



SUFFOLK
UNIVERSITY
BOSTON

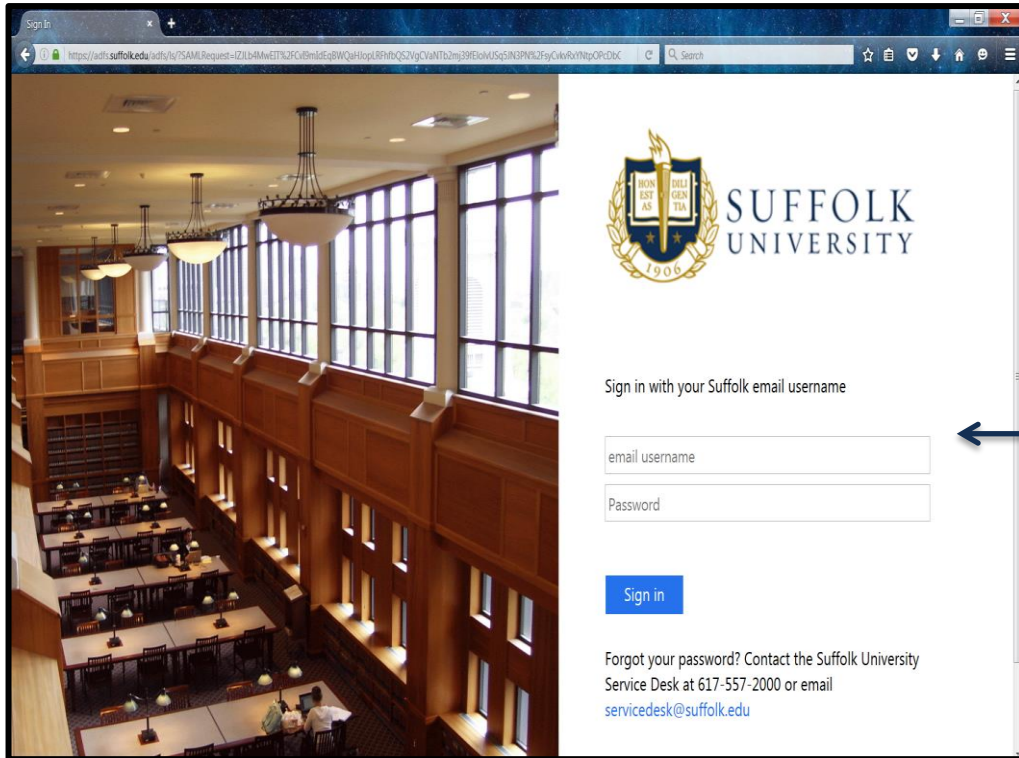
Appointment Check-in

SSC CAMPUS

Division of Student Success



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



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



Click on the appointment and the “Check In Appointment” button

The screenshot shows a 'MANAGE APPOINTMENT' window with the following details:

- Title:** Conditional Admit Transfer
- All Attendees:**
 - You (Advisor)
 - JOHNTEST TRAVOLTA
- Appointment Details:**
 - When:** Fri Aug 19, 2016, 10:00 am - 10:30 am
 - Where:** Division of Student Success
 - Course:** N/A
 - Reason:** Conditional Admit Transfer
 - Comments:** test appointment, Student ID: 0000000, Phone #: 617-573-8302, Will sci credits taken at a community college transfer into Suffolk?
 - Type:** One Time Appointment
- Buttons:** Cancel Appointment, **Check In Appointment** (circled in blue), Delete Appointment, Close

Starting the Appointment

From Advisor Home Screen, select the Advising Center tab

Select the student name, then choose the actions drop down menu and Start Appointment

The screenshot shows the 'Advisor Home' interface. At the top, there are navigation tabs: 'Students', 'Upcoming Appointments', 'My Availability', and 'Advising Center'. The 'Advising Center' tab is circled in blue. Below the tabs, there are notification settings: 'Notification Methods: Ding E-mail Text Message'. The main section is titled 'Students Who Have Checked In For Their Appointments'. It features an 'Actions' dropdown menu with 'Start Appointment' and 'Send Message' options, which is also circled in blue. Below the menu is a table with columns for 'NAME', 'REASON', and 'TIME OF APPT.'. The table is currently empty, with the text 'You do not have any student appointments checked in' centered below it. On the right side, there are several sidebar sections: 'Actions' with 'I want to...' and 'Issue an Alert'; 'Quick Links' with 'Take me to...', 'Schedule General Event', 'Appointment Campaigns', 'School Information', and 'Download Center for Reports'; and 'Upcoming Appointments' with 'Academic Concerns'.