Using the Scheduling Tool for Transfer A&O

The main goals of the tool are twofold: to make sure that students coming through Transfer A&O sign up for dates upon which their advisers are actually available (thus lessening the number of students who need to meet with a premajor adviser when a departmental adviser would be better), and to make it so that you can schedule your own appointments with the students without having to email back and forth with someone in UAA or FYP.

Step one will be telling the system what days you are available to see incoming transfer students (and how many you can see that day), and step two will be actually assigning the students who sign up on those days to particular times and room numbers.

Step one: Setting up available dates to see incoming Transfer A&O students:

1. This step happens at the beginning of the summer.
2. Log in to the tool: https://depts.washington.edu/fyp/dept_advisors/
3. Go to "spaces overview," then select the session number next to the date you are interested in setting up availability for.
4. Enter the session limit, and if relevant for you, the number of admits and premajors within that total, for that date, and then click on "save." (Advisers in departments who don't work with prospective students won't have the option of specifying premajors versus admits, they'll just enter total advising spaces for admitted students available that day). For now, that's all you'll do—provide the total number of students you can see that day.
5. Click on "spaces overview" again and repeat for each session for which you want to establish availability.

    Helpful tips:

    - This number should be how many students your department can see on that day, given the appointment possibilities of 1:00, 1:45, 2:30 and 3:15. So, for example, if you have two advisers and both can take four appointments, this number would be 8. If you have two advisers but both are busy with something else until 3:00 so your only availability that maps to the A&O schedule is 3:15, then this number would be 2. If you like to do groups of 2-3 at a time, then you can adjust the number accordingly.
    - The number of students who actually sign up for each A&O session may be less than you specify, but will never be more.
    - Please consider the "demand" for your major and how many transfer students you expect to need to meet with in the summer when making these determinations.

Step two: Scheduling appointments for the students:

1. You will receive an email from FYP two weeks ahead of each Transfer A&O session reminding you to schedule appointments.
2. Log into the tool again: https://depts.washington.edu/fyp/dept_advisors/
3. Click on "scheduling," then select the session number next to the date for which you are interested in scheduling appointments.
4. You will see all of the students who are signed up for that particular date, along with other data—their student number, their current major code, and the major they said they were interested in, if they are a premajor. You will also see a series of radial buttons—1:00, 1:45, 2:30, 3:15, and Not Needed. Select the time you wish for each student to come for their advising appointment with you.
5. Select the room number and building where the appointment will take place.
6. **You MUST click on the SAVE button** at the bottom of the screen, or none of your selections will be registered in the system.
7. When students report to their A&O session, their agenda for the day will include this appointment time.

    Helpful tips:

    - A new feature is the "not needed" button. If a student has already met with you and done extensive planning, you might want to select Not Needed on the scheduling screen. Or, if you have an appointment set with them for another date in the near future, or if you are doing a group orientation sometime soon.
    - The deadline to make changes to any appointment is two days before any particular A&O session, since FYP begins printing the materials for the students will be given, which include their agendas for the day. If you need to make a change after that time, please email fyp@uw.edu or call them at 543-4905.
    - If for some reason you want to contact the student individually, keep in mind that SDB has their email address in it, you just need to look it up with their student number, which is on the scheduling screen.

Questions? Concerns? Suggestions for future versions of the tool? We want the tool to be helpful to the varying needs of the variety of departments and majors, so please let us know!

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