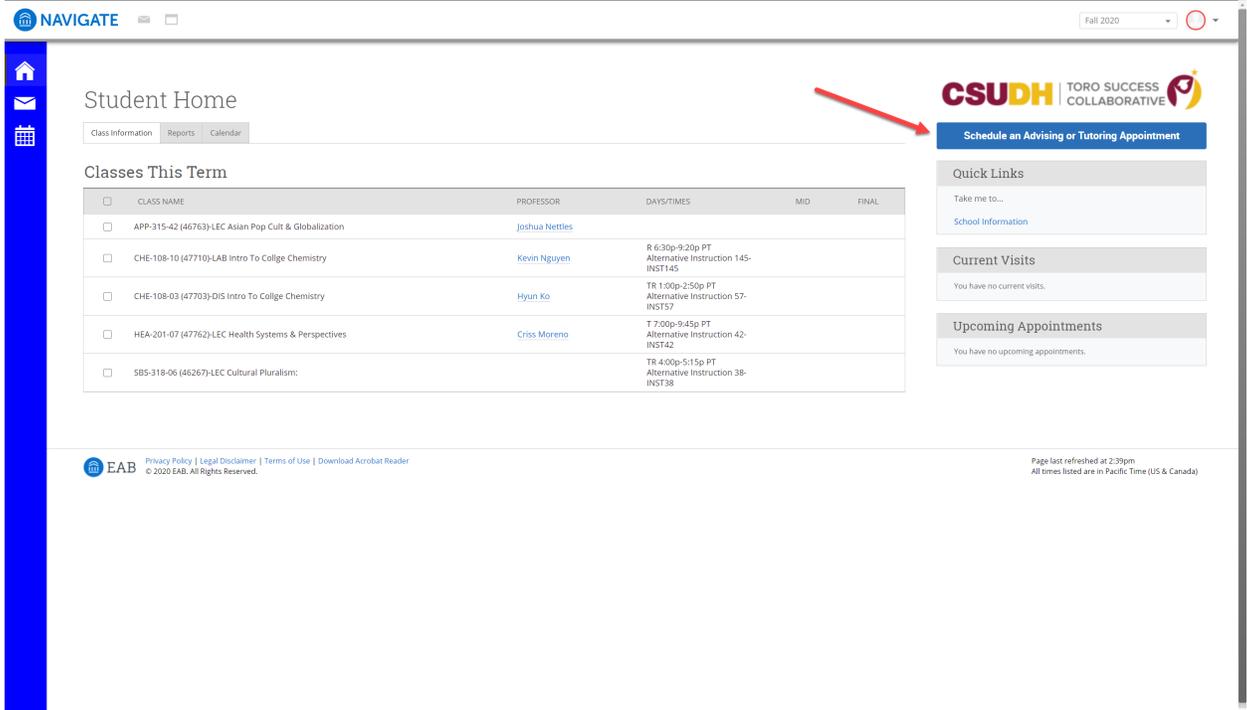


## STUDENT HOME FOR SCHEDULING APPOINTMENTS

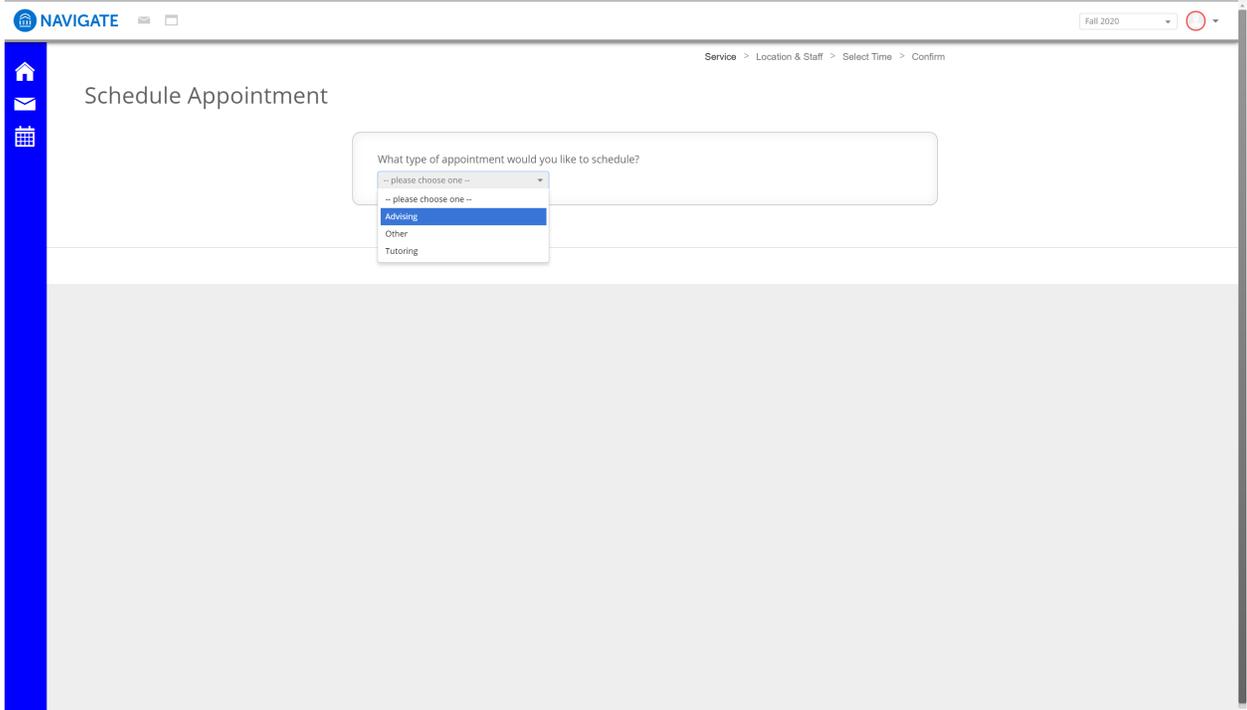
1. Student logs in TSC.
2. From the Student Home page, click on Schedule an Advising or Tutoring Appointment.



The screenshot shows the 'Student Home' page. On the right sidebar, there is a blue button labeled 'Schedule an Advising or Tutoring Appointment' which is highlighted by a red arrow. Below this button are sections for 'Quick Links', 'Current Visits', and 'Upcoming Appointments'. The main content area features a table titled 'Classes This Term' with columns for Class Name, Professor, Daystimes, Mid, and Final.

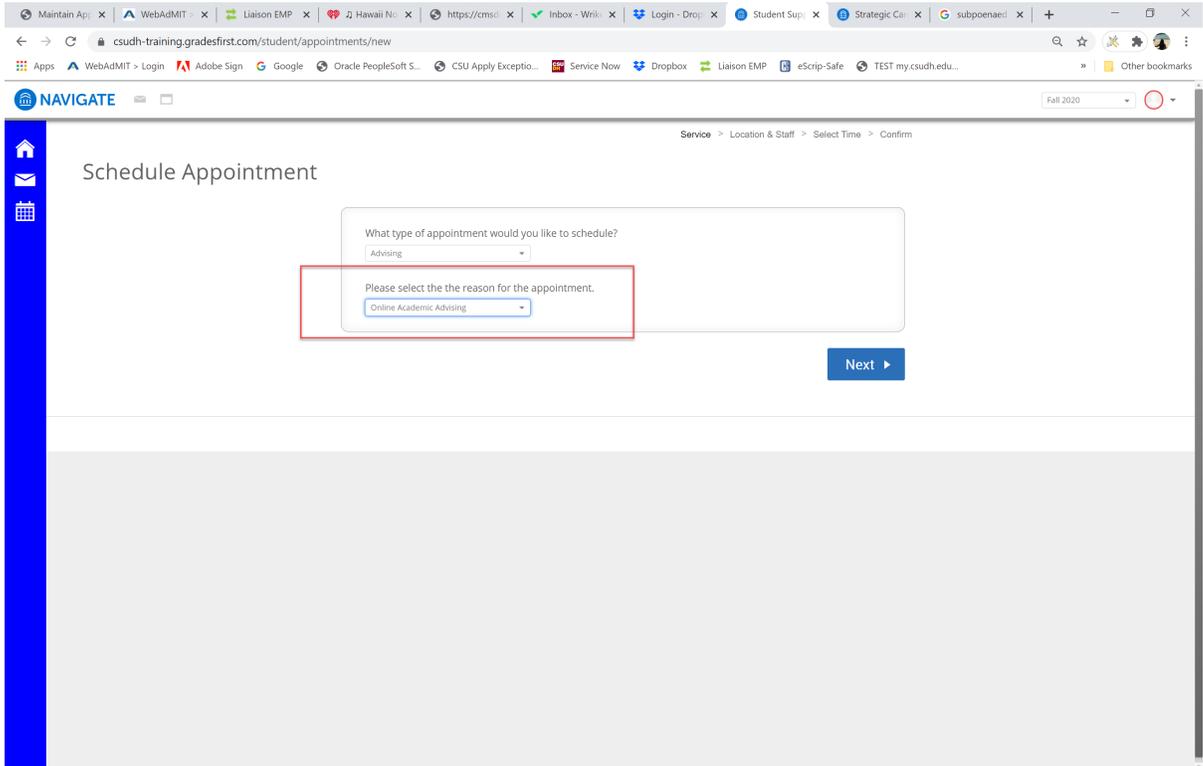
CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
APP-315-42 (46763)-LEC Asian Pop Cult & Globalization	Joshua Nettles			
CHE-108-10 (47710)-LAB Intro To Collge Chemistry	Kevin Nguyen	R 6:30p-9:20p PT Alternative Instruction 145-INST145		
CHE-108-03 (47703)-DIS Intro To Collge Chemistry	Hyun Ko	TR 1:00p-2:50p PT Alternative Instruction 57-INST57		
HEA-201-07 (47762)-LEC Health Systems & Perspectives	Cristi Moreno	T 2:00p-9:45p PT Alternative Instruction 42-INST42		
SBS-318-06 (46267)-LEC Cultural Pluralism:		TR 4:00p-5:15p PT Alternative Instruction 38-INST38		

3. Student selects what type of appointment to schedule

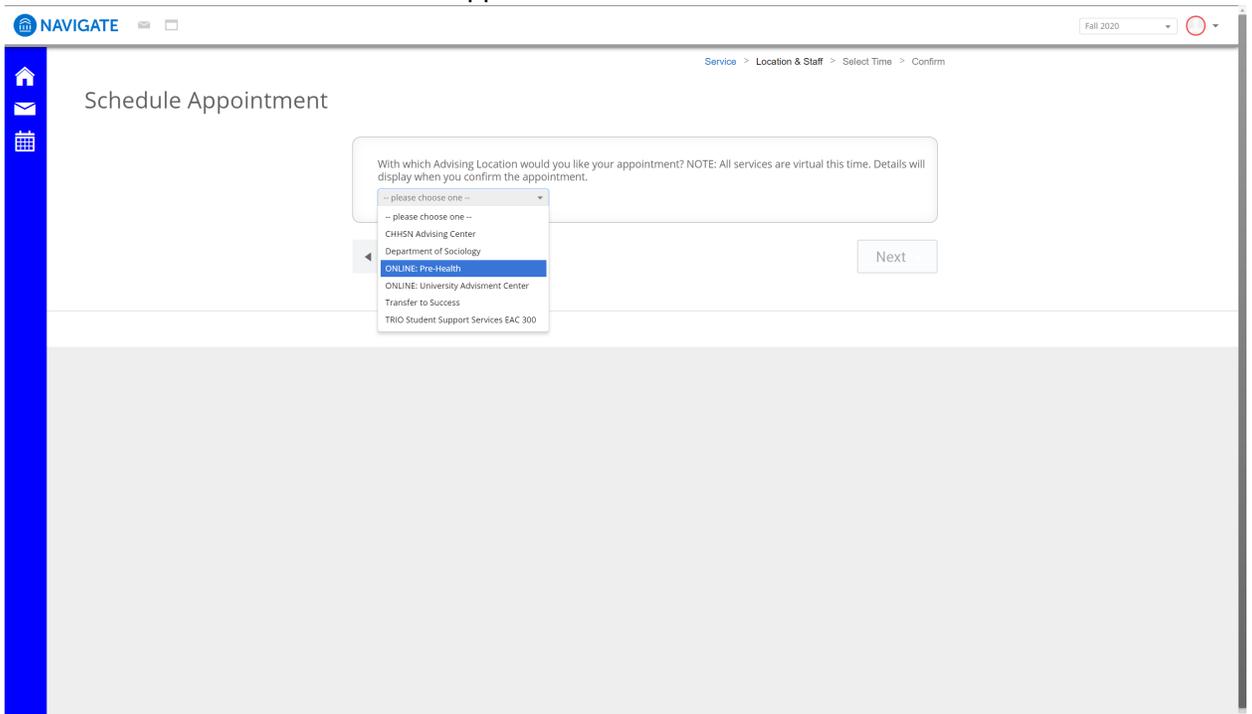


The screenshot shows the 'Schedule Appointment' page. A dropdown menu is open, displaying the following options: '-- please choose one --', 'Advising', 'Other', and 'Tutoring'. The 'Advising' option is currently selected. The breadcrumb trail at the top reads: 'Service > Location & Staff > Select Time > Confirm'.

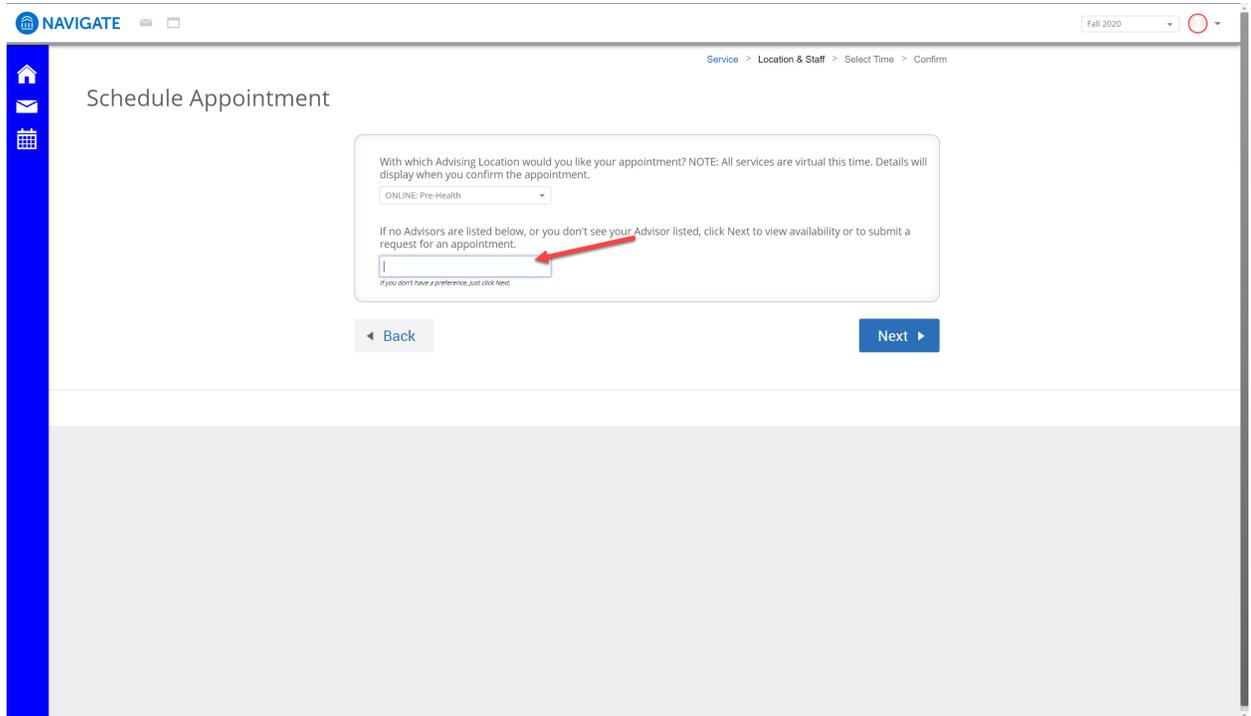
4. Student selects the reason for the appointment.



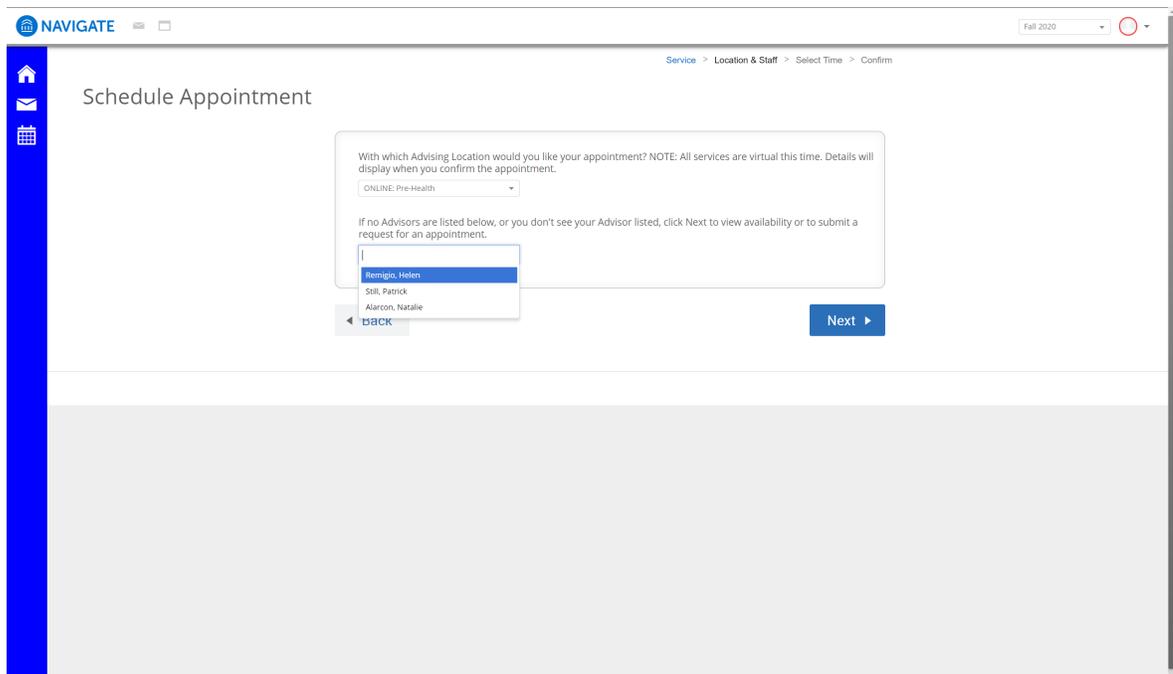
5. Student selects the location of the appointment.



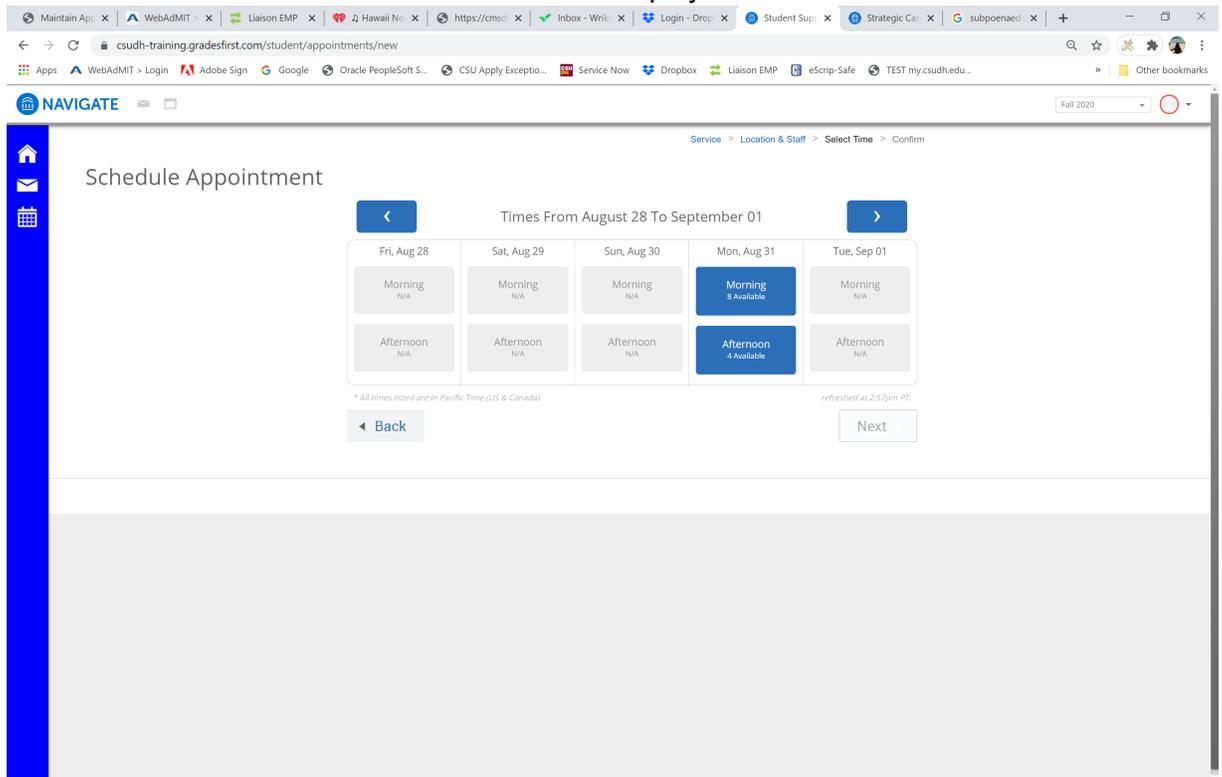
- The student can leave this field blank (screenshot #1) and click Next if they don't have a preference.



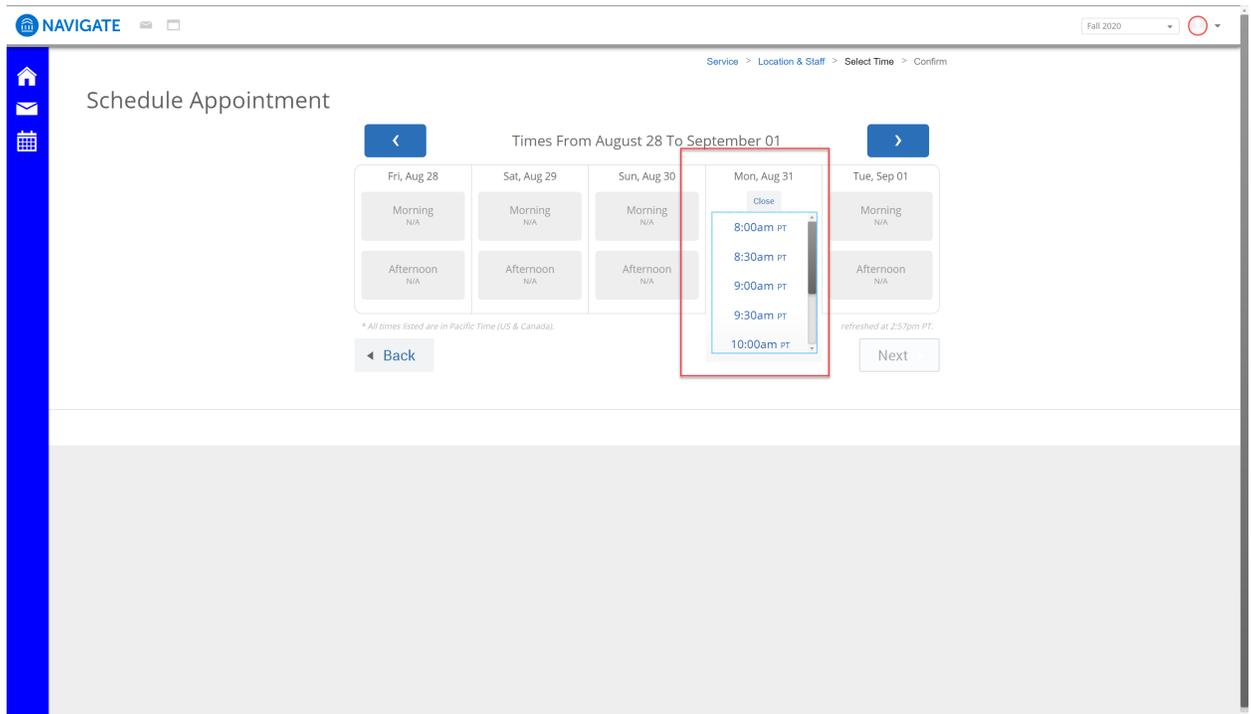
If students click on the field, they will see a list of available advisors for the location to select from.



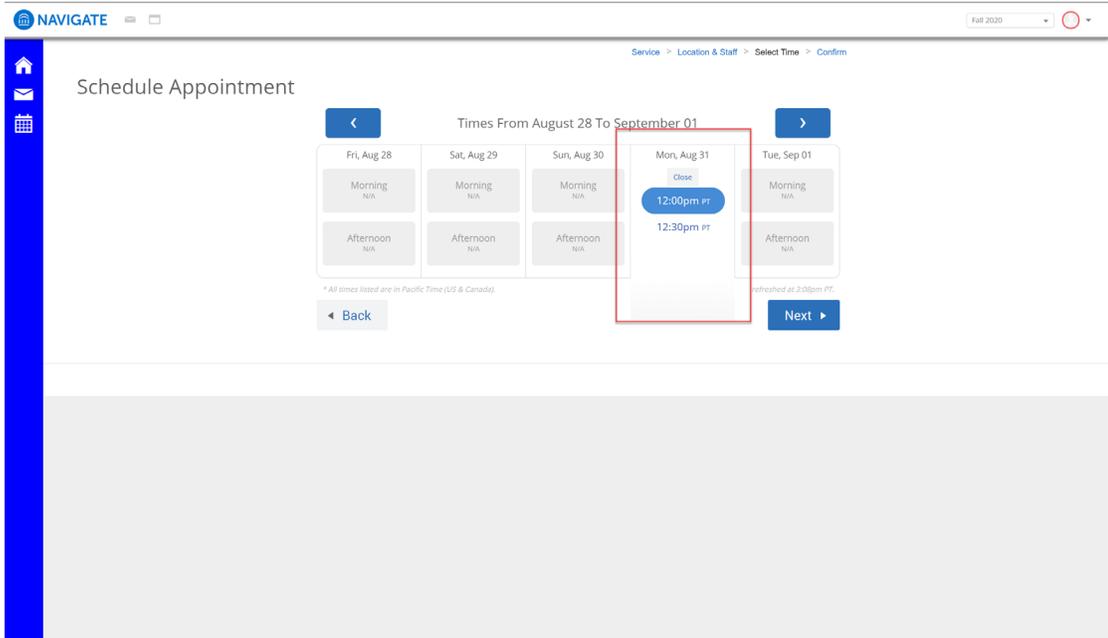
7. The window of the available times will now be displayed.



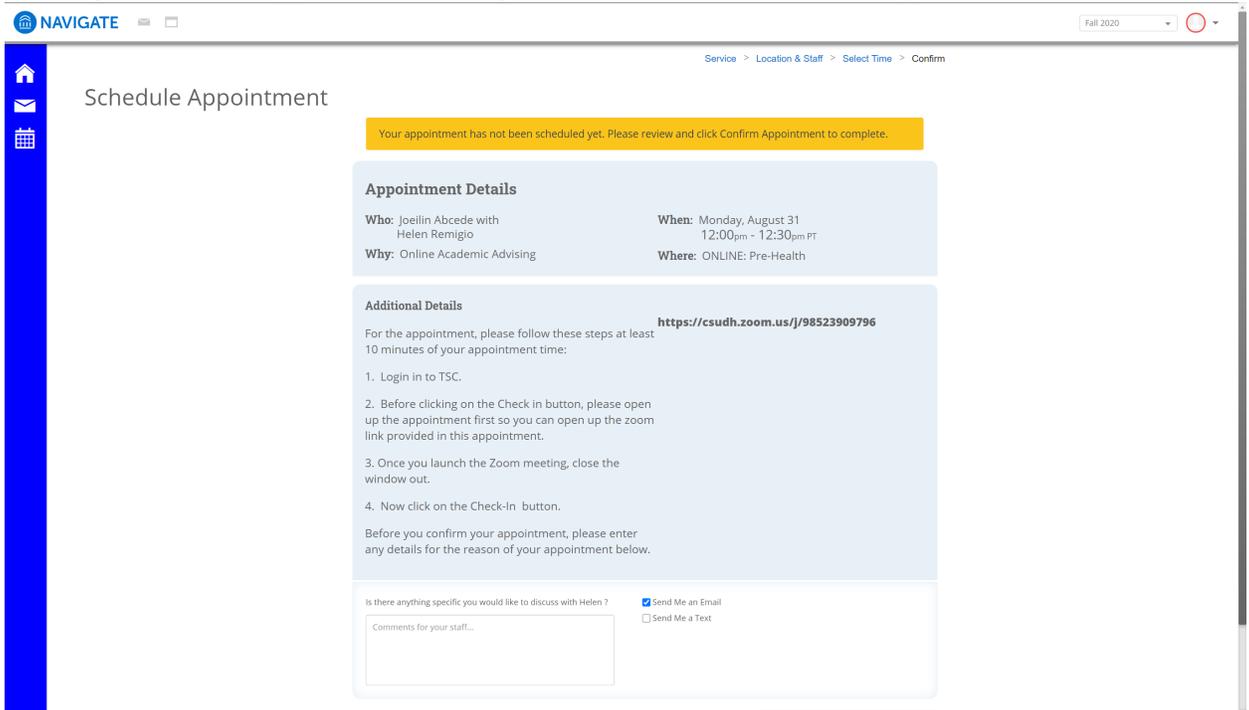
8. Student will click on one of the blue boxes and the system will now display the available times the student can choose from.



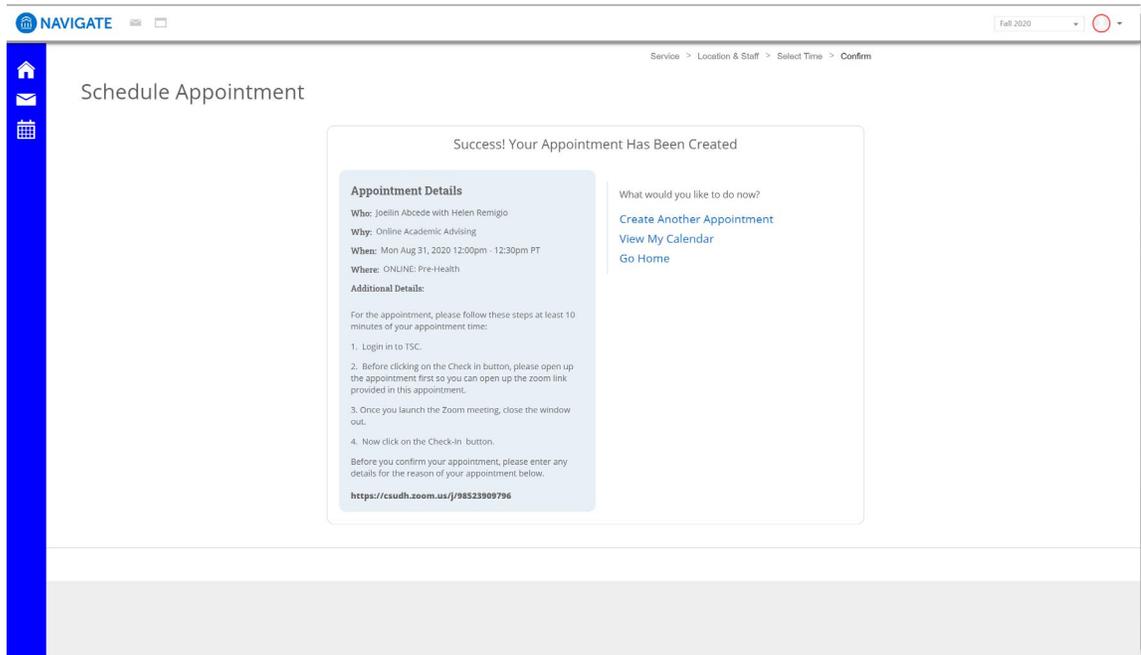
9. Student selects the time and clicks Next.



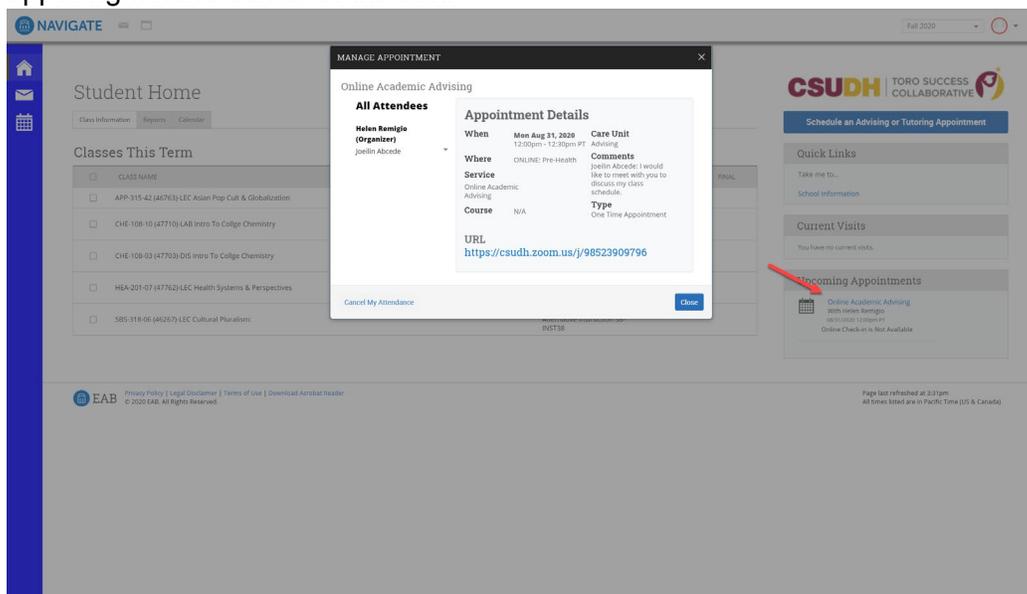
10. After making all their selections, the student will see a confirmation page with the details of their appointment. In addition, it will include additional details for the student (usually instructions and the zoom link for the appointment). They have the option to use the 'Comments' box to leave a note for the staff member about what they are hoping to discuss in the appointment. The student will also have two options for receiving a reminder about the appointment; they can opt in or out of receiving an email and/or text message about the appointment. Lastly, the student clicks 'Confirm Appointment'.



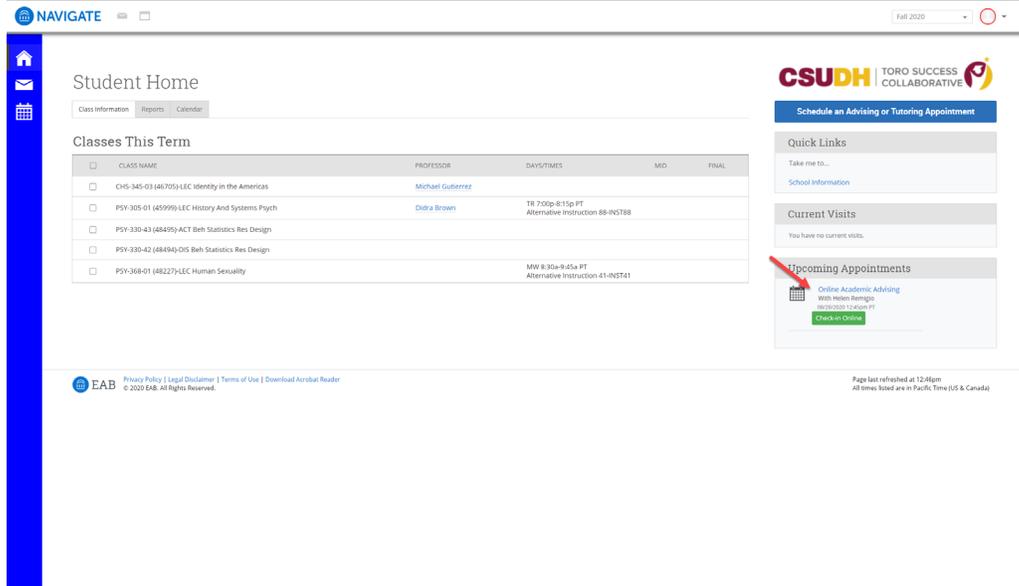
11. The student must click Confirm Appointment to complete this appointment scheduling. If the student does not click on the Confirm Appointment button, the appointment will not be saved.
12. Once it's confirmed, the student will be displayed with a confirmation message. An email will also be sent to the student.



13. On the day of appointment, student will login to TSC and they will see their appointment on their Home page in the Upcoming Appointments section. They will click **first** on the appointment before Checking in so they can launch their Zoom link provided to them first. After Zoom link is launched, close the appointment out by clicking on the X at the upper right hand corner of the box.



14. The student can now check in by clicking on the green Check-in Online button. (Note: this button will become active 15 minutes before their scheduled appointment).



The screenshot shows the 'Student Home' interface. At the top, there are navigation tabs for 'Class Information', 'Reports', and 'Calendar'. Below this is a table titled 'Classes This Term' with columns for 'CLASS NAME', 'PROFESSOR', 'DAYS/TIMES', 'MO', and 'FINAL'. The table lists several classes, including 'CHS-345-03 (46705) LEC Identity in the Americas' and 'PSY-305-01 (45999) LEC History And Systems Psych'. To the right of the table, there are several widgets: 'Schedule an Advising or Tutoring Appointment', 'Quick Links', 'Current Visits', and 'Upcoming Appointments'. The 'Upcoming Appointments' widget shows an appointment with 'Online Academic Advising' and a green 'Check-in Online' button, which is highlighted by a red arrow.

CLASS NAME	PROFESSOR	DAYS/TIMES	MO	FINAL
<input type="checkbox"/> CHS-345-03 (46705) LEC Identity in the Americas	Michael Gutierrez			
<input type="checkbox"/> PSY-305-01 (45999) LEC History And Systems Psych	Daira Brown	TR 7:00p-8:15p PT		Alternative Instruction 88-INST88
<input type="checkbox"/> PSY-330-43 (48495) ACT Beh Statistics Res Design				
<input type="checkbox"/> PSY-330-42 (48494) OS Beh Statistics Res Design				
<input type="checkbox"/> PSY-368-01 (48227) LEC Human Sexuality		MW 8:30a-9:45a PT		Alternative Instruction 41-INST41

15. Once student is checked-in, they will appear in the advisor's appointment queue.