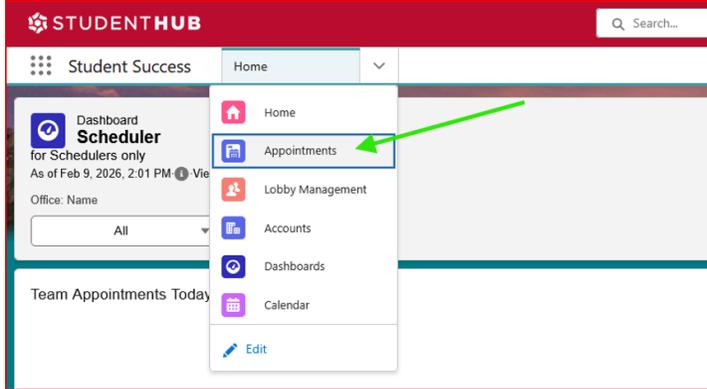




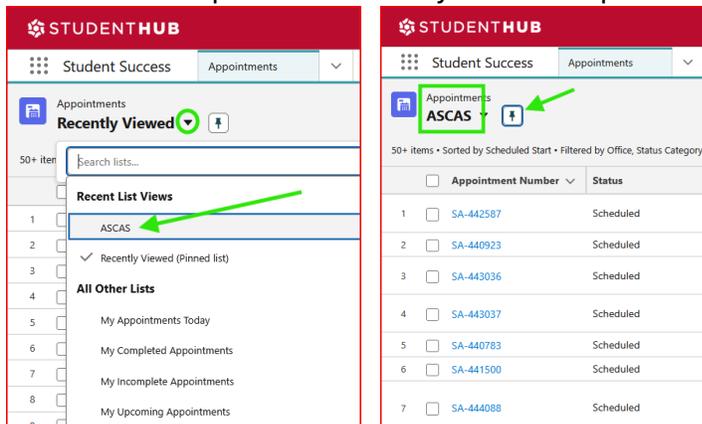
Support/Scheduler Appointments View

Any user with a Support or Scheduler role can view appointments for their unit/office.

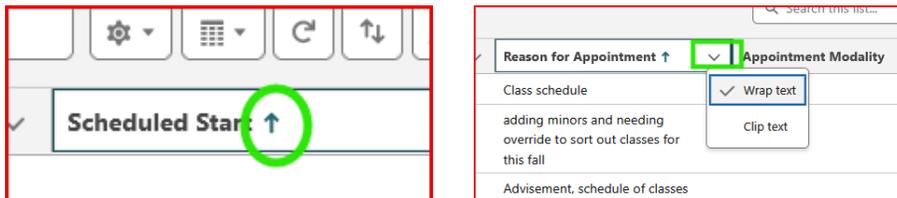
On your tab drop down, click on Appointments:



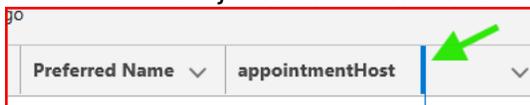
The Appointments page will default to “Recently Viewed” so using the caret, select your office and then pin it so it’s always the first option when you visit this page.



From this page you can view every appointment for your unit/office. You can filter by ascending or descending by clicking the column title as well as select Wrap Text for that column:



You can also adjust column widths to suit your needs:



Each column contains different information:

Appo...	Status	Account	Prefer...	appointmentHost	Reason for Appointment	Appointment ...	Scheduled Start	Student Phon...
1 SA-4418...	Scheduled			Brandon Chavarria-Salazar	Registration	Virtual-Video	3/31/2026, 2:00 PM	
2 SA-4433...	Scheduled			Brandon Chavarria-Salazar	Update degree plan, discuss completing first degr...	Virtual-Video	3/31/2026, 9:00 AM	
3 SA-4404...	Scheduled			Beth Elkin	Check in on class and review Grade Replacement ...	Virtual-Video	3/13/2026, 1:00 PM	
4 SA-4442...	Scheduled			Bailey Hunt	Check-in on reaching out to DANC468 instructor ...	In Person	3/12/2026, 2:00 PM	
5 SA-4442...	Scheduled			Brandon Chavarria-Salazar	Graduation/registration	Virtual-Video	3/3/2026, 10:00 AM	
6 SA-4442...	Scheduled			Frick-Baltrac-Chavarria	Questions about graduation. And to check that ev...	In Person	3/25/2026, 11:00 AM	

➤ **Appointment Number** – this is the reference number for that exact appointment. If you click it, you will be able to view the appointment information:

Fields	Additional Information
General Information Subject: Leap Lake - 125401788 Undergrad Communication & Journalism Name: Undergrad Communication & Journalism Location: College of Arts & Sciences Center for Academic Section: Undergraduate Director Appointment: Sarah Wilkins Scheduled Start: 4/15/2026, 1:30 PM Scheduled End: 4/15/2026, 2:00 PM Section Start: 4/15/2026, 12:30 PM Duration: 30:00 Duration Type: Minutes Location: Undergraduate Section 12	Appointment Host: Sarah Wilkins Appointment Modality: Virtual Video Reason for Appointment: To pick classes for Summer 2026 Semester

- **Status** –
 - Scheduled – An appointment is coming up in the future
 - In Progress – Student is actively meeting with an advisor
 - Checked In – Student has been checked in and waiting to see the advisor
- **Account** – The legal name for the student imported from Banner
- **Preferred Name** – The student’s preferred name
- **Appointment Host** – The advisor who the student is scheduled to meet with.
- **Reason for Appointment** – The details about why they want to meet
- **Appointment Modality** – Virtual-Video / In Person / Phone
- **Scheduled Start** – the date and time for the appointment
- **Student Phone Number** – the student has one on file, it will appear here for easy viewing in case you need to contact them
- **Appointment Is Tomorrow** – if you know someone or something is going on for the next day.

If you need to cancel an appointment, you will see a small drop-down caret. Click it and you can either:

- **Edit** – use rarely and sparingly. Ideally it should only be used to add more details to the Reason for Appointment.
- **Cancel** – if selected, the appointment is canceled and a notification will be sent to the student

Appo...	Status	Account	P...	appointmentHost	R...	Ap...	Scheduled Start	Student...
1 SA-4418...	Sch...			Idaly Brandon Chavarria-Salazar	R...	Virtual...	3/31...	505573... Edit
2 SA-4433...	Sch...			Fio... Brandon Chavarria-Salazar	U...	Virtual...	3/31...	Cancel Appointment
3 SA-4404...	Sch...			Mic... Beth Elkin	C...	Virtual...	3/13...	
4 SA-4442...	Sch...			Gab... Bailey Hunt	C...	In Per...	3/12...	