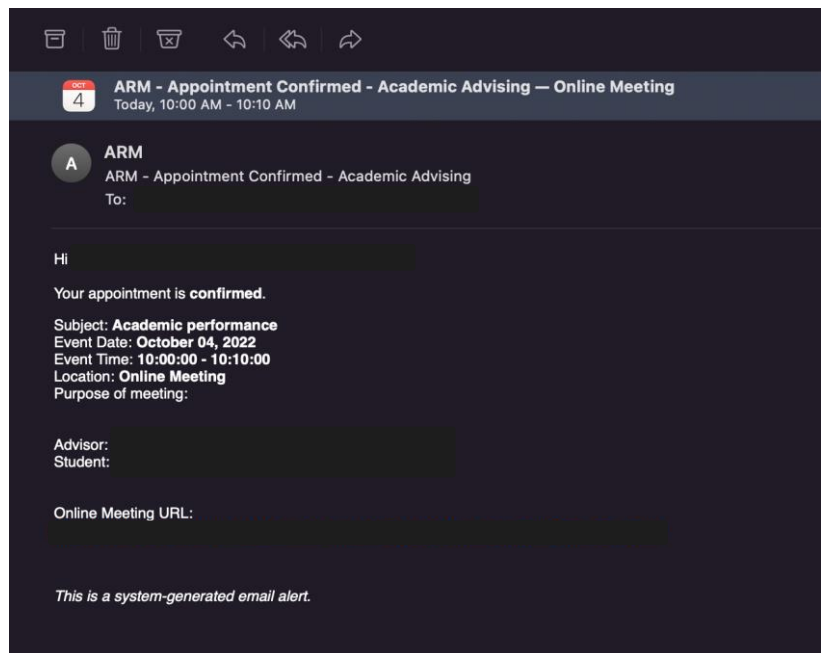
The screenshot shows a web form for requesting an appointment. It includes a text input field for 'Subject', a dropdown menu for 'Location', and a larger text area for 'Purpose of meeting'. At the bottom, there are two buttons: 'Send Appointment Request' (highlighted with a red box) and 'Back to Appointment List'.

Check the status of the meeting; it should be confirmed or Pending Advisor Confirmation.

The screenshot shows a table with 12 records. The columns are Date, Time, Category, Student Name, Advisor Name, Contact via, Subject, Location, Purpose of meeting, and Status. The 'Status' column for the first record is 'Meeting Confirmed' (highlighted with a red box), and for the second record, it is 'Meeting Conducted'.

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
September 20, 2022	10:25:00 - 10:35:00	Academic Advising			Online Initiated By Student	Academic performance	Online Meeting		Meeting Conducted

Once you request an appointment and it is confirmed, an email will be sent to the student and advisor.

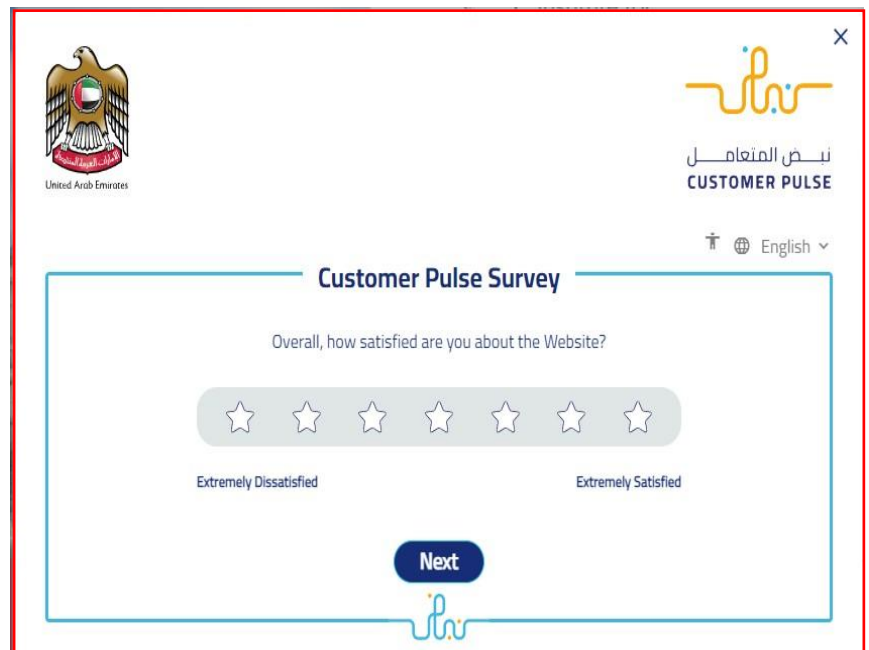


Advising and Risk Management (ARM) Student Guide

Customer Pulse:

After sending the appointment request through e-services (<https://eservices.zu.ac.ae/main/Services/Servicecard>), a customer pulse review will appear for you to fill out.

After requesting the service, complete the form that appears.



The screenshot shows a web interface for a "Customer Pulse Survey". At the top left is the United Arab Emirates coat of arms. At the top right is the logo for "نبرس المتعامل" (Customer Pulse) and the text "CUSTOMER PULSE". Below the logo is a language selector set to "English". The main heading is "Customer Pulse Survey". The question is "Overall, how satisfied are you about the Website?". Below the question is a horizontal row of seven stars. The first star is highlighted, indicating a rating of 1. Below the stars are the labels "Extremely Dissatisfied" on the left and "Extremely Satisfied" on the right. At the bottom center is a blue "Next" button. The ZUCSS logo is at the bottom right of the survey area.