

## 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**.

[Student Homepage](#)

Student Appointment Block

### Student Appointment Block

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution	begins with ▼	WA172	
Academic Career	begins with ▼	UGRD	
Description	begins with ▼		
Short Description	begins with ▼		

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

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.

**Student Appointment Block**

Student Appointment Block Processing Priorities

Academic Institution WA172 Spokane Falls CC  
Academic Career UGRD Undergraduate

Find | View All First 1 of 43 Last

Student Appointment Block 0-29  
\*Description Current students 0-29 credits  
☐ Use Custom Selection

Academic Program  Add Programs  
Academic Level - Projected   
Academic Level - Term Start   
Academic Level - Term End   
Student Group   
Cumulative GPA From   
Cumulative GPA To   
Cumulative Units From   
Cumulative Units To 29.00  
☐ Include in Progress Units

Term 2183 SPRING 2018  
Get # Students in Block Students in Block for Term 5582

Save Return to Search Notify

Student Appointment Block | Processing Priorities

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**.

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

Student Homepage

Student Appointment Block

Student Appointment Block

Processing Priorities

Academic Institution WA172

Spokane Falls CC

Academic Career UGRD

Undergraduate

Find | View All

First

1 of 43

Last

Student Appointment Block 0-29

Current students 0-29 credits

Priority Ranking 1

Units Completed

Priority Ranking 2

Priority Ranking 3

Save

Return to Search

Notify

Student Appointment Block | Processing Priorities

21. Process complete.