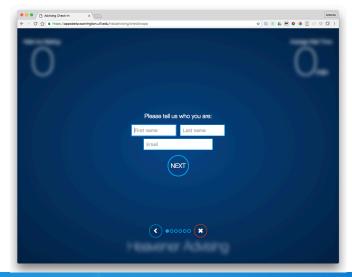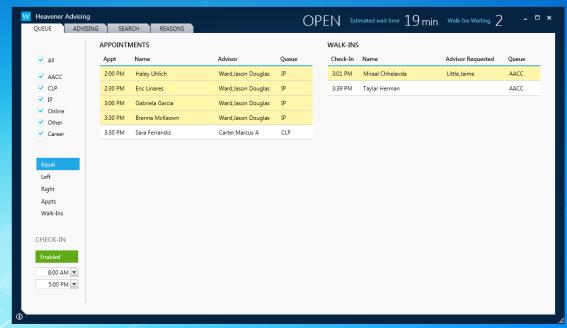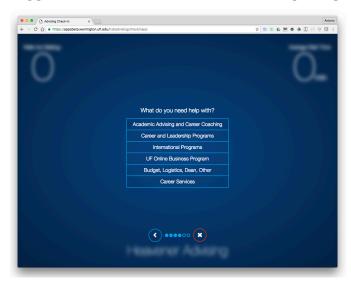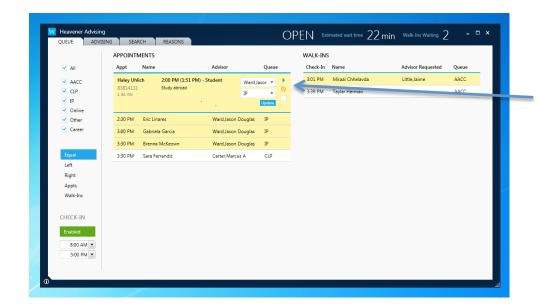If has appointment select advisor: puts student in queue advisor is associated with

If no appointment student selects reason: maps to queue

Screenshot 1

Heavener Advising — OPEN Estimated wait time **22** min Walk-Ins Waiting **2**

Tabs: QUEUE | ADVISING | SEARCH | REASONS

APPOINTMENTS

	Appt	Name	Advisor	Queue
☑	All			
☑	AACC	Haley Uhlich 83814131 3, BA, FIN	2:00 PM (1:51 PM) - Student Study abroad	Ward,Jason IP Update
☑	CLP			
☑	IP	2:30 PM	Eric Linares	Ward,Jason Douglas IP
☑	Online	3:00 PM	Gabriela Garcia	Ward,Jason Douglas IP
☑	Other	3:30 PM	Brenna McKeown	Ward,Jason Douglas IP
☑	Career	3:30 PM	Sara Ferrandiz	Carter,Marcus A CLP

Equal / Left / Right / Appts / Walk-Ins

CHECK-IN — Enabled 8:00 AM 5:00 PM

WALK-INS

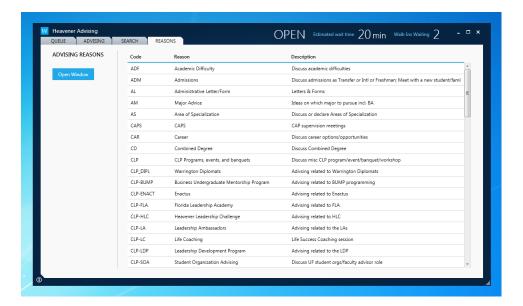| Check-In	Name	Advisor Requested	Queue
3:01 PM	Miraal Chhelavda	Little,Jaime	AACC
3:39 PM	Taylar Herman		AACC

Annotation: Can change advisor or queue and then select advisor. Can also remove from queue if they left before being seen.

Screenshot 2

Heavener Advising — OPEN Estimated wait time **21** min Walk-Ins Waiting **2**

Tabs: QUEUE | ADVISING | SEARCH | REASONS

SEARCH Sessions found: 61

Student's ID / Student's last name / Advisor / Queue / 10/10/2016

Clear Search

Name	Date	Advisor/Queue	Details
Wenchen Liu 76364779 0, BA, UND	Check-In Time: 2:44 PM 10/10/2016 Appointment Time: 3:00 PM 10/10/2016 Start Time: 4:15 PM 10/10/2016 End Time: 4:15 PM 10/10/2016	Advisor: Ward,Jason Douglas Appointment Type: Scheduled Contact Type: In Person Present: Student	Advising Reasons: ⭐ Study Abroad Comments:
Victoria Eidson	10/10/2016	Tucker,Horace S, Other	Florida Leadership Academy
Andrew Reiss	10/10/2016	Smadbeck,Leigh, AACC	Scheduling/Registration - Academic & Prof Plan
Kendall Rivera	10/10/2016	Nachlis,Scott, Career	Business Undergraduate Mentorship Program
Valentina Osorio Badillo	10/10/2016	Smadbeck,Leigh, AACC	Scheduling/Registration - Advice on Classes/Req
Paige Zyserman	10/10/2016	Dileo,Lucy, IP	Warrington Welcome-FYF
Caroline Cramer	10/10/2016	Thomas,Bernadine, AACC	Scheduling/Registration - Advice on Classes/Req
Daniel Hein	10/10/2016	Smadbeck,Leigh, AACC	Drop/Add
Joshua Silverstone	10/10/2016	Nachlis,Scott, Career	Business Undergraduate Mentorship Program
Yehoon Kang	10/10/2016	Clark,Renita Renee, AACC	Other reasons
Nelly Wilson	10/10/2016	Dileo,Lucy, Other	Study Abroad

Annotation: Advisor sets a primary reason and possibly multiple other reasons

Annotation: Can also make comment

Screenshot 3

Heavener Advising — OPEN Estimated wait time **20** min Walk-Ins Waiting **2**

Tabs: QUEUE | ADVISING | SEARCH | REASONS

ADVISING REASONS

Open Window

Code	Reason	Description
ADF	Academic Difficulty	Discuss academic difficulties
ADM	Admissions	Discuss admissions as Transfer or Intl or Freshman; Meet with a new student/fami
AL	Administrative Letter/Form	Letters & Forms
AM	Major Advice	Ideas on which major to pursue incl. BA
AS	Area of Specialization	Discuss or declare Areas of Specialization
CAPS	CAPS	CAP supervision meetings
CAR	Career	Discuss career options/opportunities
CD	Combined Degree	Discuss Combined Degree
CLP	CLP Programs, events, and banquets	Discuss misc CLP program/event/banquet/workshop
CLP_DIPL	Warrington Diplomats	Adivsing related to Warrington Diplomats
CLP-BUMP	Business Undergraduate Mentorship Program	Advising related to BUMP programming
CLP-ENACT	Enactus	Advising related to Enactus
CLP-FLA	Florida Leadership Academy	Advising related to FLA
CLP-HLC	Heavener Leadership Challenge	Advising related to HLC
CLP-LA	Leadership Ambassadors	Advising related to the LAs
CLP-LC	Life Coaching	Life Success Coaching session
CLP-LDP	Leadership Development Program	Advising related to the LDP
CLP-SOA	Student Organization Advising	Discuss UF student orgs/faculty advisor role

Annotation: Reasons are defined