Scheduling an Appointment
Division of Student Success – Advising Services

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Username example jdoe

Password

Sign in

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Need help contact the Suffolk University Service Desk
at 617-557-2000 or email servicedesk@suffolk.edu

Enter your Suffolk username and password
(same as your Suffolk email *without* *@suffolk.edu)*

Scheduling An Appointment

Click on the **"Schedule An Appointment"** button on the right-hand side of the screen

Scheduling An Appointment Cont.

Select the type of appointment you are looking for by clicking on the drop-down menu. Choose from:

- **Advising Services – Division of Student Success**
- **Tutoring Services**

Find the appropriate service category and then select the service that best fits your needs:

International Student Services
- o Change of Status
- o Visa/Immigration

Study Abroad
- o General Study Abroad
- o Ireland

Undergraduate Academic Advising Center
- o Add / Drop / Schedule Change
- o Graduation Question
- o Program Evaluation

Select a Date

Click on "**Find Available Time**"

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

*What type of appointment would you like to schedule?

X   Advising Services - Division of Student Success   x   ⌄

*Scroll through the types of appointments and select appropriate service.

X   Add / Drop / Schedule Changes   x   ⌄

Pick a Date ⓘ

Friday, September 3rd 2021   ⌄

Find Available Time

Scheduling An Appointment Cont.

Start by selecting criteria on the bottom left-hand side.

Staff: If you know which staff member you want to meet with select their name from the drop-down menu. Otherwise, just leave it blank and all available advisors will populate.

How would you like to meet: Choose either **in-person** or **virtual**

Select the office you are making the appointment with from the drop-down: **Undergraduate Academic Advising Center**

Staff

Search by name ⌄

How would you like to meet?

Search by name ⌄

Choose the office you are looking to make an appointment with.

Search by name ⌄

Next – Choose a time under the date that works for you.

Wed, Sep 8th

(9:30 - 10:00 AM) (10:00 - 10:30 AM) (10:30 - 11:00 AM) (11:00 - 11:30 AM) (11:30 - 12:00 PM)

Mon, Sep 13th

(9:30 - 10:00 AM) (10:00 - 10:30 AM) (10:30 - 11:00 AM) (11:00 - 11:30 AM) (11:30 - 12:00 PM)

Wed, Sep 15th

(9:30 - 10:00 AM) (10:00 - 10:30 AM) (10:30 - 11:00 AM) (11:00 - 11:30 AM) (11:30 - 12:00 PM)

Confirm Appointment Information

Review the information on the Appointment Details screen. Click "**Schedule**" after you have entered your comments and confirmed appointment details.

Confirm the Details

What type of Appointment: Advising Services – Division of Student Success

Why: Add / Drop / Schedule Change

When: 09/08/2010, 11:00AM-11:30AM

Where: Undergraduate Academic Advising Center

Who: Stephanie Barboza

How would you like to meet: In-Person

Add notes here to help advisor understand what you would like to discuss during meeting.

Enter cell phone number you want text reminders sent to.

Review Appointment Details and Confirm

What type of appointment would you like to schedule?
Advising Services - Division of Student Success

Scroll through the types of appointments and select appropriate service.
Add / Drop / Schedule Changes

Date
09/08/2021

Time
11:00 AM - 11:30 AM

Choose the office you are looking to make an appointment with.
Undergraduate Academic Advising Center - Virtual / In-Person

Staff
Stephannie Barboza

* How would you like to meet?

X [In Person x] Search by name ⌄

You are seeing the meeting types available for this time slot.

Would you like to share anything else?

Add your comments here

☑ Email Reminder
Reminder will be sent to

☑ Text Message Reminder

Phone Number for Text Reminder

[Schedule]