9.2 Create Student Appointment Blocks

Purpose: Use this document as a reference for creating student appointment blocks in ctcLink.
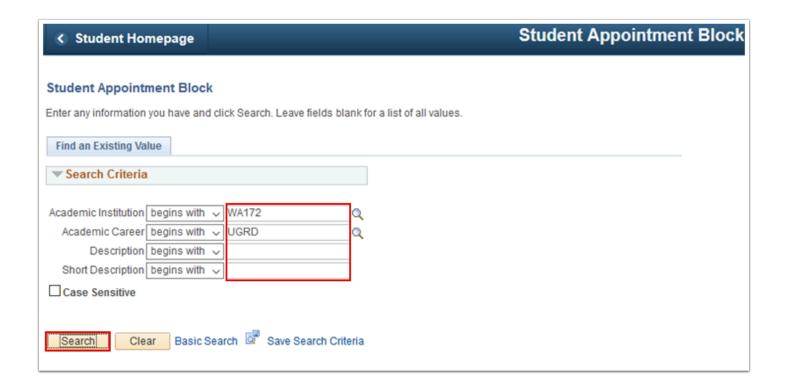
Audience: Student Records staff

⚠ You must have at least one of these local college managed security roles:

- ZD SR Student Appoint Inquiry
- ZD SR Super User
- ZZ SR Enroll Term Processing
- ZZ SR Student Appointment

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.
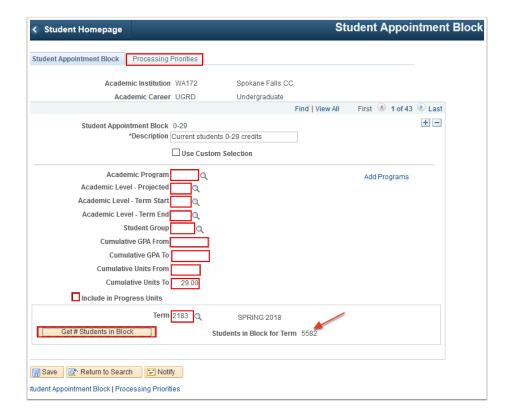
Creating Student Appointment Blocks

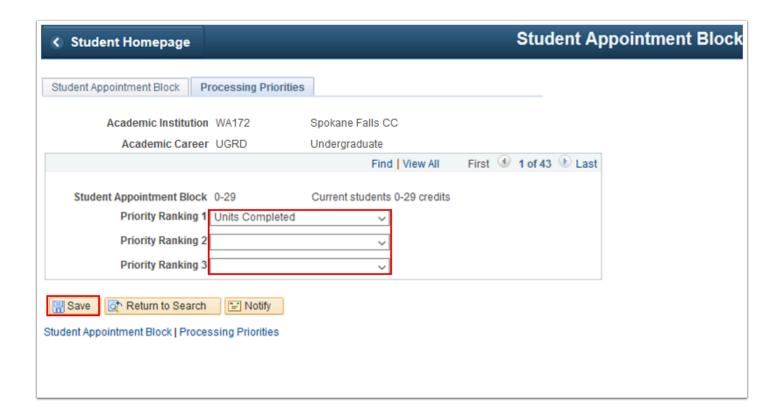**Navigation: NavBar > Navigator > Records and Enrollment > Term Processing > Appointments > Student Appointment Block**

1. The **Student Appointment Block** search page displays.
2. Enter **Search Criteria** to identify your appointment block.
3. Select **Search**.

4. The **Student Appointment Block** tab displays. Enter the request parameters to define the student block:
5. **Academic Program:** students who are active in the specified academic program.
6. **Academic Level-Projected**: students with this projected academic level.
7. **Academic Level-Term Start**: students assigned this academic level at the start of the term.
8. **Academic Level-Term End**: students assigned this academic level at the end of the term.
9. **Student Group:**students assigned to this student group.
10. **Cumulative GPA From**: students with at least this specified cumulative GPA.
11. **Cumulative GPA To**: students who have up to this cumulative GPA.
12. **Cumulative Units From**: students with at least this amount of total cumulative units.
13. **Cumulative Units To**: students who have up to this amount of total cumulative unit.
14. **Include In Progress Units:**select to include in progress units in the cumulative unit totals.
15. **Term:** Specify the appropriate term then select **Get # Student in Block** for number of students matching the parameters specified.
16. Select the **Processing Priorities** tab.

17. The **Processing Priorities** tab displays.
18. Enter any appropriate **Priority Ranking** for the Student Appointment Block based on the parameters set in the previous step.

19. Additional appointment blocks can be created by selecting the **Add a New Row [+]** icon on the Student Appointment Block tab, then repeating the steps above for a new selection of students with different parameters.
20. Select **Save**.

> ℹ️ Note: The Assign Appointment process obeys these rankings when assigning enrollment appointments to students. These values can be modified on the Assign Appointments page.

21. Process complete.