

Option: Meetings-continued

Meeting Detail	
ID Num	Choose One
Date/Time	3/26/2003 2:00 p
Mtg Code	<ul style="list-style-type: none"> ADVGEN-Advise General Education ADVGRD-Advise Graduation ADVMAJ-Advise Major AFG-Met to start AFG process AFGC-Signed AFG in Registrar's Office AFGS-Scheduled AFG appointment APPT-Schedule appointment UDP-Met to start UDP process UDPC-Signed UDP in Registrar's Office UDPS-Scheduled UDP appointment
Status	
Next Meeting	
Comments	
Notes	
<input type="button" value="ADD"/> <input type="button" value="RESET"/>	

After the advisor clicks on the add button and selects a date, the meeting detail window to the left opens. Using the drop-down data windows, the advisor may select a meeting code (the type of meeting), the status of the meeting (incomplete or complete), schedule the next meeting with the advisee, and add special comments in the notes area.

Note: The VikingWeb advising pages contain several graphic images. If you experience any difficulty reading the data included in any of these graphics, use the zoom button on your browser to increase the size of the image.