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

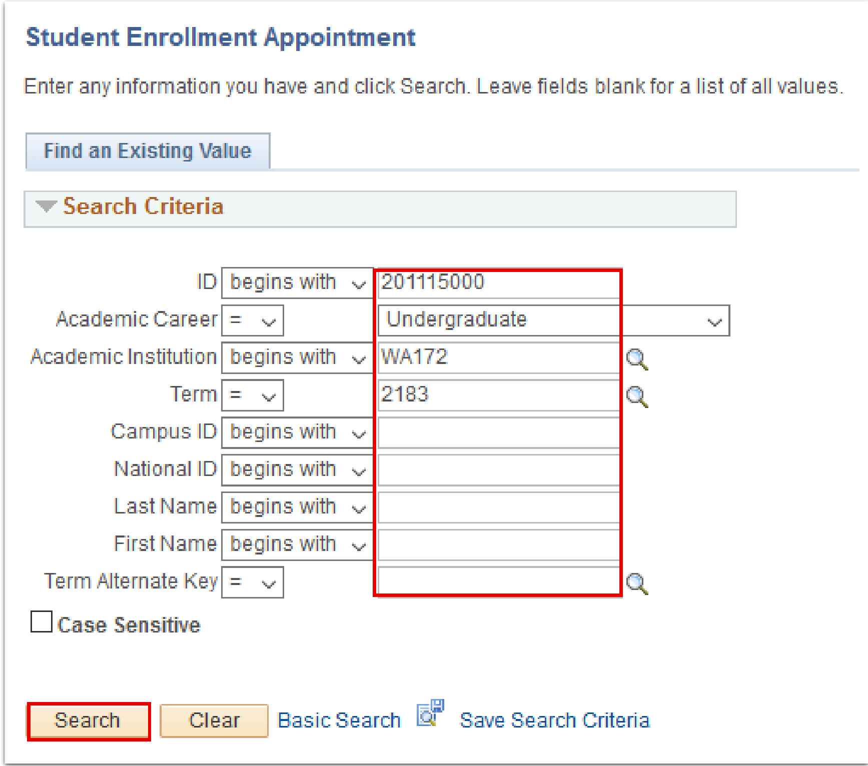
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

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.

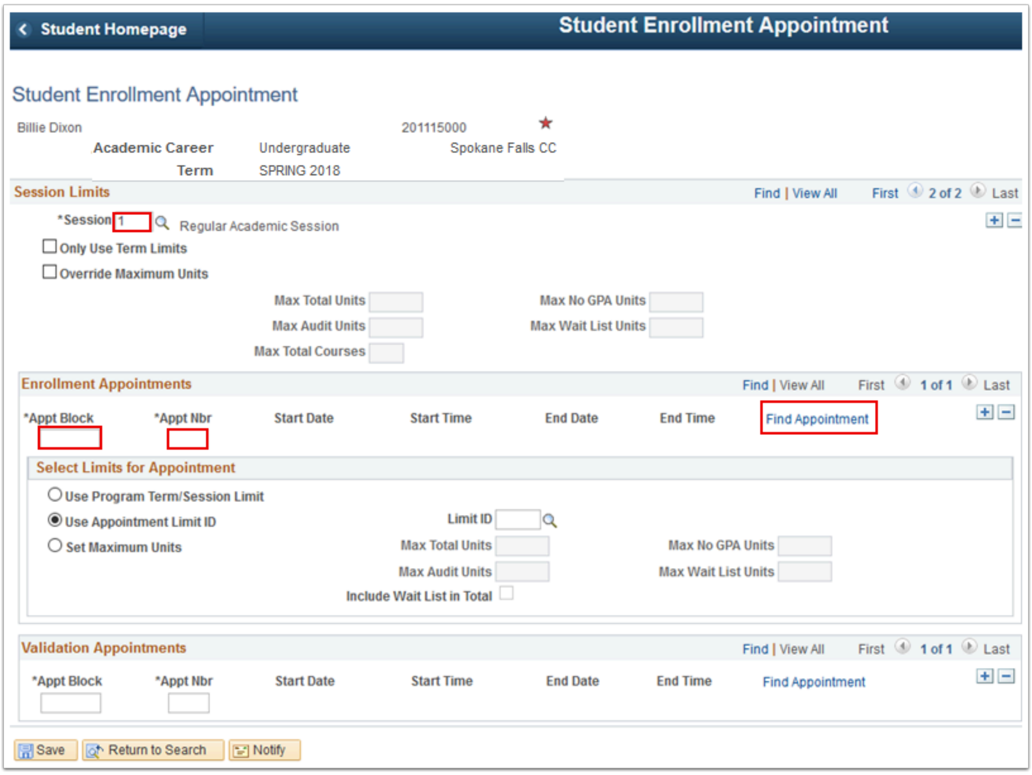
Note: Only Term Activated Terms will be available.



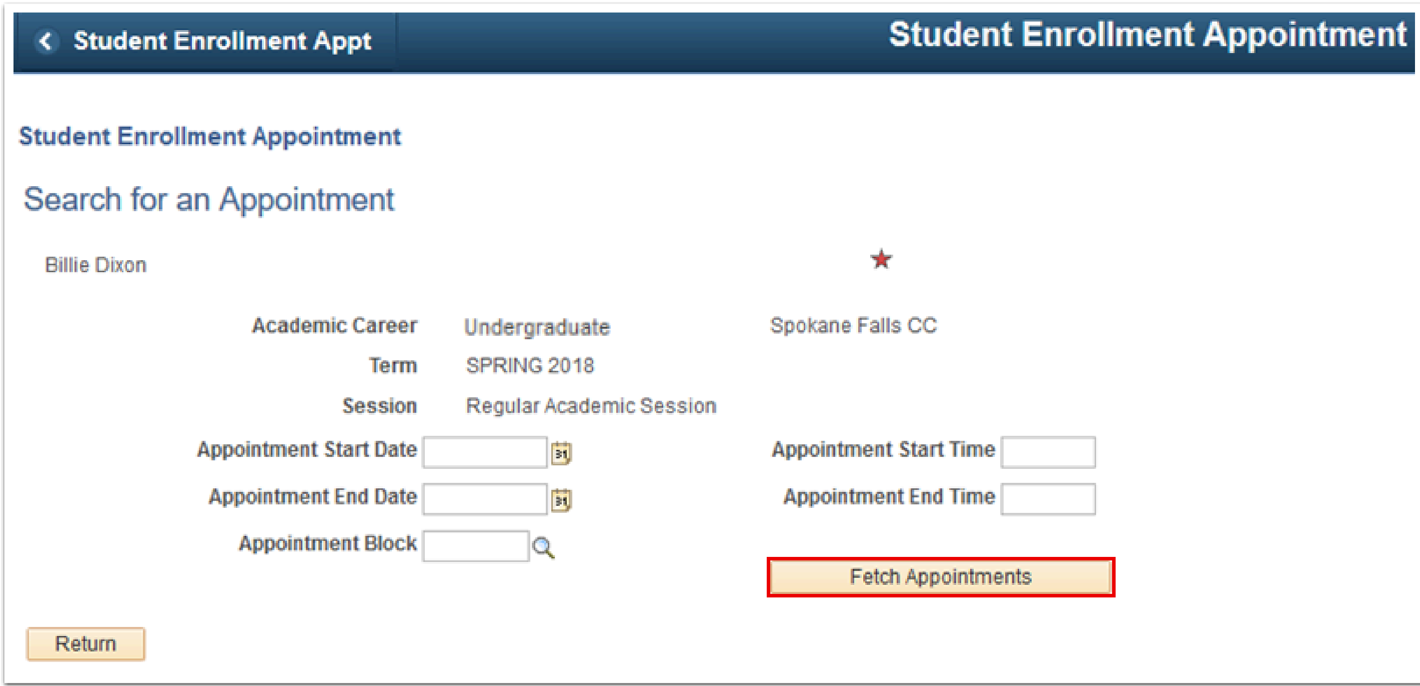
4. The **Student Enrollment Appointment** page displays.
5. Enter **Session** informaton.
   a. **The session** allows session-specific limits to be updated or changed for a specific student.
   b. If there is a different **Session** than intended, select the **Add a New Row [+]** icon, then enter the 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

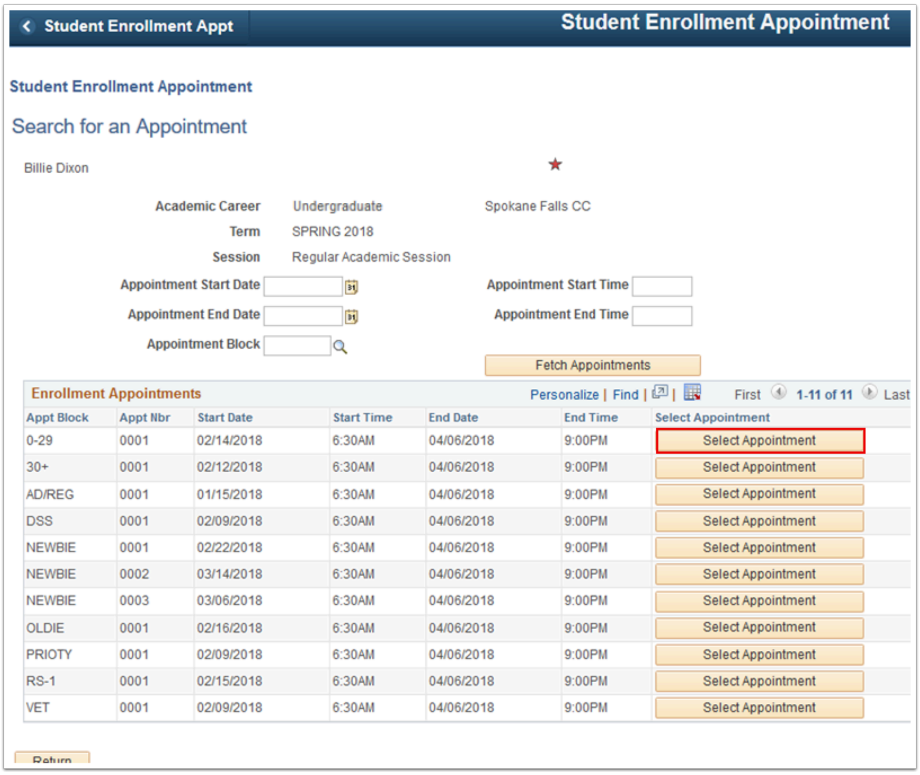
7. Enter appropriate search parameters, then select **Fetch Appointments** to view a list.



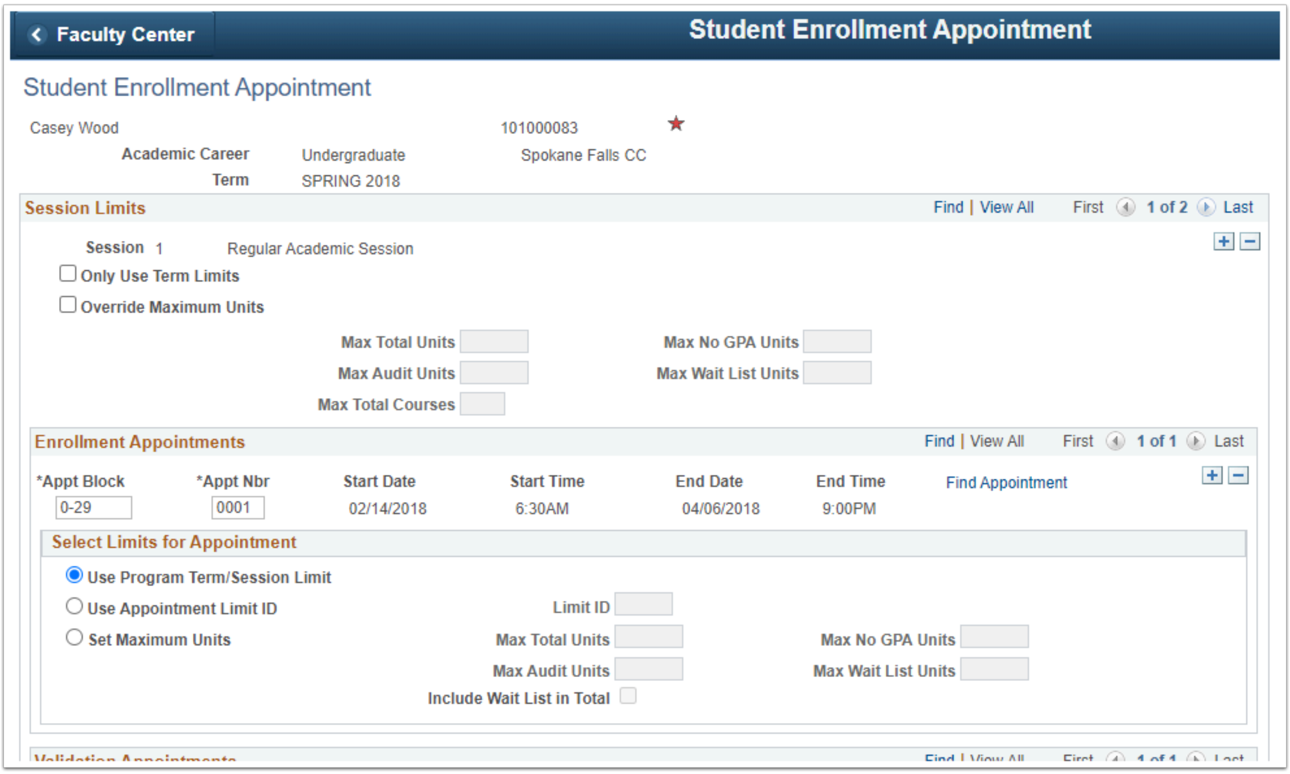
8. The **Search for an Appointment** page displays.
9. Select **Fetch Appointments**.



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



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.



17. Process complete.