

## Detailed outline of Appointment Summary Changes

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**Old Care Unit:** Archived Advising

**New Care Unit:** Advising

- No changes will be experienced by the student when they go to schedule an appointment

**Wednesday, May 27<sup>th</sup> 2020**

- Advisors will be given access to the ***New Advising Care Unit*** to set-up availability which shouldn't begin until June 1, 2020. Access will be granted that morning.
  - o ***New Advising Care Unit*** is what the care unit name will display to be able to distinguish between the "old" and "new" care units \*will only appear like this for a few days before it is changed to read "Advising" on June 1 2020\*
- Students will have no impact here as they will still be scheduling appointments in the old care unit and can schedule beyond June 1, 2020 if you have availability set-up that far in the future.\*

\*All appointments students have made under the old care unit, even if they are beyond the June 1 date will remain in the platform and can still be reported on, however students won't be able to see the appointment summary. If you want the student to be able to see the appointment summary, then you must create an appointment summary in the new care unit.

**Monday, June 1<sup>st</sup> 2020**

- In the morning students will gain access to the New Advising Care Unit which will then display as *Advising* for them to make appointments.
- In the morning advisors will lose access to create any new availability in the old care unit.
- Beginning June 1, 2020, users will NOT be able to edit any past appointment summary reports, however this does not impact adding an initial appointment summary report as we may have some appointments that were created in the archived care unit that still need to be completed following June 1, 2020.