Assigning and Maintaining Appointments for Individual Students

Manually Assign an Enrollment Appointment to a Student:
- Access the Student Enrollment Appointment page.
  - Navigation: Records and Enrollment > Term Processing > Appointments > Student Enrollment Appointment
- Enter data as follows:
  - ID – Enter the Student’s ID.
    - As necessary, you can use the First and Last Name fields to look up the student.
  - Academic Career – Select the appropriate Academic Career from the drop-down menu.
  - Term – If known, enter the Term Code. Otherwise, click on the Look Up icon to search for the appropriate Term Code.
- Click the Search Button. The Student Enrollment Appointment Page will appear.
- Enter data as follows:
  - Session – Enter the code for the session to which you will be applying this enrollment appointment.
    - Note: Do NOT select the “Only Use Term Limits” checkbox. This may cause problems with the student’s maximum credit load.
  - Appt Block – If known, enter the code for the Appointment Block. Otherwise, click on the Find Appointment link to search for a valid appointment.
- In the Select Limits for Appointment group box, select the appropriate radio button:
  - Use Program Term/Session Limit – Select if you want to use limits entered at the Academic Program level.
  - Set Maximum Units – Select to manually enter limits using the Max Total Units, Max Audit Units, Max No GPA Units, and Max Wait List Units fields. Note that these are set by default at the Program level and typically do not need to be changed.
- Click on the Save Button.

Maintaining Enrollment Appointments:
- After you’ve run the Assign Students Appointment process, you can use the Student Enrollment Appointment page to verify that a student’s appointments have been scheduled and to edit a student’s appointment as necessary.