Assigning and Maintaining Appointments for Individual Students

**Manually Assign an Enrollment Appointment to a Student**

1. Access the Student Enrollment Appointment page.
2. In the ID field, enter the Student's ID.
   - Note: You may also search for the student using the Last Name and First Name fields.
3. In the Academic Career field, select the appropriate Academic Career from the dropdown menu.
4. In the Term field, if known, enter the Term Code. Otherwise, click on the Look Up icon to search.
5. In the Session field, enter the code for the session to which you will be applying this enrollment appointment.
6. In the Appt Block field, if known, enter the code for the Appointment Block. Otherwise, click on the Find Appointment link to search for a valid appointment.
7. 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.
8. Click on the Save Button.

After running 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.