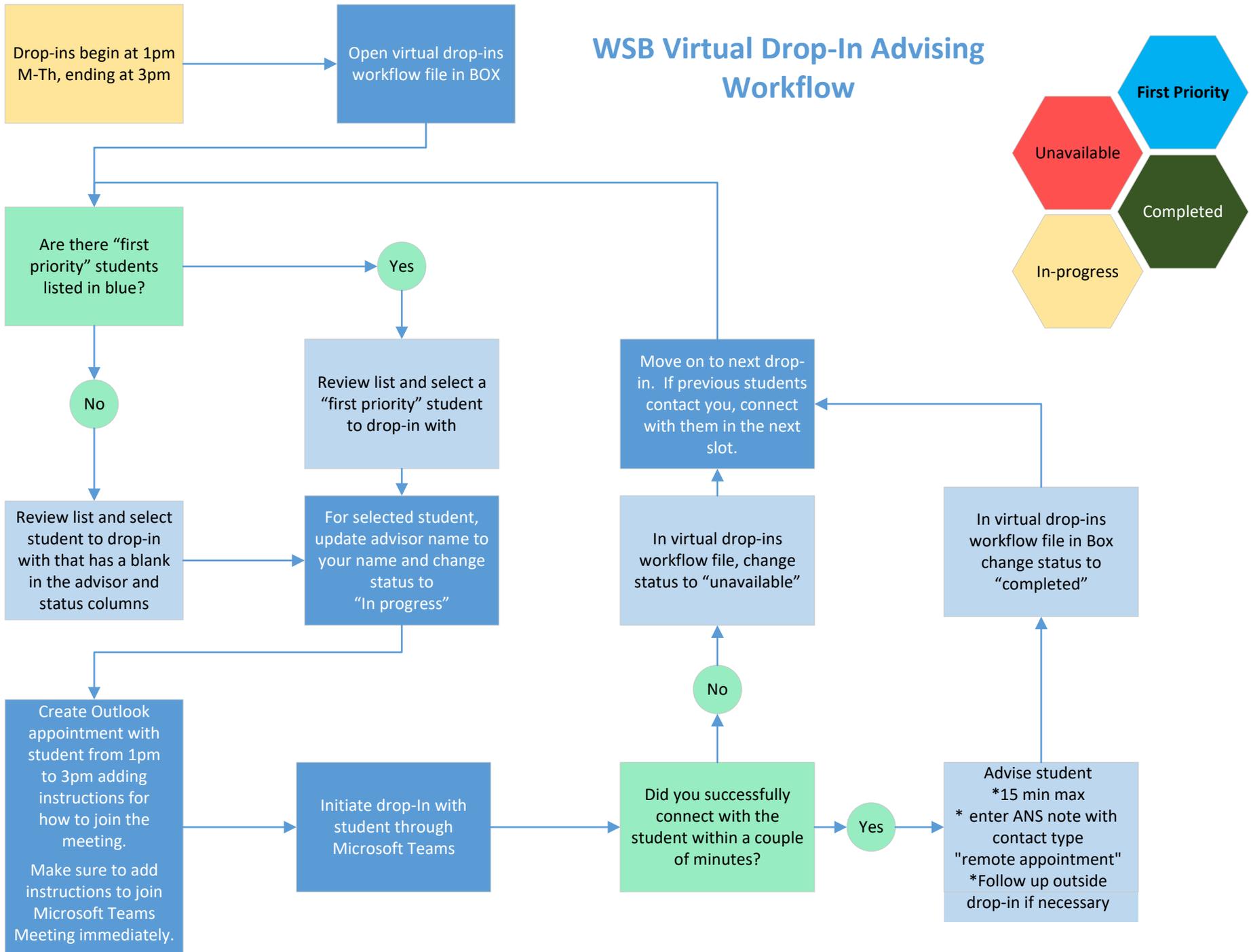


WSB Virtual Drop-In Advising Workflow



Status Categories



First Priority

First Priority: Status designation for students we were unable to advise on their original drop-in session date. At the start of an advising session, advisors should prioritize this designation when selecting students for drop-ins. This designation is not managed or input by advisors.



In-progress

In-progress: Status designation used for the student you are currently advising or attempting to advise. Entered by advisors before meeting is started.



Unavailable

Unavailable: Status designation for students we were not able to successfully get in contact with during their scheduled drop-in time. Entered by advisors after they attempt to meet with a student and they do not respond to the appointment invitation.



Completed

Completed: Status designation used to indicate the advising session was completed. Entered by advisors.