

9.2 Create and Update the Enrollment Appointment Table

Purpose: Use this document as a reference for how to create and update the enrollment appointment table in ctcLink.

Audience: Student Records staff

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

- ZD SR Student Appoint Inquiry
- 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.

The Appointment Table must be created for each term where enrollment appointments will be assigned. Appointments are created for each session unless the Dynamic Dated Session and OEE session will use the same Appointments as the Regular Session. If DYN and OEE will share appointments with the Regular Academic Session, set the **Appointment Control Session** drop-down on the pages for those sessions to **Regular Academic Session**.

Creating and Updating the Enrollment Appointment Table

Navigation: NavBar > Navigator > Records and Enrollment > Term Processing > Appointments > Appointment Table

1. The **Appointment Table** search page displays.
2. Enter **Selection Criteria** to identify your appointment table.
3. Select **Search**.

[Student Homepage](#)

Appointment Table

Appointment Table

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

=

WA172

Academic Career

begins with

UGRD

Term

begins with

2185

Description

begins with

Short Description

begins with

Term Begin Date

=

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

- The **Appointment Table** tab displays.
- Appointment Control Session:** Enter a session to which you want to point this session's appointment information. This is typically blank for the regular session and set to **Regular Academic Session** for the Dynamic Dated and OEE sessions.

Appointment Table

Enrollment Appointments

Validation Appointments

Academic Institution

WA172

Spokane Falls CC

Academic Career

UGRD

Undergraduate

Term

2185

SUMMER 2018

Find | View All

First

1 of 3

Last

Session 1

Regular Academic Session

Appointment Control Session

Display in Self Service

☒ Enrollment Appointments
 ☐ Validation Appointments

Session Dates

Session Beginning Date

07/02/2018

Session End Date

08/16/2018

First Date to Enroll

04/06/2018

Last Date to Enroll

08/16/2018

Open Enrollment Date

08/16/2018

Save

Return to Search

Notify

[Appointment Table](#) | [Enrollment Appointments](#) | [Validation Appointments](#)

6. For the Dynamic Dated and OEE sessions (on the 2nd and 3rd row), ensure the **Appointment Control Session** is set to **Regular Academic Session** from the drop-down box.

Session DYN Dynamic Dated

Appointment Control Session Regular Academic Session ▼

Display in Self Service ☐ Enrollment Appointments

☐ Validation Appointments

Session Dates

Session Beginning Date	07/02/2018	Session End Date	08/16/2018
First Date to Enroll	04/06/2018	Last Date to Enroll	08/16/2018
Open Enrollment Date	08/16/2018		

Session OEE Open Entry/Open Exit

Appointment Control Session Regular Academic Session ▼

Display in Self Service ☐ Enrollment Appointments

☐ Validation Appointments

Session Dates

Session Beginning Date	07/02/2018	Session End Date	08/16/2018
First Date to Enroll	04/06/2018	Last Date to Enroll	08/16/2018
Open Enrollment Date	08/16/2018		

7. **Display in Self Service:** Check the boxes when you want the appointments to appear on the student's Student Center page.
8. Select the **Enrollment Appointments** tab.

Appointment Table **Enrollment Appointments** Validation Appointments

Academic Institution WA172 Spokane Falls CC
 Academic Career UGRD Undergraduate
 Term 2185 SUMMER 2018

Find | View All First 1 of 3 Last

Session 1 Regular Academic Session

Appointment Blocks Find | View All First 1 of 8 Last

Appointment Block 0-29 *Description Current students 0-29 credits +

Create Appointments

Appointments Personalize | Find | View All | First 1 of 1 Last

Appt Nbr	*Start Date	*Start Time	*End Date	*End Time	*Number of Students per Appt	Number of Students Assigned
0001	05/16/2018	6:30AM	07/09/2018	9:00PM	20000	3421

Save Return to Search Notify

Appointment Table | Enrollment Appointments | Validation Appointments

9. The **Enrollment Appointments** tab displays.
10. **Appointment Block:** Enter a code for the to identify the Appointment Block.
11. **Description:** Enter the description for the Appointment Block.
12. **Appt Nbr:** This will default.
13. **Start Date:** Input the Start date for this appointment number.
14. **Start Time:** Input the Start time for this appointment number.
15. **End Date:** Input the End date for this appointment number.
16. **End Time:** Input the End time for this appointment number.
17. **Number of students per appointment:** Input the number of students that will be assigned to this appointment number.
18. In the Appointments section, select the **Add a New Row [+]** icon if you want to add additional appointment numbers to this appointment block.
19. In the Appointment Blocks section, select the **Add a New Row [+]** icon if you want to add additional appointment blocks for the session.
20. Select the **Validation Appointments** tab.

[Student Homepage](#)

Appointment Table

[Appointment Table](#)
[Enrollment Appointments](#)
[Validation Appointments](#)

Academic Institution WA172 Spokane Falls CC
Academic Career UGRD Undergraduate
Term 2185 SUMMER 2018

Find | View All
First 1 of 3 Last

Session 1 Regular Academic Session

Appointment Blocks
Find | View All
First 1 of 1 Last

Appointment Block
*Description

Create Appointments

Appointments
Personalize | Find | View All
First 1 of 1 Last

Appt Nbr	Start Date	Start Time	End Date	End Time	Number of Students per Appt	Number of Students Assigned
0001	<input type="text" value="05/18/2018"/>	<input type="text" value="6:30AM"/>	<input type="text" value="07/09/2018"/>	<input type="text" value="9:00PM"/>	<input type="text" value="5000"/>	43 <input type="button" value="+"/>

[Appointment Table](#) | [Enrollment Appointments](#) | [Validation Appointments](#)

i Validation appointments function similarly to enrollment appointments. It allows students to validate their enrollment prior to processing the enrollment transactions.

21. The **Validation Appointments** tab displays.
22. **Appointment Block:** Enter a code for the to identify the Appointment Block.
23. **Description:** Enter the description for the Appointment Block.
24. **Appt Nbr:** This will default .
25. **Start Date:** Input the Start date for this appointment number.
26. **Start Time:** Input the Start time for this appointment number.
27. **End Date:** Input the End date for this appointment number.
28. **End Time:** Input the End time for this appointment number.
29. **Number of Students per Appointment:** Input the number of students that will be assigned to this appointment number.
30. In the Appointments section, select the **Add a New Row [+]** icon if you want to add additional appointment numbers to this appointment block.
31. In the Appointment Blocks section, select the **Add a New Row [+]** icon if you want to add additional appointment blocks for the session.
32. Select **Save**.

[Student Homepage](#)

Appointment Table

[Appointment Table](#)
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Academic Institution

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SUMMER 2018

Find | View All

First

1 of 3

Last

Session 1

Regular Academic Session

Validation Appointments

Find | View All

First

1 of 1

Last

*Appointment Block

*Description

+

-

Create Appointments

Appointments

Personalize | Find | View All |

First

1 of 1

Last

*Appt Nbr	*Start Date	*Start Time	*End Date	*End Time	*Number of Students per Appt	Number of Students Assigned	
0001							<div>+</div> <div>-</div>

Save

Return to Search

Notify

[Appointment Table](#) |
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33. Process complete.