


9.2 Assign and Maintain Enrollment Appointments for Individual Students

Purpose: Use this document as a reference for assigning and maintaining appointments for individual students 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 Appoint Only
- 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.

Assigning and Maintaining Appointments for Individual Students

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

1. The **Student Enrollment Appointment** search page displays.
2. Enter **Search Criteria** to identify your student.
3. Select the **Search** button.

 Note: Only Term Activated Terms will be available.

Student Enrollment Appointment

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

[Find an Existing Value](#)

▼ **Search Criteria**

ID	begins with	201115000	
Academic Career	=	Undergraduate	▼
Academic Institution	begins with	WA172	🔍
Term	=	2183	🔍
Campus ID	begins with		
National ID	begins with		
Last Name	begins with		
First Name	begins with		
Term Alternate Key	=		🔍

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

4. The **Student Enrollment Appointment** page displays.
 5. Enter **Session** informaton.
 - a. **The session** allows session-specific limits to be updated or changed for a specific student.
 - b. If there is a different **Session** than intended, select the **Add a New Row [+]** icon, then enter the intended ***Session**. *Note--Do not select the **Only Use Term Limits** check box.*
 6. Enter **Appt Block/Appt Nbr** or select **Find Appointment** to search for available appointments.
- Or**
7. Enter appropriate search parameters, then select **Fetch Appointments** to view a list.

Student Enrollment Appointment

Student Enrollment Appointment

Billie Dixon Academic Career Undergraduate 201115000 ★
Term SPRING 2018 Spokane Falls CC

Session Limits Find | View All First 2 of 2 Last

*Session 1 Regular Academic Session

☐ Only Use Term Limits

☐ Override Maximum Units

Max Total Units Max No GPA Units
Max Audit Units Max Wait List Units
Max Total Courses

Enrollment Appointments Find | View All First 1 of 1 Last

*Appt Block *Appt Nbr Start Date Start Time End Date End Time Find Appointment

Select Limits for Appointment

☐ Use Program Term/Session Limit

☒ Use Appointment Limit ID Limit ID

☐ Set Maximum Units

Max Total Units Max No GPA Units
Max Audit Units Max Wait List Units
Include Wait List in Total ☐

Validation Appointments Find | View All First 1 of 1 Last

*Appt Block *Appt Nbr Start Date Start Time End Date End Time Find Appointment

Save Return to Search Notify

8. The **Search for an Appointment** page displays.

9. Select **Fetch Appointments**.

Student Enrollment Appt **Student Enrollment Appointment**

Student Enrollment Appointment

Search for an Appointment

Billie Dixon ★

Academic Career Undergraduate
Term SPRING 2018
Session Regular Academic Session

Spokane Falls CC

Appointment Start Date

Appointment End Date

Appointment Block

Appointment Start Time

Appointment End Time

Fetch Appointments

Return

10. The **Enrollment Appointments** list displays at the bottom of the **Search for an Appointment** page.

11. Select **Select Appointment** for the appropriate appointment.

Student Enrollment Appointment

Student Enrollment Appointment

Search for an Appointment

Billie Dixon ★

Academic Career	Undergraduate	Spokane Falls CC
Term	SPRING 2018	
Session	Regular Academic Session	

Appointment Start Date

Appointment End Date

Appointment Block

[Fetch Appointments](#)

Enrollment Appointments							Personalize Find	First 1-11 of 11 Last
Appt Block	Appt Nbr	Start Date	Start Time	End Date	End Time	Select Appointment		
0-29	0001	02/14/2018	6:30AM	04/06/2018	9:00PM	Select Appointment		
30+	0001	02/12/2018	6:30AM	04/06/2018	9:00PM	Select Appointment		
AD/REG	0001	01/15/2018	6:30AM	04/06/2018	9:00PM	Select Appointment		
DSS	0001	02/09/2018	6:30AM	04/06/2018	9:00PM	Select Appointment		
NEWBIE	0001	02/22/2018	6:30AM	04/06/2018	9:00PM	Select Appointment		
NEWBIE	0002	03/14/2018	6:30AM	04/06/2018	9:00PM	Select Appointment		
NEWBIE	0003	03/06/2018	6:30AM	04/06/2018	9:00PM	Select Appointment		
OLDIE	0001	02/16/2018	6:30AM	04/06/2018	9:00PM	Select Appointment		
PRIORITY	0001	02/09/2018	6:30AM	04/06/2018	9:00PM	Select Appointment		
RS-1	0001	02/15/2018	6:30AM	04/06/2018	9:00PM	Select Appointment		
VET	0001	02/09/2018	6:30AM	04/06/2018	9:00PM	Select Appointment		

[Return](#)

12. The updated **Student Enrollment Appointment** page displays. Note the enrollment appointment information.
13. The appointment you selected populates the appropriate fields.
14. In **Select Limits for Appointment**, select **Use Program Term/Session Limit**.
15. If you select the **Use Limit ID** option, ensure that Appointment Limit IDs were created on the Appointment Limits Table page--NavBar > Navigator > Records and Enrollment > Term Processing > Appointments > Appointment Limits Table.
16. Select the **Save** button.

Faculty Center
Student Enrollment Appointment

Student Enrollment Appointment

Casey Wood
101000083
★

Academic Career
Undergraduate
Term
SPRING 2018
Spokane Falls CC

Session Limits
Find | View All
First
1 of 2
Last

Session 1
Regular Academic Session

☐ Only Use Term Limits
☐ Override Maximum Units

Max Total Units
Max No GPA Units
Max Audit Units
Max Wait List Units
Max Total Courses

Enrollment Appointments
Find | View All
First
1 of 1
Last

*Appt Block	*Appt Nbr	Start Date	Start Time	End Date	End Time	Find Appointment
0-29	0001	02/14/2018	6:30AM	04/06/2018	9:00PM	

Select Limits for Appointment

☒ Use Program Term/Session Limit
☐ Use Appointment Limit ID
☐ Set Maximum Units

Limit ID
Max Total Units
Max No GPA Units
Max Audit Units
Max Wait List Units
Include Wait List in Total

Validation Appointments
Find | View All
First
4 of 4
Last

17. Process complete.