Creating Enrollment Appointments

Note that not all schools at Tufts will be using appointments. Some will be opening enrollment for everyone on a certain date and then closing it several weeks later.

Generate a Block of Enrollment Appointments:

- Access the Appointment Table search page.
  - Navigation: Records and Enrollment > Term Processing > Appointments > Appointment Table
- Enter data as follows:
  - Academic Institution – Ensure this field reflects, “TUFTS.”
  - Academic Career – Click on the Look Up Icon. The Look Up Academic Career Pop-Up Window will appear. Select the appropriate Academic Career.
  - Term – Enter the Term Code for the Term into which the student is enrolling (NOT the current term). As necessary, use the search feature to select the Term.
- Click the Search Button. The Appointment Table page will appear.
  - If you would like for the Enrollment Appointment to appear the Student Center, select the Enrollment Appointments checkbox.
- Click the Enrollment Appointments Tab. Use this page to define enrollment appointments, by appointment block, for the session. For each enrollment appointment, define the valid date and time ranges, length of appointments, and the number of students allowed per appointment.
  - Note that Regardless of whether you decide to assign appointments manually or through the Assign Students Appointment process, you must create the parameters of each appointment ID on this page.
- Enter data as follows:
  - Appointment Block – Enter a name or code for this appointment block. In creating an appointment block, you should set the name in the following way: the first letter of the Block should be the first letter of the school (U for undergrad, G for grad, F for Fletcher, N for Nutrition etc) with the following three digits to remain sequential (001, 002, etc.).
  - Description – Enter a description, for example, “Freshmen.”
- Click to expand the Create Appointments section. Enter data as follows:
  - Start with Appointment Number - Indicate to the system where you want to start the appointment numbers in this appointment block. You can enter any numerical value. This enables you to segment appointment numbers if you want to leave gaps that can be filled later. If no value is entered, the system will start the appointment numbers with the next available number.
  - Appointment Start Date/Appointment End Date – Enter a range of Appointment dates.
    - Note: The appointment start and end dates will be edited against the first date and last date to enroll for the session. If the date being added is not within the range, an error message will appear.
  - Appointment Start Time/Appointment End Time – Enter a range of Appointment times.
  - Length - Enter the length of time between the start time for each appointment. Select the Minutes, Hours, or Days radio button.
  - Appointment Ends – Select the appropriate radio button.
    - When Next Appt Starts – Select this option to have the system schedule appointments immediately following one another.
    - All Last Same Length of Time – Select this option to manually enter a length of time that will apply to all appointments in this Block.
    - All End at the Same Time – Select this option to indicate a specific date and time at which you want all appointments in this block to end.
- **Number of Students Per Appointment** – Enter the number of students you want assigned to each appointment.
  - Note: You can change this for individual appointments.
- Click the **Create Appointments** Button.
- An **Appointments Table** will populate at the bottom of the page. You can manually add and delete appointments in this table.
  - Note: You cannot delete an appointment in which students are already assigned.
- Click the **Save Button**.
- The Block of Enrollment Appointments has been generated.