Creating Enrollment Appointments

Generate a Block of Enrollment Appointments

Access the Appointment Table search page.

Ensure the Academic Institution field reflects, "TUFTS."

In the Academic Career field click on the Look Up Icon. The Look Up Academic Career Pop-Up Window will appear. Select the appropriate Academic Career.

In the Term field, 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 in the Student Center, select the Enrollment Appointments checkbox.

Click the Enrollment Appointments Tab.

In the Appointment Block field, enter a name/code for this appointment block. Convention: 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 sequential (001, 002, etc.).

In the Description field, enter a description, for example, “Freshmen.”

Click to expand the Create Appointments section.

In the Start with Appointment Number field, indicate where you want to start the appointment numbers in this appointment block. This enables you to segment appointment numbers if you want to leave gaps that can be filled later.

Proceed to Generate a Block...(cont.)

Note: Regardless of whether you assign appointments manually or through the Assign Students Appointment process, you must create the parameters of each appointment ID on this page.

If no value is entered, the system will start the appointment numbers with the next available number.

Navigation: Records and Enrollment > Term Processing > Appointments > Appointment Table
Creating Enrollment Appointments

**Generate a Block of Enrollment Appointments (cont.)**

From Generate a Block…

Using the Appointment Start Date and Appointment End Date fields, enter a range of Appointment dates.

Use the Appointment Start Time and Appointment End Time fields to enter a range of Appointment times.

In the Length field, enter the length of time between the start time for each appointment. Select the Minutes, Hours, or Days radio button.

Select the appropriate Appointment Ends 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.

In the Number of Students Per Appointment field, enter the number of students you want assigned to each appointment.

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.

Click the Save Button. The Block of Enrollment Appointments has been generated.

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.

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.

Note: You can change this for individual appointments.

Note: You cannot delete an appointment in which students are already assigned.

End of Procedure