

Scheduling an Appointment

Division of Student Success – Advising Services



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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 “**Get Assistance**” button on the right hand side of the screen

Student Home ▼

Class Information

Reports

Calendar



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Get Assistance

Classes This Term

Actions

Appointment Type

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**

Schedule Appointment

What type of appointment would you like to schedule?

Advising Services - Division of Stude... ▼

-- please choose one --

Advising Services - Campus Partners

Advising Services - Division of Student Success

Tutoring Services

ing service that would best answer your questions.

Appointment with Advising Services

Select the office you would like to make an appointment with:

International Student Services

Study Abroad

Undergraduate Academic Advising Center

Schedule Appointment

What type of appointment would you like to schedule?

Advising Services - Division of Stude... ▼

Please select the appropriate advising service that would best answer your questions.

-- please choose one -- ▼

-- please choose one --

International Student Services
Appointments

Study Abroad Appointments

Undergraduate Academic Advising
Appointments

Select Appointment Reason

Once you have selected 'type of appointment', 'advising service', select the appropriate **appointment reason and click "Next"**

**Please make sure to select the appropriate reason and appointment format
(Remote or In-Person)**

Schedule Appointment

What type of appointment would you like to schedule?

Advising Services - Division of Stude... ▼

Please select the appropriate advising service that would best answer your questions.

Undergraduate Academic Advising A... ▼

Choose one appointment reason from the following options and click NEXT.

Add / Drop / Schedule Changes - Re... ▼

Next ►

Confirm Location / Staff Member

Confirm location by selecting the option from the drop down menu. You may also choose a specific advisor to meet with or simply leave the option blank. Click “**Next**” to see available appointment times.

Schedule Appointment

Please select the location.

Undergraduate Academic Advising C... ▾

Please select an advisor.

Any Staff

If you don't have a preference, just click Next.

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Next ▶

Select Appointment Time

Select a date and time

- **Remote** appointments are 30 minutes and via Zoom
- **In-Person** appointments are 60 minutes

[Service](#) > [Location & Staff](#) > [Select Time](#) > [Confirm](#)

Schedule Appointment

← Times From December 14 To December 18 →

Mon, Dec 14	Tue, Dec 15	Wed, Dec 16	Thu, Dec 17	Fri, Dec 18
Morning N/A	Morning 6 Available	Morning 5 Available	Morning 7 Available	Morning 7 Available
Afternoon N/A	Afternoon 8 Available	Afternoon 8 Available	Afternoon 8 Available	Afternoon 5 Available

* All times listed are in Eastern Time (US & Canada).

refreshed at 5:59pm ET.

Confirm Appointment Information

Review the information on the Appointment Details screen. Click “Confirm” after you have entered your comments and confirmed appointment details.

The advisor will follow up with an email containing Zoom meeting information.

Schedule Appointment

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

Appointment Details

Who: Stephannie Barboza with Ashley Leonard

When: Friday, December 18
11:00am - 11:30am ET

Why: Registration - Remote

Where: Undergraduate Academic Advising Center – Remote / In-Person Appointments

Additional Details

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

Comments for your staff...

Add comments here

Send Me an Email

Send Me a Text

Please provide your mobile number

Phone Number

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

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Confirm Appointment

Appointment Confirmation

A confirmation screen will appear.

Remember, the advisor will follow up with an email containing Zoom meeting information. **Make sure to check your Suffolk email for the Zoom link.**

Success! Your Appointment Has Been Created

Appointment Details

Who: Stephannie Barboza with Ashley Leonard

Why: Registration - Remote

When: Fri Dec 18, 2020 11:00am - 11:30am ET

Where:

Undergraduate Academic Advising Center – Remote / In-Person Appointments

What would you like to do now?

[Create Another Appointment](#)

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