



SUFFOLK  
UNIVERSITY  
BOSTON

# Data Accuracy

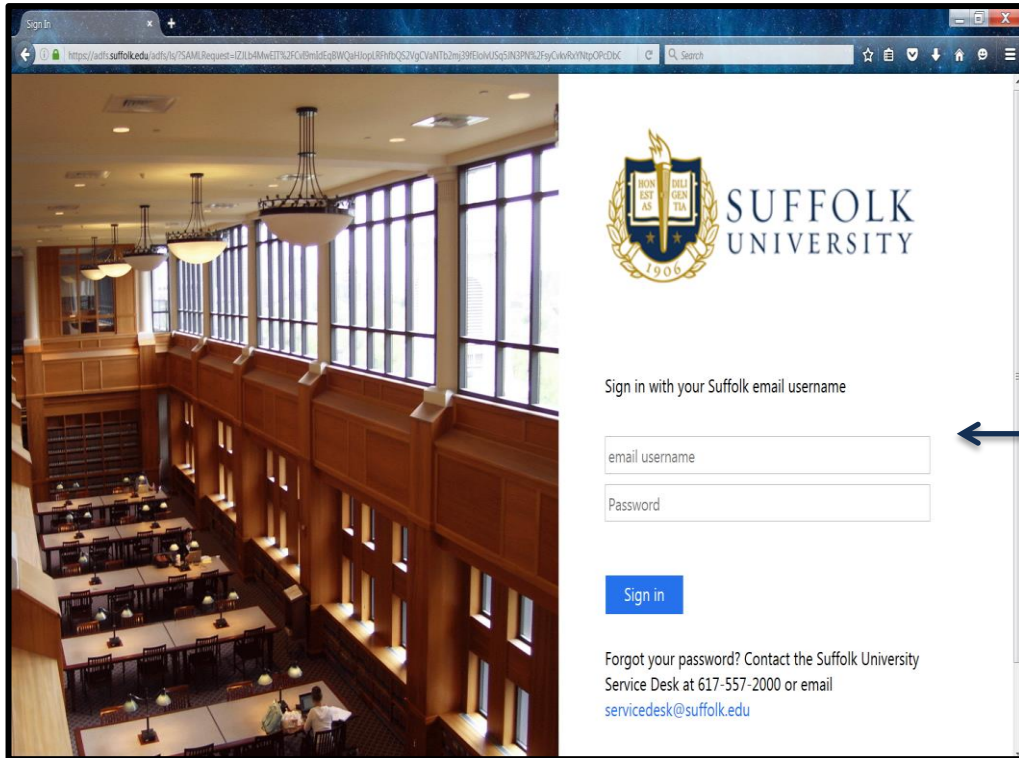
## NO SHOW

# SSC CAMPUS

Division of Student Success



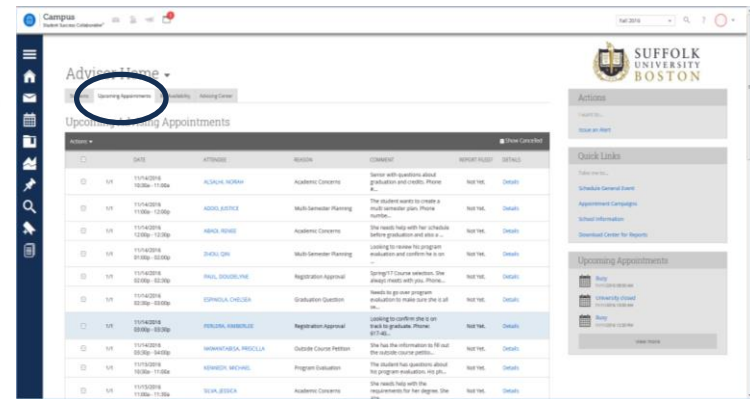
# Log In - <https://suffolk-campus.eab.com>



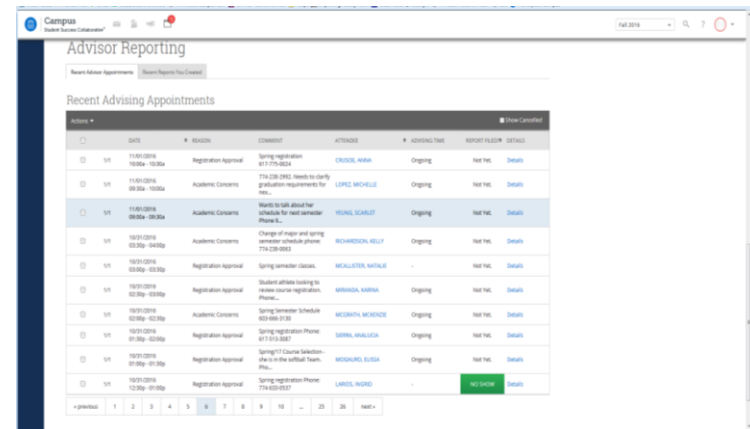
Enter your Suffolk Username  
and Password  
(Same as your Suffolk email without  
*@suffolk.edu*)

# Advisor Home Page

Click on the tab called: Upcoming Appointments



Scroll down the page to Advisor Reporting: Recent Advising Appointments



Use the numbered tabs at the bottom of the screen to help you find the appointment you want to edit



# Advisor Appointments: Recent Advising Appointments

Click on the box next to the student you want to select

Campus Student Success Collaborative

Recent Advising Appointments

| Actions                             | DATE                           | REASON  | COMMENT   | ATTENDEE             | ADVISING TIME | REPORT FILED?  | DETAILS                 |
|-------------------------------------|--------------------------------|---|---|----------------------|---------------|----------------|-------------------------|
| <input type="checkbox"/>            | 1/1 09/29/2016 12:30p - 01:00p | Study Abroad Madrid                             |   | PALMAPINEDA, CARLA   | -             | Not Yet.       | <a href="#">Details</a> |
| <input type="checkbox"/>            | 1/1 09/29/2016 12:00p - 12:30p | Study Abroad Madrid                             | Madrid Scheduling Phone: 978-387-4952                             | ABOUMAYALEH, SAMI    | Ongoing       | Not Yet.       | <a href="#">Details</a> |
| <input type="checkbox"/>            | 1/1 09/29/2016 11:30a - 12:00p | Academic Concerns                               | Student has general questions regarding her major and courses ... | SOLDEVILA, KALINA    | Ongoing       | Not Yet.       | <a href="#">Details</a> |
| <input type="checkbox"/>            | 1/1 09/29/2016 10:00a - 10:30a | Academic Concerns                               | Looking to discuss personal concerns regarding academic progra... | OGUNBANJO, OLUROTIMI | Ongoing       | Not Yet.       | <a href="#">Details</a> |
| <input type="checkbox"/>            | 1/1 09/28/2016 03:30p - 04:00p | Change of Major/Minor                           | Already has two majors, looking to just have one major. 617-...   | JACOB, JARED         | Ongoing       | Not Yet.       | <a href="#">Details</a> |
| <input checked="" type="checkbox"/> | 1/1 09/28/2016 12:00p - 01:00p | Multi-Semester Planning                         | Multi semester plan Student is thinking about going abroad th...  | BAUGNIET, ALEXIA     | Ongoing       | Not Yet.       | <a href="#">Details</a> |
| <input type="checkbox"/>            | 1/1 09/27/2016 12:30p - 01:00p | Study Abroad Madrid                             | Wants to study abroad in Italy Phone: 978-333-0254                | DALLAIRE, DOMINIC    | 30 min        | Report Details | <a href="#">Details</a> |
| <input type="checkbox"/>            | 1/1 09/27/2016 12:00p - 12:30p | Academic Concerns, Change of Major/Minor        | He has questions about his major. Phone # 617-771-2658            | DICATO, CHRISTOPHER  | 30 min        | Report Details | <a href="#">Details</a> |
| <input type="checkbox"/>            | 1/1 09/27/2016 11:30a - 12:00p | Academic Concerns, Transfer, Transfer Questions | First year student looking to transfer. Phone: 603-560-0382       | WARREN, ASHLEY       | 30 min        | Report Details | <a href="#">Details</a> |
| <input type="checkbox"/>            | 1/1 09/27/2016 11:00a - 11:30a | Academic Concerns, Change of Major/Minor        | She wants to talk about double majoring. Phone # 210-439-8756     | FLORES, KAITLIN      | 30 min        | Report Details | <a href="#">Details</a> |

« previous 1 2 ... 12 13 14 15 16 17 18 19 20 ... 25 26 next »



# Marking Appointment as No Show

Click on the Action Tab at the top left hand side

Then click on Mark No Show

Recent Advising Appointments

| Actions                             |                          | Show Cancelled                |   |   |                      |               |                |                         |
|-------------------------------------|--------------------------|-------------------------------|---|---|----------------------|---------------|----------------|-------------------------|
|                                     |                          | DATE                          | REASON  | COMMENT   | ATTENDEE             | ADVISING TIME | REPORT FILED   | DETAILS                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | 09/29/2016<br>12:30p - 01:00p | Study Abroad Madrid                             |   | PALMAPINEDA, CARLA   | -             | Not Yet.       | <a href="#">Details</a> |
| <input type="checkbox"/>            | <input type="checkbox"/> | 09/29/2016<br>12:00p - 12:30p | Study Abroad Madrid                             | Madrid Scheduling Phone: 978-387-4952                             | ABOUMAYALEH, SAMI    | Ongoing       | Not Yet.       | <a href="#">Details</a> |
| <input type="checkbox"/>            | <input type="checkbox"/> | 09/29/2016<br>11:30a - 12:00p | Academic Concerns                               | Student has general questions regarding her major and courses ... | SOLDEVILA, KALINA    | Ongoing       | Not Yet.       | <a href="#">Details</a> |
| <input type="checkbox"/>            | <input type="checkbox"/> | 09/29/2016<br>10:00a - 10:30a | Academic Concerns                               | Looking to discuss personal concerns regarding academic progra... | OGUNBANJO, OLUROTIMI | Ongoing       | Not Yet.       | <a href="#">Details</a> |
| <input type="checkbox"/>            | <input type="checkbox"/> | 09/28/2016<br>03:30p - 04:00p | Change of Major/Minor                           | Already has two majors, looking to just have one major. 617-...   | JACOB, JARED         | Ongoing       | Not Yet.       | <a href="#">Details</a> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 09/28/2016<br>12:00p - 01:00p | Multi-Semester Planning                         | Multi semester plan Student is thinking about going abroad th...  | BAUGNIET, ALEXIA     | Ongoing       | Not Yet.       | <a href="#">Details</a> |
| <input type="checkbox"/>            | <input type="checkbox"/> | 09/27/2016<br>12:30p - 01:00p | Study Abroad Madrid                             | Wants to study abroad in Italy Phone: 978-333-0254                | DALLAIRE, DOMINIC    | 30 min        | Report Details | <a href="#">Details</a> |
| <input type="checkbox"/>            | <input type="checkbox"/> | 09/27/2016<br>12:00p - 12:30p | Academic Concerns, Change of Major/Minor        | He has questions about his major. Phone # 617-771-2658            | DICATO, CHRISTOPHER  | 30 min        | Report Details | <a href="#">Details</a> |
| <input type="checkbox"/>            | <input type="checkbox"/> | 09/27/2016<br>11:30a - 12:00p | Academic Concerns, Transfer, Transfer Questions | First year student looking to transfer. Phone: 603-560-0382       | WARREN, ASHLEY       | 30 min        | Report Details | <a href="#">Details</a> |
| <input type="checkbox"/>            | <input type="checkbox"/> | 09/27/2016<br>11:00a - 11:30a | Academic Concerns, Change of Major/Minor        | She wants to talk about double majoring. Phone # 210-439-8756     | FLORES, KAITLIN      | 30 min        | Report Details | <a href="#">Details</a> |

« previous 1 2 ... 12 13 14 15 16 17 18 19 20 ... 25 26 next »



# Enter Note: “No Show”

Always enter a note in the Appointment Summary:

“No Show”

ADVISING REPORT FOR ALEXIA BAUGNIET

Appointment Details

Appointment: 09/28/2016 12:00p-1:00p - Multi-Semester Planning

Reason: No Show

Meeting Type: Select Meeting Type

Course:

Date of visit:

Location: Division of Student Success (73 Tremont, 9th Floor)

Attendees

Advisor, Professor

Attended

Arrived: 12:00 PM Departed: 01:00 PM

Freshman Radiation Science

Attended

Arrived: 12:56 PM Departed:

Suggested Followup

This will be saved on the report as a suggestion. No appointment will be created.

Date: Time:

Attachments

Attach File

Browse... No file selected.

body p

Save this Report

Then Click on Save this Report on bottom right

Once the SAVE action is complete the student and advisor will be notified by email that the student missed the appointment.