



EZappt Student Scheduling Overview



Business Process Guide

For

Academic Support Specialists (Advisors)



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Purpose

Advising Rule Actions – Appointments and Messages

Student Appointments and Informational messages are the culminating actions of the advising rule engine. As each student is evaluated the appropriate message is displayed and/or appointment information is determined to send on to the scheduling system. Before rules can be built, all actions must already be defined for the rules to be able to call them.

All messages, appointments and questions are actions, and are defined on the same page.

The PS role needed to build actions is: SR Advisor Action Build

Note: To perform this task you must have access roles:

SR Advisor Action Build

See the 'Next Steps' section at the end of this guide for more information.

Find online information about EZappt at URL - <http://help.asu.edu/EZappt>



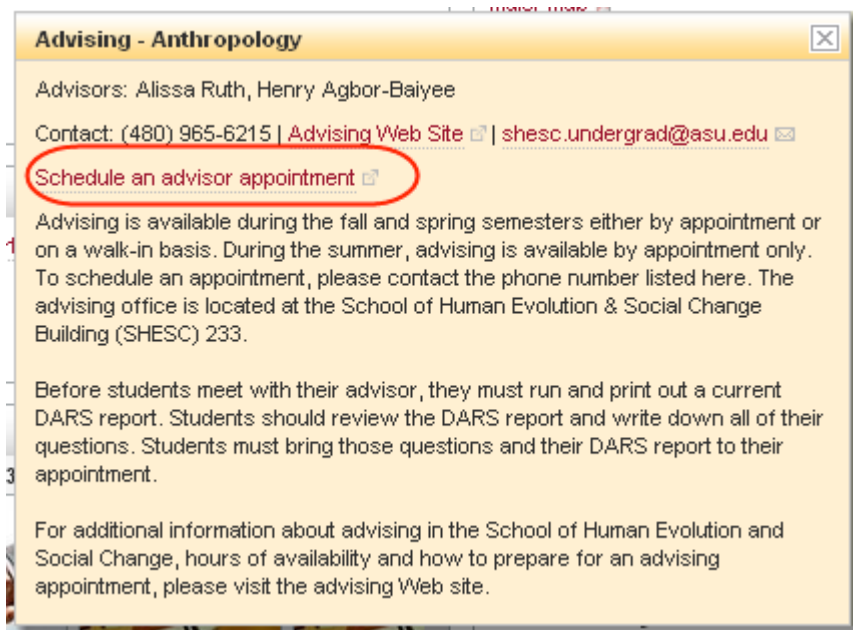
Online Advisor Appointment Scheduling – ASU Side

Academic departments that participate in online advisor scheduling will have links available to students and non students to allow them to schedule advising appointments. These links are available to their majors within My ASU, within their degree programs in Degree Search, or from a link on their department advising web site. If there is not a link to schedule appointments online it is because the department is not offering online scheduling.

From My ASU, for students in departments that offer online scheduling, they can find the link by clicking on the Advising link in their My Programs and eAdvisor box.

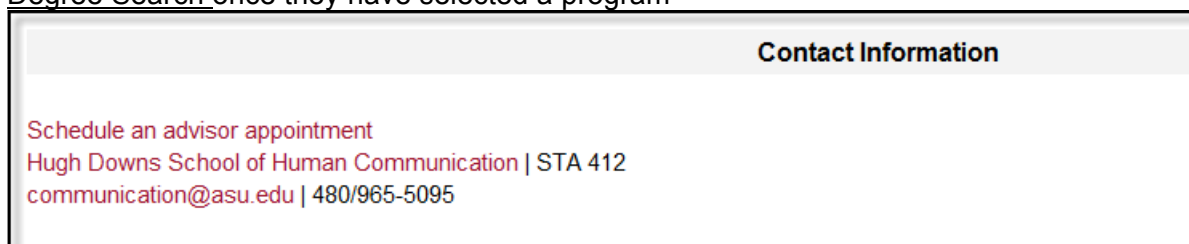


Once there, a new link will take them to online advisor scheduling. Again, if this link is not available, it is because the department does not offer online scheduling.



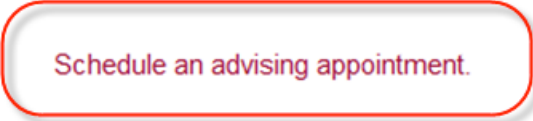
Students or non-authenticated users, will see a link to online scheduling from:

Degree Search once they have selected a program

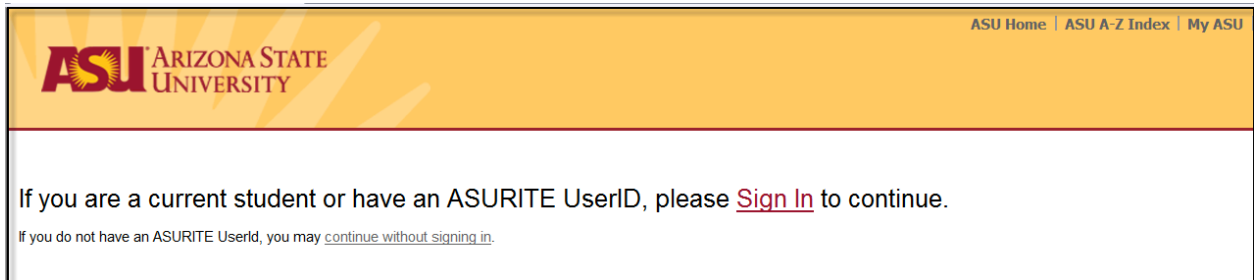




Or, from a department advising web site,

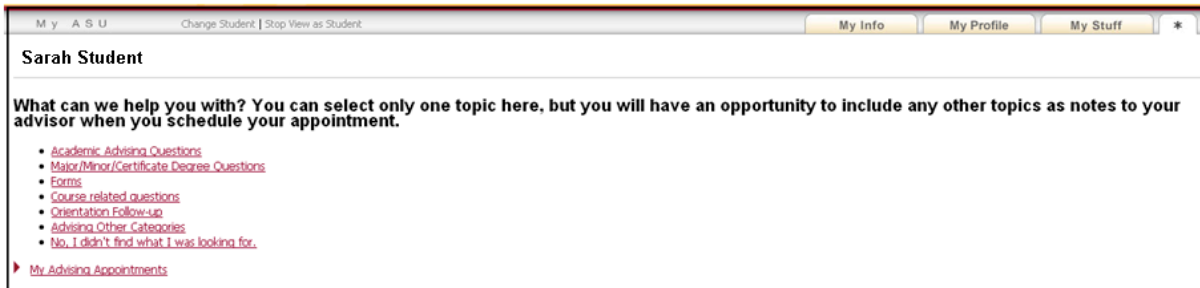


If they have not already authenticated, using their asurite, they will be asked to do so. They may continue without authenticating, but their appointment options will be decreased or they will not be allowed to schedule an appointment at all.

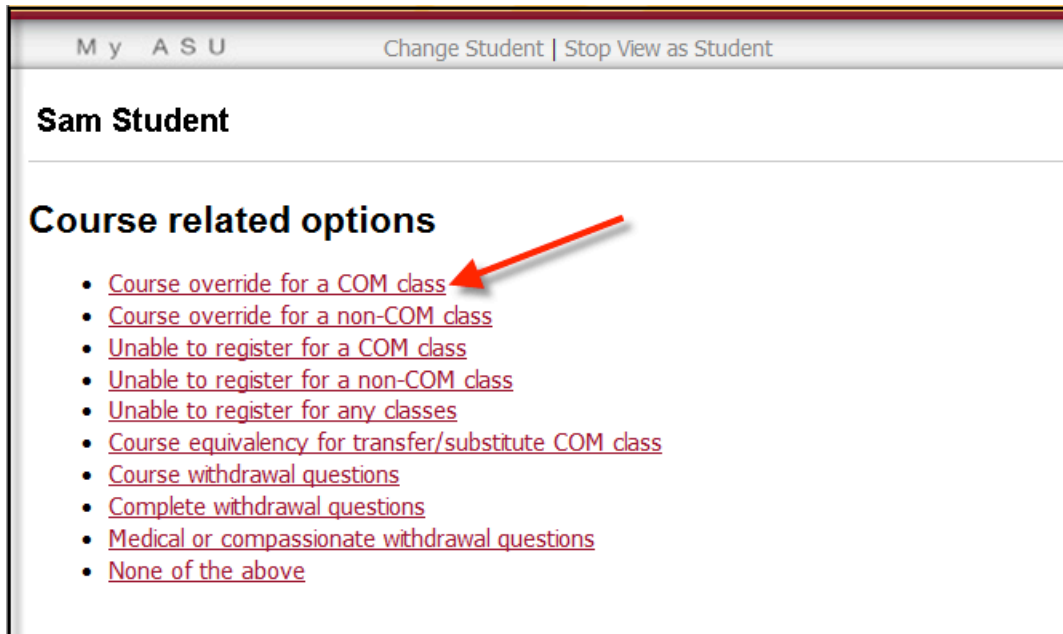


When users select to schedule an appointment, the advising rules built by the department go into effect to evaluate the student (or non-student) to determine their advising need and what type of appointment (if any) the individual will be allowed to schedule. If the student has required advising, as determined by the rules, the student will be taken to EZAppt with a type of appointment already defined. Required advising is defined as holds or other indications on the student's record such as a Probation Hold, Off Track etc. If there is no required advising indicated, the student will be asked various questions to determine what sort of advising appointment they need, or if their questions can be answered by providing information or directing them to a web site.

The questions will vary by department, but will look something like this:



In some cases the Rule Engine will provide the student with information, and/or a link that will address their needs, such as a student indicating that they need a Course Override for a COM class:



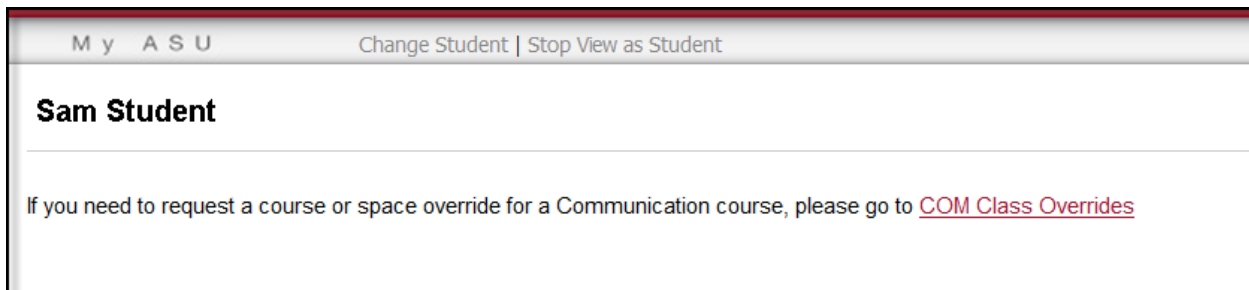
My ASU Change Student | Stop View as Student

Sam Student

Course related options

- [Course override for a COM class](#)
- [Course override for a non-COM class](#)
- [Unable to register for a COM class](#)
- [Unable to register for a non-COM class](#)
- [Unable to register for any classes](#)
- [Course equivalency for transfer/substitute COM class](#)
- [Course withdrawal questions](#)
- [Complete withdrawal questions](#)
- [Medical or compassionate withdrawal questions](#)
- [None of the above](#)

The Student is provided with the information and link they need to complete their request – no appointment needed.



My ASU Change Student | Stop View as Student

Sam Student

If you need to request a course or space override for a Communication course, please go to [COM Class Overrides](#)

If the rules determine that an appointment is warranted, the user will be sent to the EZAppt system to select a time with an advisor.

ASU Home | ASU A-Z Index | My ASU | Colleges & Schools | Directory | Map
 Gillian Bailey | SIGN OUT
 Search

My ASU Change Student | Stop View as Student My Info My Profile My Stuff *

Sam Student

Schedule an Appointment

You will now be taken to the appointment scheduling system to choose an appointment time and an advisor.

Please continue to schedule an appointment with an academic advisor to review and plan your class schedule for the upcoming semester. Your appointment details will be immediately available on My ASU. Be sure to complete all actions prior to your appointment.

Please schedule your appointment with an advisor based upon your last name. If you have previously seen an advisor that is different than the schedule below, you may continue to see that same advisor. The school's advisors are:

Barbara Dedecker (student's last name A,B,C)
 Jason LaBret (student's last name D,E,F,G,H)
 Debra Daly (student's last name I,J,K,L,M)
 Carol Comito (student's last name N,O,P,Q,R)
 Michele Brennan (student's last name S,T,U,V,W,X,Y,Z)

NOTE: When you are scheduling your appointment, please continue through all pages to see all of your advisor's available days and times. Click on the Advisor heading to sort the list of appointments by the advisors first name.

[Continue to scheduling system](#)

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My ASU - Student Appointment View

Student advising appointment appears immediately on My ASU

My Programs and eAdvisor

Programs Find Programs Guides & Tips Graduation

Exploratory Social & Behavioral Sciences (Pre-Prof/E) | Tempe - On Track ⓘ

[Major Map](#) | [My Progress Reports \(DARS\)](#)>

[University College](#) | [Advising](#)>

Advising Appointment on Friday, October 08 @ 1:00 PM [details](#)>

Click on details for actions/homework to complete.

Advising Appointment

Appointment with [Jason Labret](#)

Date/Time: Friday, October 08, 2010, 1:00 PM

Pre-Appointment Homework:

- Review the [Advising guide and curriculum](#)
- Print a "what if" DARS report for Communication and bring the "what if" DARS for Communication to your appointment.

[Change/Cancel appointment](#)

My Tasks

HOLDs:

- ▶ [Advising Un...](#)
- ▶ [Intersessio...](#)
- ▶ [Advising Un...](#)

TO DOs:

You have no To Do items

My Notes

This section is not viewable when using View-as-Student.



Link to request access to PeopleSoft:

<https://www.asu.edu/go/oasis/AddSecurityRequest/>

Link to *manage* your request for access to PeopleSoft:

<https://www.asu.edu/go/oasis/ManageSecurityRequest/>

Step-by-step instructions for requesting access to PeopleSoft:

<http://help.asu.edu/node/254>

Step-by-step instructions for viewing your current roles in PeopleSoft.

<http://help.asu.edu/node/140>



Revisions

Changes	Date of Change	Editor	Updated Page(s)

Next Review Date	Document Owner	Version Number