

Academic Advising Scheduler

The Academic Advising Scheduler System

The Academic Advising Scheduler System is a Web-based application designed to allow students to make appointments with advisors most appropriate for their schedule and advising needs.

Accessing the system: Visit the application at <https://apps3-college.unc.edu/advsched>, and log in with your ONYEN and password. Once you log in to the system, menu options that correspond to your role(s) in the system will be displayed.

1. Student Role: The Student role is intended for students who are seeking advising appointments with advisors. Any UNC student with an ONYEN should be able to log in to the Advising Scheduler application. Upon successfully logging in, a student sees the screen below:

The screenshot displays the 'My Advising Calendar' interface. On the left, there is a calendar for October 2007 with the 15th highlighted. Below the calendar are radio buttons for 'Day View' (selected) and 'Week View'. A section titled 'Add Appointment' contains two links: 'Walk-In Policy' and 'Walk-In Times'. On the right, the date 'Monday October 15, 2007' is shown, along with a checkbox for 'Show Canceled Appointments [X]'. The main content area is titled 'Student Test Student' and lists appointment times from 08:00 AM to 10:30 AM in 15-minute increments.

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Monday October 15, 2007 Show Canceled Appointments [X]

Student Test Student

08:00 AM
08:15 AM
08:30 AM
08:45 AM
09:00 AM
09:15 AM
09:30 AM
09:45 AM
10:00 AM
10:15 AM
10:30 AM

Add an Appointment: To add an appointment, a student must complete a total of four screens.

Add Appointment - Step One: This screen collects information that will be used to select the most appropriate advisor for the student's timeframe, class rank, and reason. Multiple 'Other' reasons may be selected. They will appear as a list in the text area below the Other Reasons selector.

[My Advising Calendar](#)

Make an Appointment for Test Student -- Step 1 of 4

Please fill in all the required fields. You may add multiple 'additional reasons' by selecting the items from the drop-down box and/or typing in the text box. Note appointments for the following business day cannot be made after 12:00 PM.

Type: **Note:** Phone appointments are only for students physically located outside of the Triangle region. On campus students, commuting students and others who live in the area are expected to make in person appointments.

In Person By Phone

Class: Freshman

Select the major/minor for which you want to see an advisor. You will be matched with advisors who have expertise in the selected major/minor.

Major/Minor: Art History (BA)

Primary Reason: Change Major/Minor

Additional Reasons(optional): Course planning (select or type your additional reasons)

Course planning;

Cancel Next→

Add Appointment - Step Two: This screen shows the advisors that are best-suited to meet the student's entered class rank, reasons, and time requirements. Any advisor may be selected. However, advisors in the top group are strongly recommended.

Advisors are displayed in the order of their workloads, that is, the person with the highest number of open slots is listed first.

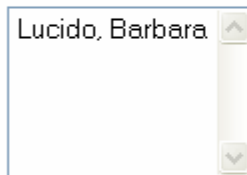
[My Advising Calendar](#)

Make an Appointment for Test Student -- Step 2 of 4

Please select your advisor from the following lists. Mouse over advisor's names to see their info. Note that the mouseover will not work correctly in IE versions 6 or previous. You may select multiple advisors at this time and make your final decision at the next step. If you are trying to make a phone appointment, please select the advisors that are available by phone. Or you can click 'back' button to change your inputs.

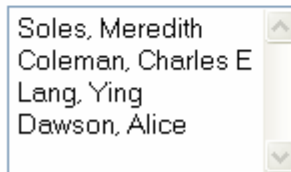
*Note: You can select multiple advisors from each list by holding down the **Ctrl** key when selecting them. This will allow you to view the appointment schedules of all selected advisors, even those that do not fit your search criteria.*

>> *(Recommended)* Advisors whose profiles fit your requirements :



Lucido, Barbara

>> *(Not Recommended)* **For urgent needs only. These advisors may not be able to answer your questions.**



Soles, Meredith
Coleman, Charles E
Lang, Ying
Dawson, Alice

Add Appointment – Step Three: The third step allows the student to select the time slot for an advising appointment. Information from the advisor profile is displayed below the advisor selector. To create an appointment, the student clicks on the 'Open' link for the requested available slot.

[My Advising Calendar](#)

Make an Appointment for Test Student -- Step 3 of 4

Please review the calendars of the advisors you have chosen in the previous step. Select the one that you want to make an appointment with from the selection box, then click your preferred open time slot. To select additional advisors, please use the back button at the bottom of this page. To check for additional times, use the arrows flanking the dates. Note appointments for the following business day cannot be made after 12:00 PM.

Advisor: ▼

	◀ Mon, Oct 15	Tue, Oct 16	Wed, Oct 17	Thu, Oct 18	Fri, Oct 19 ▶
08:00 AM			Filled	Filled	Filled
08:15 AM			Filled	Filled	Filled
08:30 AM			Filled	<u>Open</u>	Filled
08:45 AM			Filled	<u>Open</u>	Filled
09:00 AM			Filled	<u>Open</u>	<u>Open</u>
09:15 AM			Filled	<u>Open</u>	<u>Open</u>
09:30 AM			<u>Open</u>	<u>Open</u>	<u>Open</u>
09:45 AM			<u>Open</u>	<u>Open</u>	<u>Open</u>
10:00 AM			<u>Open</u>	<u>Open</u>	<u>Open</u>
10:15 AM			<u>Open</u>	<u>Open</u>	<u>Open</u>
10:30 AM			<u>Open</u>	<u>Open</u>	<u>Open</u>
10:45 AM			<u>Open</u>	<u>Open</u>	<u>Open</u>
11:00 AM			<u>Open</u>	<u>Open</u>	<u>Open</u>
11:15 AM			<u>Open</u>	<u>Open</u>	<u>Open</u>

Add an Appointment, cont.:

After the user selects an open time slot, the following dialog will appear. If the student wishes to create the appointment, the student should click 'OK.'

Make an Appointment for Test Student -- Step 4 of 4

Review your appointment details. Then click 'Make Appointment' to submit your request.

Appointment Type: In Person

Advisor: Meredith Soles

Date and Time: Thu Oct 18, 09:15

Advisor's message: Meredith Soles Senior Advisor, Academic Advising Programs for the College of Arts and Sciences and General College Team 65 312 Steele Building phone: 919-843-3343 fax: 919-962-6888 email: mksoles@email.unc.edu

If the user clicks 'OK,' this confirmation is printed for the user: A confirmation email is sent to the student immediately. A reminder email is sent to the student by an automated process at 8am on the day *before* the scheduled appointment.

Congratulations! A new appointment has been successfully created for Test Student.

You may login to this system any time to view or cancel this appointment. Cancellation should be made before 12:00 PM the day before the appointment. If this is a phone appointment, please call the advising main number, 919-966-5116, at the date and time you scheduled. A staff member will transfer your call when the advisor is ready for the appointment.

Appointment Details:

Appointment Type: In Person

Advisor: Meredith Soles

Date and Time: Fri Oct 19, 09:30

Advisor's message: Meredith Soles Senior Advisor, Academic Advising Programs for the College of Arts and Sciences and General College Team 65 312 Steele Building phone: 919-843-3343 fax: 919-962-6888 email: mksoles@email.unc.edu

[back to my advising calendar](#)

Cancel an Appointment:

To cancel an appointment, a student logs in to the system, and views their Advising Calendar. There is a cancel link displayed beside the scheduled appointment. A student may not cancel an appointment that has already passed. If the student cancels an appointment less than 24 hours before its scheduled start time, an email is automatically sent notifying the advisor of the cancellation.

My Advising Calendar

November 2006						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Day View
 Week View

[Add Appointment](#)
[Walk-in Schedule](#)

Thursday November 16, 2006

Student Test Student

08:00 AM

08:15 AM

08:30 AM

08:45 AM [Course approval - Transfer](#) with Advisor [Test Advisor \[Cancel\]](#)

09:00 AM

09:15 AM

09:30 AM

09:45 AM

10:00 AM

10:15 AM

Cancel an Appointment, cont.:

Once the link to cancel the appointment is selected, a form is displayed that requires a student to enter notes describing why the appointment needs to be cancelled. If the appointment is cancelled less than 24 hours before the start time, an email is sent to the advisor.

My Advising Calendar

Cancel Appointment

The detail of this appointment:

Advisor: Test Advisor
Student: Test Student
Date and Time: Thu Nov 16, 08:45 - 09:00
Class: Freshman
Major/Minor: CHEM
Reason: Course approval - Transfer

Cancel Notes:

FAQ

Question: How does the system handle University Holidays so that students cannot create appointments on those days?

Answer: Holidays should be blocked off for advisors using the Oracle Calendar. Any time that is blocked off in Oracle Calendar will not be listed as an available in the Advising Scheduler.

Question: What happens if a student does not have an Oracle Calendar Account?

Answer: No Oracle Calendar Appointment will be created for the student. The appointment will be visible to the student in the Advising Scheduler application only.

The scheduling system keeps a record of such cases where students who have scheduled advising appointments do not have an Oracle Calendar account. Currently the system takes no action, such as an email notification, in this case. Special handling of this condition may be added in the future.

Question: Who can use the Advising Scheduler?

Answer: Any student with an ONYEN can log in to the system. If the user does not have additional roles configured in the system, they will be logged in with the default student role.