



SUFFOLK
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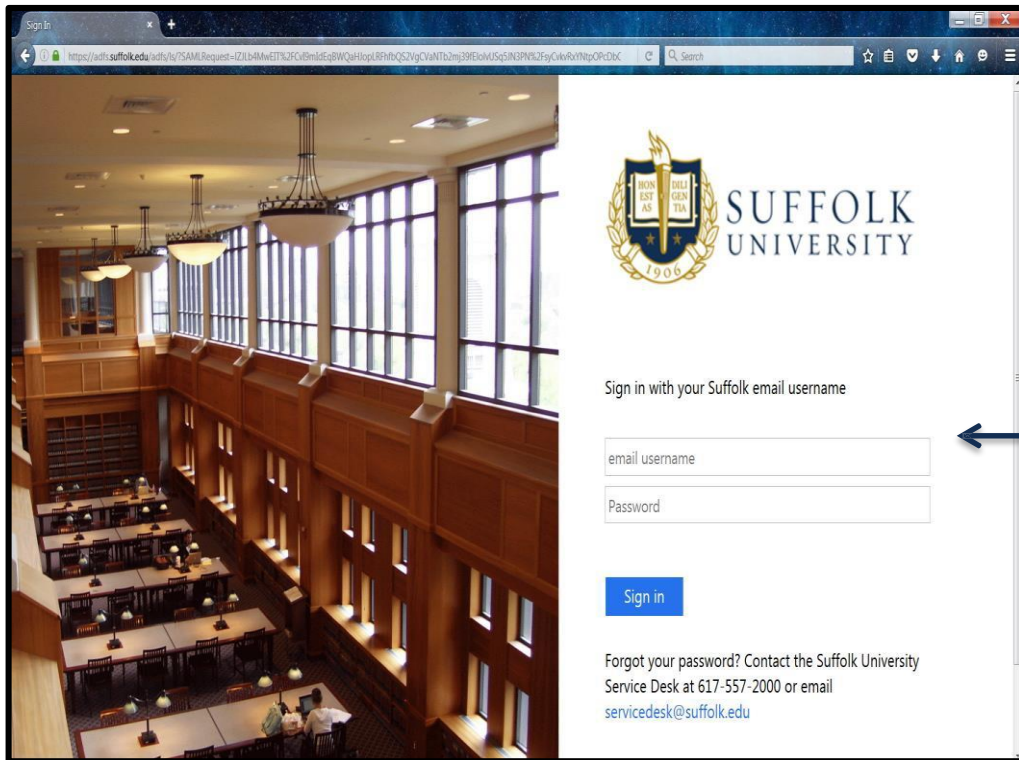
Booking a Student Appointment

SSC CAMPUS

Division of Student Success



Go to - <https://suffolk.campus.eab.com>



Enter your Suffolk Username
and Password
(Same as you Suffolk Email without
@suffolk.edu)



Select Advising Center

Scroll down to the bottom right hand side of the screen & select **Advising Center** from Additional Modes drop-down menu.

The screenshot displays the 'Campus Student Success Collaborative' interface. At the top, there is a navigation bar with a 'Campus' logo, a 'Student Success Collaborative' tagline, and a 'Fall 2016' dropdown menu. Below the navigation bar, there is a table with columns: SELECT, DAYS OF WEEK, TIMES, DATES, LOCATION, and SUBJECT. The table contains one row with the following data: SELECT (radio button), DAYS OF WEEK (Mon, Wed, Fri), TIMES (10:00a-1:00p), DATES (August 15, 2016 to August 19, 2016), LOCATION (Division of Student Success), and SUBJECT (AIM to Coaching, Mandated Coaching For Appointments). Below the table, there is a section titled 'Advisor Reporting' with two tabs: 'Recent Advisor Appointments' and 'Recent Reports You Created'. Below this, there is a section titled 'Recent Advising Appointments' with a table that has columns: DATE, REASON, COMMENT, ATTENDEE, ADVISING TIME, REPORT FILED?, and DETAILS. The table is empty, and a message below it states: 'You have not had any recent advising appointments for Fall 2016.' On the right side of the interface, there is a 'Quick Links' section with several links: 'Take me to...', 'Schedule General Event', 'Appointment Campaigns', 'Record Class Attendance', 'Manage Assignments', 'School Information', and 'Download Center for Reports'. Below this, there is a section titled 'Upcoming Appointments' with the message: 'You have no upcoming appointments.' At the bottom right of the interface, there is a dropdown menu labeled 'Additional Modes' with three options: 'Advising Center', 'Advising Kiosk', and 'Tutor Kiosk'. An arrow points to the 'Advising Center' option, which is circled in blue.

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	SUBJECT	
<input type="radio"/>	Mon, Wed, Fri	10:00a-1:00p	August 15, 2016 to August 19, 2016	Division of Student Success	AIM to Coaching, Mandated Coaching For Appointments	Edit

DATE	REASON	COMMENT	ATTENDEE	ADVISING TIME	REPORT FILED?	DETAILS
You have not had any recent advising appointments for Fall 2016.						

Additional Modes

- Advising Center
- Advising Kiosk
- Tutor Kiosk

Select Location

The screenshot displays the 'Campus Student Success Collaborative' interface. At the top left, the logo and name 'Campus Student Success Collaborative' are visible. To the right, there is a dropdown menu set to 'Fall 2016', a search icon, a help icon, and a refresh icon. A dark blue sidebar on the left contains several white icons: a hamburger menu, a home icon, an envelope icon, a calendar icon, a folder icon, a line graph icon, and a pushpin icon. The main content area features the Suffolk University Boston logo on the right. Below the logo, the text reads: 'Follow the steps provided to set up Advising Center at this location.' and 'Choose the Location for this Advising Center'. A green button with the text 'Division of Student Success' is highlighted with a blue oval, and a blue arrow points to it from the left. At the bottom left, the 'EAB' logo is present, followed by links for 'Legal Disclaimer', 'Terms of Use', and 'Download Acrobat Reader', and a copyright notice '© 2016 The Advisory Board Company'. At the bottom right, there is a link for 'Additional Modes' with a dropdown arrow.



Type in the student's name

Type in the student's name or ID number in the search box: select the name from the drop-down to link the student to the appointment.

Division of Student Success

Appointment Advisor Waiting Lists

travolta

JOHNTEST TRAVOLTA (*3516) (student)

Calendar Options: ?

Available Times Only

Student Service: All Services

Time Increment: ?

One Click Create (On)

Move Appts (Off)

Find First Available?

Wednesday - 8/17/16

7:00a to 6:00p?

Reload

First Available

Current wait: none

Choose Advisor(s)

Availability For Aug 17 2016

TIME	STEPHANNIE BARBOZA	JULIE ELIAS	DAVID GALLANT	KAREN MCKETCHNIE	MATTHEW MOQUIN	LANI VARG
7:00a	BUSY					
7:30a						
8:00a						
8:30a			GENERAL			
9:00a			GENERAL			
9:30a		GENERAL				GENERAL
10:00a				GENERAL		
10:30a				GENERAL		

Making the Appointment

Appointment Advisor Waiting Lists

JOHNTTEST TRAVOLTA

JOHNTTEST TRAVOLTA
rbaetzel@suffolk.edu
Schedule General Event

Major: GLOBAL BUSINESS & MARKETING Classification: Senior

Calendar Options: ?
Available Times Only
Student Service: All Services
Time Increment: 30 min
One Click Create (On)
Move Appts (Off)

Find First Available?
Wednesday - 8/17/16
7:00a to 6:00p
Reload

First Available queue

Availability For Aug 17 2016

TIME	STEPHANIE BARBOZA	JULIE ELIAS	DAVID GALLANT	VIVIANA LEYVA	KAREN MCKETCHNIE	MATTHEW MOQUIN	LANI YARGA
7:00a	BUSY						
7:30a							
8:00a							
8:30a							
9:00a			GENERAL				
9:30a		GENERAL					GENERAL
10:00a							

Select day

Adjust the time range

Reload the page

If you are making the appointment for someone other than yourself, select the Student Service/Reason. If you don't, you run the risk of booking an appointment with an incorrect advisor or coach.

CREATE AN ADVISOR APPOINTMENT

Student: JOHNTTEST TRAVOLTA **Advisor:** Karen McKetchnie

Where: Division of Student Success **When:** Aug 19 2016 10:00 AM to 10:30 AM

Reason(s) for Appointment

- Academic Concerns
- AIM
- AIM to Coaching
- Australia

Comments

Send E-mail Reminder

Send SMS Reminder

SAVE Save Appointment Cancel

Select Reason



In Comments box include: Student ID, Phone # and questions or concerns student has for advisor/coach



An email confirmation will go to both the student & the advisor.



Your appointment has been scheduled !

Campus Student Success Collaborative

Summer 2016 Mo... ?

Appointment created.

Availability For Aug 19 2016

TIME	DAVID GALLANT	KAREN MCKETCHNIE
7:00a		
7:30a		
8:00a		
8:30a	GENERAL	
9:00a		
9:30a		APPOINTMENT
10:00a		
10:30a		
11:00a		
11:30a		
12:00p		
12:30p		
1:00p		
1:30p		
2:00p		
2:30p		
3:00p		
3:30p		
4:00p		

NOTE: THE SYSTEM DOES NOT ALLOW YOU TO VIEW THE STUDENT'S NAME IN YOUR SCHEDULE. YOU WILL NEED TO CLICK IN ON THE APPOINTMENT TO VIEW.

This is what the detailed appointment looks like when you click on it.

MANAGE APPOINTMENT ×

Conditional Admit Transfer

All Attendees ▾

- You (Advisor)** ▾
- JOHNTEST TRAVOLTA ▾

Appointment Details [edit | move]

When: Fri Aug 19, 2016 10:00 am - 10:30 am	Comments: test appointment Student ID: 0000000 Phone #: 617-573-8302 Will sci credits taken at a community college transfer into Suffolk?
Where: Division of Student Success	
Course: N/A	
Reason: Conditional Admit Transfer	Type: One Time Appointment

Cancel Appointment Check In Appointment Delete Appointment Close

