



SUFFOLK
UNIVERSITY
BOSTON

Student Facing: Scheduling Advising Appointments

Home Page: Create an Advising Appointment

Log onto 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 Advising” 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...

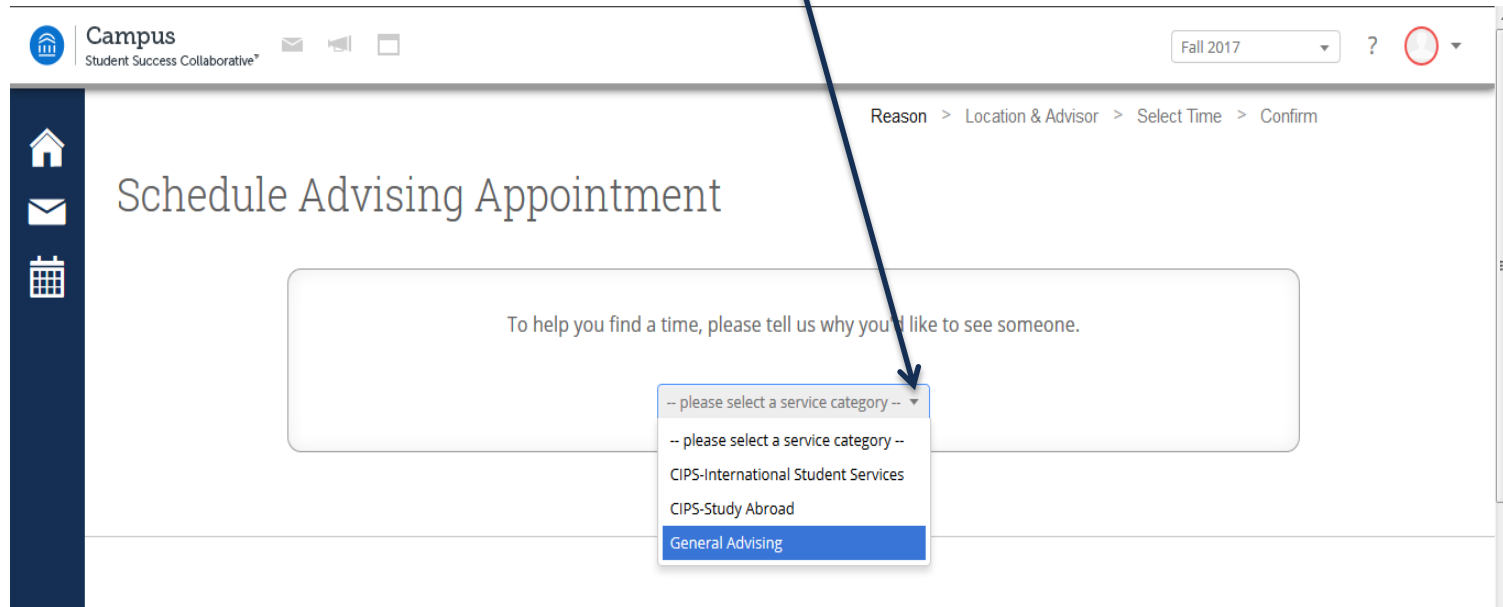
School Information

Upcoming Appointments

You have no upcoming appointments.

Schedule an Advising Appointment

Choose the type of advising you are looking for by clicking on the down arrow:



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

- Top left: "Campus Student Success Collaborative" logo and navigation icons (home, mail, calendar).
- Top right: "Fall 2017" dropdown menu, a question mark icon, and a red circle icon.
- Breadcrumbs: "Reason > Location & Advisor > Select Time > Confirm".
- Section title: "Schedule Advising Appointment".
- Main content area: A text box with the prompt "To help you find a time, please tell us why you'd like to see someone." Below it is a dropdown menu with the following options:
 - please select a service category --
 - please select a service category --
 - CIPS-International Student Services
 - CIPS-Study Abroad
 - General Advising** (highlighted in blue)

Why Are You Visiting?

Choose the reason you would like to speak with an advisor

Campus Student Success Collaborative®

Fall 2017

Reason > Location & Advisor > Select Time > Confirm

Schedule Advising Appointment

To help you find a reason for your appointment, please select a reason for the appointment.

- Change of Major/Minor
- Excess Course Petition
- General Coaching
- Graduation Question
- LOA/Withdrawal from SU
- Multi-Semester Planning
- Outside Course Petition
- Pre-Law/Pre-Prof Advising
- please select a reason for the appointment --

Where will you meet?

Select a location for your appointment

Campus
Student Success Collaborative

Fall 2017

Reason > Location & Advisor > Select Time > Confirm

Schedule Advising Appointment

What location do you prefer?

-- please select a location for the appointment --

-- please select a location for the appointment --

Undergraduate Academic Advising Center (73 Tremont, 9th Floor)

Back

Next

Who will you meet?

Choose a specific advisor you would like to meet with or simply click the next button on the bottom right to view all days/times an advisor is available for that specific reason.

The screenshot shows a web application interface for scheduling an advising appointment. At the top left, there is a logo for 'Campus Student Success Collaborative' and navigation icons for home, email, and calendar. The top right shows a dropdown menu for 'Fall 2017' and a help icon. The main content area is titled 'Schedule Advising Appointment' and includes a breadcrumb trail: 'Reason > Location & Advisor > Select Time > Confirm'. The current step is 'Location & Advisor', which asks 'What location do you prefer?' and shows a dropdown menu with the selected option 'Undergraduate Academic Advising Center (73 Tremont, 9th Floor)'. Below this, it asks 'Which advisor? You may select more than one. If you don't have a preference, just click Next.' A dropdown menu is open, listing several advisors: 'Varga, Lani' (highlighted), 'Gallant, David', 'Barboza, Stephanie', 'Brown, Timothy', 'Beck, Abby', and 'Sage, Shayna'. At the bottom left is a 'Back' button and at the bottom right is a 'Next' button.

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Fall 2017

Reason > Location & Advisor > Select Time > Confirm

Schedule Advising Appointment

What location do you prefer?

Undergraduate Academic Advising Center (73 Tremont, 9th Floor)

Which advisor? You may select more than one.
If you don't have a preference, just click Next.

Varga, Lani
Gallant, David
Barboza, Stephanie
Brown, Timothy
Beck, Abby
Sage, Shayna

Back

Next

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™

Fall 2017

Reason > Location & Advisor > Select Time > Confirm

Schedule Advising Appointment

Appointment Times This Week

Mon, Sep 25	Tue, Sep 26	Wed, Sep 27	Thu, Sep 28	Fri, Sep 29
Morning N/A	Morning 4 Available	Morning 2 Available	Morning 6 Available	Morning 9 Available
Afternoon 6 Available	Afternoon 4 Available	Afternoon 10 Available	Afternoon 7 Available	Afternoon 10 Available

View the times you can see a staff member without an appointment. View Walk in Times

Campus Student Success Collaborative™

Fall 2017

Reason > Location & Advisor > Select Time > Confirm

Schedule Advising Appointment

Appointment Times This Week

Mon, Sep 25	Tue, Sep 26	Wed, Sep 27	Thu, Sep 28	Fri, Sep 29
Morning N/A	Close 9:30am	Morning N/A	Morning N/A	Morning N/A
Afternoon N/A		Afternoon N/A	Afternoon N/A	Afternoon N/A

Back Next



Confirm Your Appointment

Review the information on the Appointment Details screen. You may add comments on the left hand side box for your advisor to see 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” at the bottom right

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Fall 2017

Appointment Details

Who: [Redacted] with Linda Bisconti
Why: Registration

When: Tuesday, September 26
9:30am - 10:00am

Where: Undergraduate Academic Advising Center (73 Tremont, 9th Floor)

Additional Details

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

Comments for your advisor...

Would you like to set a reminder?

Send Me an Email Send Me a Text

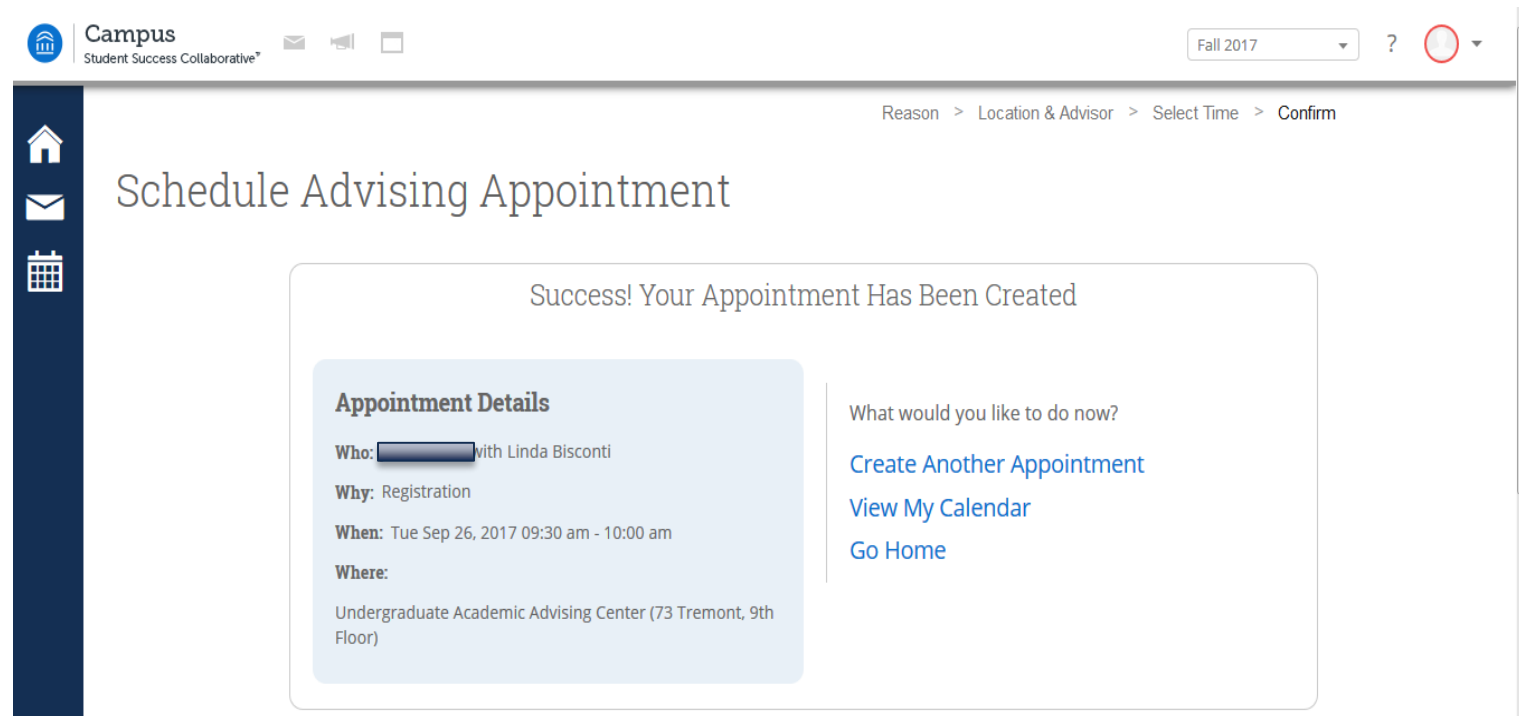
Email will be sent to [Redacted]

◀ Back

Confirm Appointment

Appointment Confirmation

A confirmation screen will appear.



The screenshot displays a web interface for scheduling an advising appointment. At the top left, the logo for 'Campus Student Success Collaborative' is visible. To the right of the logo are icons for email, a speaker, and a window. Further right is a dropdown menu set to 'Fall 2017', followed by a question mark icon and a red circle icon. Below the header, a breadcrumb trail reads 'Reason > Location & Advisor > Select Time > Confirm'. The main heading is 'Schedule Advising Appointment'. A central message box states 'Success! Your Appointment Has Been Created'. Below this, a light blue box titled 'Appointment Details' contains the following information: 'Who: [redacted] with Linda Bisconti', 'Why: Registration', 'When: Tue Sep 26, 2017 09:30 am - 10:00 am', and 'Where: Undergraduate Academic Advising Center (73 Tremont, 9th Floor)'. To the right of the details box, the text 'What would you like to do now?' is followed by three blue links: 'Create Another Appointment', 'View My Calendar', and 'Go Home'. On the left side of the page, a dark blue vertical sidebar contains icons for a home page, an envelope, and a calendar. On the right side, a vertical scrollbar is visible, and a decorative leaf graphic is partially shown at the bottom right corner.

Campus
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Fall 2017

Reason > Location & Advisor > Select Time > Confirm

Schedule Advising Appointment

Success! Your Appointment Has Been Created

Appointment Details

Who: [redacted] with Linda Bisconti

Why: Registration

When: Tue Sep 26, 2017 09:30 am - 10:00 am

Where:
Undergraduate Academic Advising Center (73 Tremont, 9th Floor)

What would you like to do now?

- [Create Another Appointment](#)
- [View My Calendar](#)
- [Go Home](#)