

# Get in Line – Remote Drop-Ins in Archivum (Walk-Ins are Now “Drop-Ins”)

Instead of scheduling appointments, students can “get in line” for a meeting via phone or online/video with a few quick steps: **NOTE: You can only be in ONE advising line at a time!**

- 1) Sign-in to Archivum with your NetID and password (just like scheduling an appointment!).
- 2) On the Homepage, select Student Portal → Appointment Scheduling.



- 3) Select “Get in Line”

▼ Schedule an Appointment

Do you know who you want to meet with?



▼ Get in Line for a Drop-In Appointment



- 4) Select Phone or Microsoft Teams (for an online video chat). Enter a phone number and choose the advising area you’d like to meet with. (You cannot request to see a specific advisor at this time.)

A screenshot of the "Get in line for a Drop-In Appointment" form. The form is titled "Get in line for a Drop-In Appointment" and shows user information: Ashley, U, and an email address ending in @mail.usf.edu. The user is associated with the College of Business - Bachelor of Science, Major - Marketing. The form asks "How would you like to meet with your advisor?\*" with radio buttons for "Phone" and "Microsoft Teams". The "Phone" option is selected. Below this is a section for "Enter Contact Information" with a dropdown for "+1 (US)", a text field for "Area Code (e.g., 813)", and a text field for "Number (e.g., 5556666)".

### Choose Advising Area

Campus\*  
Tampa

College\*  
Muma College of Business

Major\*  
Accounting

Complete the information below to get in line for an appointment.  
There are currently 0 students in line.

### Appointment Details

Appointment Reason\*  
Holds

Academic holds only. Please use OASIS to confirm the office/College associated with your hold and include in the comments below.

Briefly expand upon the reason for your appointment\*

Need help getting hold removed

Only English characters, numbers, and punctuation will be saved. Emojis are not accepted. 470 characters remaining.

BACK

GET IN LINE

### Major\*

Behavioral Healthcare

This advising office is not currently accepting Drop-In Appointments. Please try at another time or schedule an appointment with an advisor.

5) See Green Box? That's how many people are in line front of you.

See a Red Box? This advising office is NOT currently receiving virtual drop-ins.

6) Enter an appointment reason and then add more information to tell an advisor what you need (it's required!). Click **“Get in Line”!** Once you're in line, keep your phone close and keep an eye on your place in line – the call from an advisor could come at any time! You will get an email to confirm that you have signed up too.

## Once you're in line, you can check on your place in line TWO different ways:

The confirmation screen shows when you signed up and your current place in line. It refreshes every two minutes. **\*\*Can't wait?\*** This is where you also come to step out of the line.

### ✔ You are in line to see an Advisor!

Entered line at: 3/23/2020 12:20 PM EDT

You will be contacted by an academic advisor when one becomes available. Please be sure you are available to take a call or a remote appointment using Microsoft Teams. Wait times to see an Advisor vary so check back often to see your place in line!

Download Teams while you wait: <https://teams.microsoft.com/downloads>

Microsoft Teams is a communication tool. Teams combines chat rooms, video/voice, file sharing, meetings, and many other features into one application. You can use Teams for meetings, class sessions, and individual/group chats by logging in with your NetID and password.

There are currently 0 students ahead of you.

REFRESH

GIVE UP SPOT IN LINE

**What if you close Archivum?** You can always sign back into Archivum and use your Student Portal to “Check Status”. This will remain available until you are seen by an advisor OR you step out of line.

▼ Get in Line for a Drop-In Appointment

