

Making an Appointment on the Student Profile

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Making an Appointment on a Student Profile

Click “Schedule an Appointment” on right side of profile.

Baylor University

Alerts 0

Student

- Add a Note on this Student
- Add a Reminder to this Student
- Report on Appointment
- Create Request for Appointment
- Schedule an Appointment**
- Add to Watch List
- Issue an Alert
- New System Capture Email

Fill in filters for appointment.

Schedule Appointment

Baylor University

Filters

Care Unit: Student Success

Location: Student Success Initiatives

Service: I Need to Talk to Someone

Course: [Search]

Comments: [Text Area]

Select # Date: March 2020

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

People Attending (1)

Baylor, Robert (Bobby) (Student)

Available Slots in Appointment

Select Appointment Organizer

SELECT	ORGANIZER	AVAILABLE TIMES
<input checked="" type="radio"/>	Crowson, Carroll	For: Appointments/Drop-Ins Mon-Fri 9:00am-5:00pm (Spring 2020)
<input type="radio"/>	Gonzalez, Michelle	For: Appointments/Drop-Ins/Campaigns Mon-Fri 8:00am-5:00pm (Spring 2020)
<input type="radio"/>	Oliver, Joe	For: Appointments/Drop-Ins/Campaigns Mon-Fri 9:30am-4:00pm (November 12, 2019 - May 23, 2020)
<input type="radio"/>	Cooper, Benjamin	
<input type="radio"/>	English, Ron	
<input type="radio"/>	Pouso Morales, Andrea	
<input type="radio"/>	Strehlow, Sean	

Choose A Time To Meet

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Reminders

- Send E-mail Reminder to the organizer attendee?
- Send E-mail Reminder to non organizer attendees?
- Send a text reminder to the organizer attendee?
- Send a text reminder to non organizer attendees?

Complete scheduling by selecting save appointment.

Choose A Time To Meet

Length:

Availabilities:

TIME SLOT	03/01 (SUN)	03/02 (MON)	03/03 (TUE)	03/04 (WED)	03/05 (THU)	03/06 (FRI)	03/07 (SAT)
6:00am - 6:30am							
6:30am - 7:00am							
7:00am - 7:30am							
7:30am - 8:00am							
8:00am - 8:30am		BUSY		BUSY	BUSY	BUSY	
8:30am - 9:00am		BUSY		BUSY	BUSY	BUSY	
9:00am - 9:30am		BUSY	BUSY	BUSY	0/1 BUSY	0/1 BUSY	
9:30am - 10:00am		BUSY	BUSY	BUSY	0/1 BUSY	0/1 BUSY	
10:00am - 10:30am		BUSY	DROP-IN	0/1 BUSY	1/1 CONFLICTS	0/1 BUSY	
10:30am - 11:00am		BUSY	BUSY	0/1 BUSY	0/1	DROP-IN	0/1 BUSY

Repeat This Appointment?

Repeat:

Select a checkbox in a green space to schedule an appointment. The green spaces indicate appointment availability. The blue boxes indicate drop-in availability. The red spaces show where an appointment has already been scheduled. Anything with busy indicate something that is scheduled in Outlook.