



SUFFOLK
UNIVERSITY
BOSTON

Student Facing:

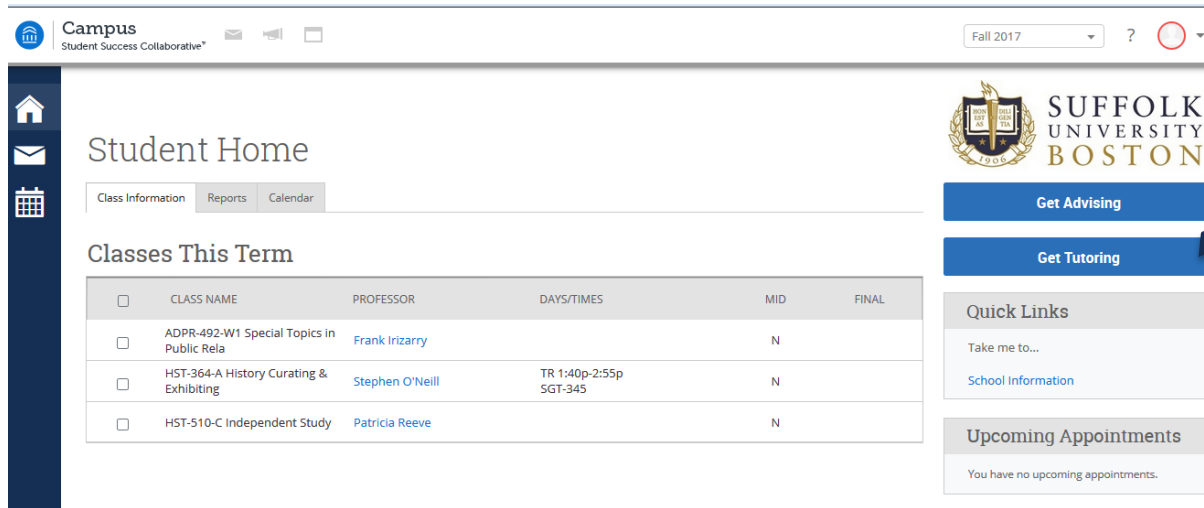
Scheduling

Writing Tutoring Appointments

Home Page: Create a writing tutoring appointment

Log into SSC Campus: <https://suffolk.campus.eab.com>
(use your single sign on credentials as you would to sign into your MySuffolk account.)

Click on the “Get Tutoring” button on the right hand side of your screen.



Campus Student Success Collaborative

Fall 2017

Student Home

Class Information Reports Calendar

Classes This Term

<input type="checkbox"/>	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	ADPR-492-W1 Special Topics in Public Rela	Frank Irizarry		N	
<input type="checkbox"/>	HST-364-A History Curating & Exhibiting	Stephen O'Neill	TR 1:40p-2:55p SGT-345	N	
<input type="checkbox"/>	HST-510-C Independent Study	Patricia Reeve		N	

Get Advising

Get Tutoring

Quick Links

Take me to...

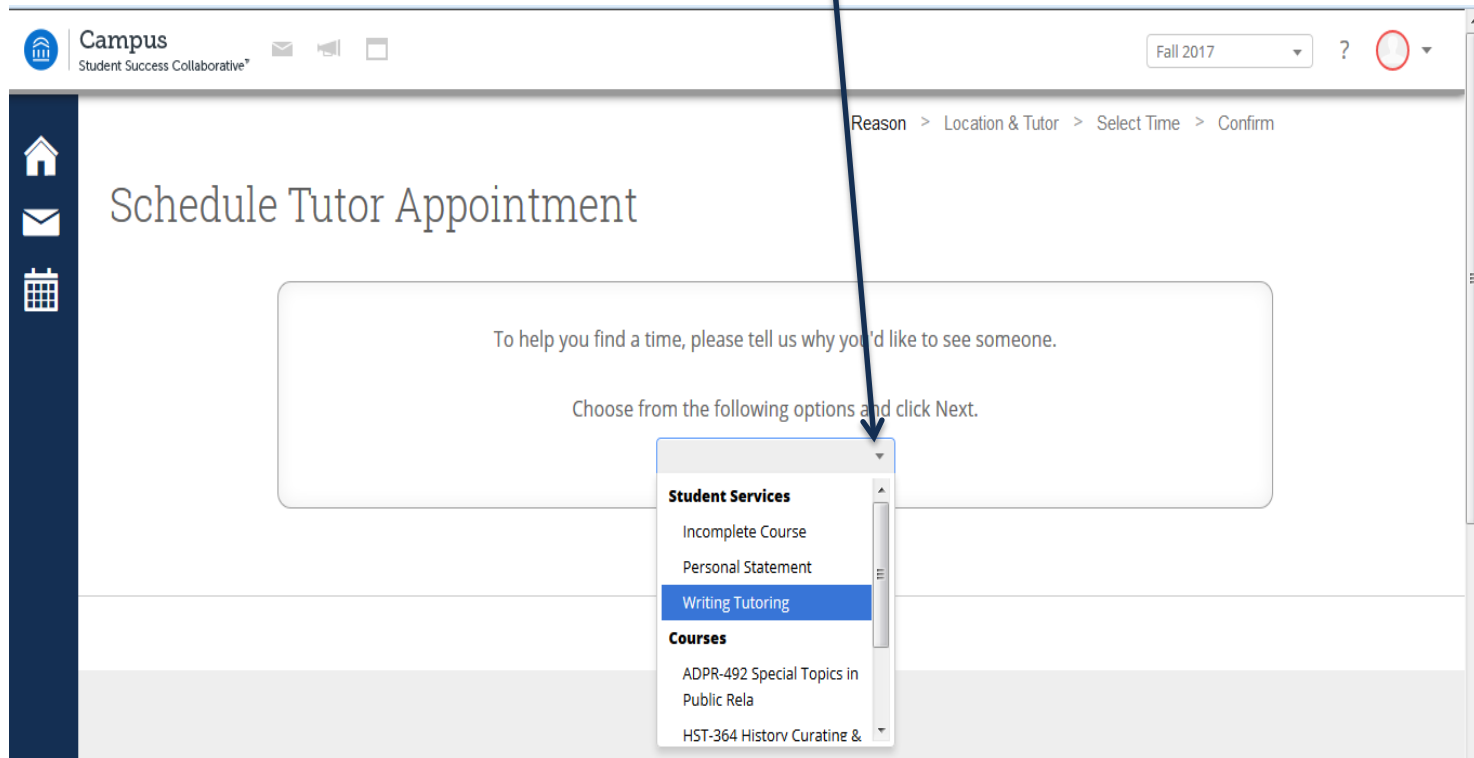
School Information

Upcoming Appointments

You have no upcoming appointments.

Schedule a Writing Tutoring Appointment

Choose “Writing Tutoring” from the drop down menu:



The screenshot shows a web browser window with the following elements:

- Header:** "Campus Student Success Collaborative" logo and navigation icons (mail, speaker, window). A dropdown menu shows "Fall 2017".
- Breadcrumbs:** Reason > Location & Tutor > Select Time > Confirm
- Page Title:** "Schedule Tutor Appointment"
- Form Content:**
 - Text: "To help you find a time, please tell us why you'd like to see someone."
 - Text: "Choose from the following options and click Next."
 - A dropdown menu is open, showing the following options:
 - Student Services**
 - Incomplete Course
 - Personal Statement
 - Writing Tutoring** (highlighted in blue)
 - Courses**
 - ADPR-492 Special Topics in Public Rela
 - HST-364 History Curating &

Where will you meet?

Select a location for your appointment

Campus Student Success Collaborative

Fall 2017

Reason > Location & Tutor > Select Time > Confirm

Schedule Tutor Appointment

What location do you prefer?

-- please select a location for the appointment --

-- please select a location for the appointment --

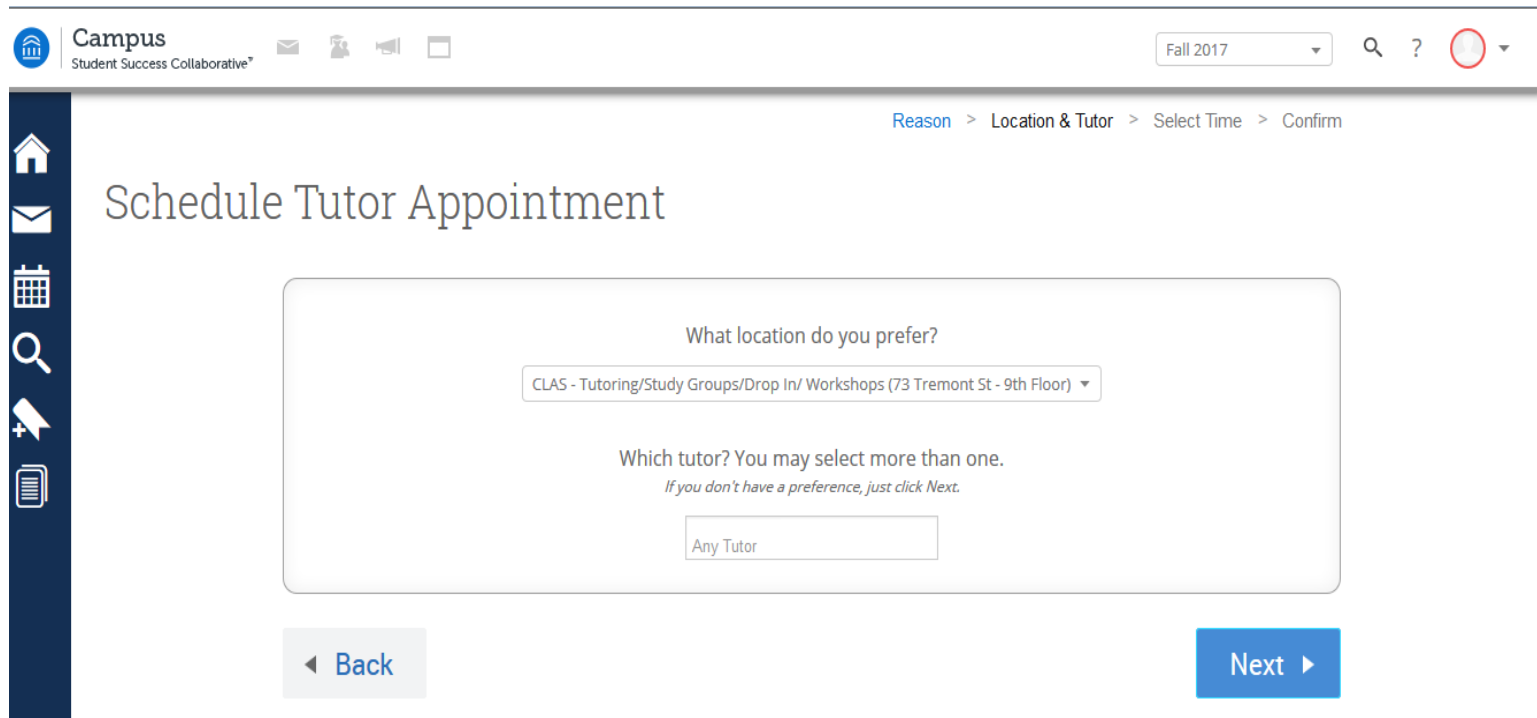
CLAS - Tutoring/Study Groups/Drop In/
Workshops (73 Tremont St - 9th Floor)

Back

Next

Who will you meet?

Choose a specific tutor you would like to meet with or simply click the “Next” button on the bottom right to view all days/times a tutor is available.



The screenshot shows a web browser window with the following elements:

- Header:** "Campus Student Success Collaborative" logo and navigation icons (mail, user, speaker, window). A dropdown menu shows "Fall 2017". Search, help, and user profile icons are on the right.
- Breadcrumbs:** Reason > Location & Tutor > Select Time > Confirm
- Section Title:** "Schedule Tutor Appointment"
- Form Content:**
 - Question: "What location do you prefer?"
 - Dropdown menu: "CLAS - Tutoring/Study Groups/Drop In/ Workshops (73 Tremont St - 9th Floor)"
 - Question: "Which tutor? You may select more than one. If you don't have a preference, just click Next."
 - Text input field: "Any Tutor"
- Navigation:** "Back" button (left) and "Next" button (right).



When will you meet?

Choose a date and time.

Each appointment will be 30 minutes in length. If you feel you need additional time for this appointment you must contact the Division of Student Success at; 617.573.8034

Campus Student Success Collaborative

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Reason > Location & Tutor > Select Time > Confirm

Schedule Tutor Appointment

Appointment Times This Week

Mon, Sep 25	Tue, Sep 26	Wed, Sep 27	Thu, Sep 28	Fri, Sep 29
Morning N/A	Close 6:00pm 6:30pm	Morning N/A	Morning N/A	Morning N/A
Afternoon N/A		Afternoon N/A	Afternoon N/A	Afternoon 4 Available

View the times you can see a staff member without an appointment. [View Walk-in Times](#)

Confirm Your Appointment

Review the information on the “Appointment Details” screen. Please enter your phone number and any additional comments for your tutor in the box on the left side and set a reminder by clicking on “Send Me an Email” on the bottom right hand side. (“Send Me a Text” is currently disabled) Click on “Confirm Appointment”

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Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: [redacted] with Stephanie [redacted]
Why: Writing Tutoring

When: Tuesday, September 26
6:00pm - 6:30pm

Where: CLAS - Tutoring/Study Groups/Drop In/Workshops (73 Tremont St - 9th Floor)

Additional Details

Is there anything specific you would like to discuss with Stephanie?

Comments for your tutor...

Would you like to set a reminder?

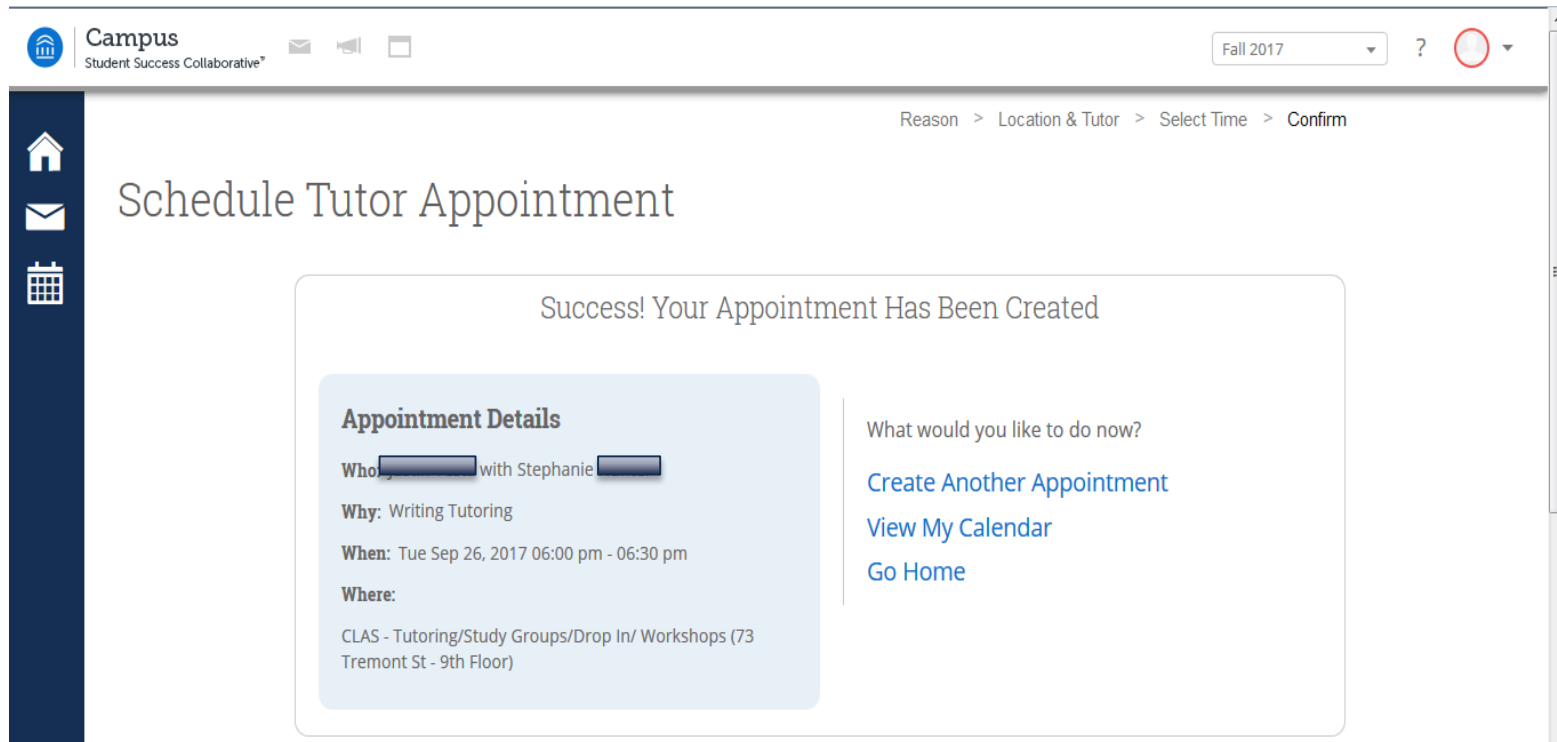
Send Me an Email Send Me a Text

Email will be sent to [redacted]

◀ Back Confirm Appointment

Appointment Confirmation

A confirmation screen will appear.



The screenshot displays a web browser window with the following elements:

- Header:** "Campus Student Success Collaborative" logo and navigation icons (mail, speaker, window) on the left. A dropdown menu shows "Fall 2017" and a help icon (?) on the right.
- Breadcrumbs:** "Reason > Location & Tutor > Select Time > Confirm"
- Page Title:** "Schedule Tutor Appointment"
- Message:** "Success! Your Appointment Has Been Created"
- Appointment Details:**
 - Who:** [Redacted] with Stephanie [Redacted]
 - Why:** Writing Tutoring
 - When:** Tue Sep 26, 2017 06:00 pm - 06:30 pm
 - Where:** CLAS - Tutoring/Study Groups/Drop In/ Workshops (73 Tremont St - 9th Floor)
- Next Steps:**
 - What would you like to do now?
 - [Create Another Appointment](#)
 - [View My Calendar](#)
 - [Go Home](#)