

Data Accuracy TIPS



SUFFOLK
UNIVERSITY
BOSTON

SSC CAMPUS

Division of Student Success



Best Practices

- **Canceling an appointment** would be used if anything happens which forces either party (student or advisor) to not be able to participate in the scheduled meeting. Whether its minutes, hours or days before the appointment starts.
- **Deleting an appointment** would be used when a student, advisor or staff makes an appointment and then reschedules within the same conversation. This may also be used if an appointment was created unintentionally.
- Marking an appointment as a **No Show** would be used if the appointment starts and finishes and the student did not show up.