Scheduling an Appointment
Division of Student Success – Advising Services

NAVIGATE

SUFFOLK UNIVERSITY BOSTON
Navigate Website: https://suffolk.campus.eab.com

Enter your Suffolk username and password (same as your Suffolk email without @suffolk.edu)

Sign in with your Suffolk University Username

Username example jdoe
Password

Sign in

Change Password
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Enroll in Password Reset

Need help contact the Suffolk University Service Desk at 617-557-2000 or email servicedesk@suffolk.edu
Scheduling An Appointment

Click on the “Schedule An Appointment” button on the right-hand side of the screen.
Select the type of appointment you are looking for by clicking on the drop-down menu. Choose from:

- **Advising Services – Division of Student Success**
- **Tutoring Services**

Find the appropriate service category and then select the service that best fits your needs:

**International Student Services**
- Change of Status
- Visa/Immigration

**Study Abroad**
- General Study Abroad
- Ireland

**Undergraduate Academic Advising Center**
- Add / Drop / Schedule Change
- Graduation Question
- Program Evaluation

Select a Date

Click on **“Find Available Time”**
Start by selecting criteria on the bottom left-hand side.

**Staff:** If you know which staff member you want to meet with select their name from the drop-down menu. Otherwise, just leave it blank and all available advisors will populate.

**How would you like to meet:** Choose either in-person or virtual

Select the office you are making the appointment with from the drop-down: Undergraduate Academic Advising Center

Next – Choose a time under the date that works for you.
Confirm Appointment Information

Review the information on the Appointment Details screen. Click “Schedule” after you have entered your comments and confirmed appointment details.

**Confirm the Details**

**What type of Appointment:** Advising Services – Division of Student Success  
**Why:** Add / Drop / Schedule Change  
**When:** 09/08/2010, 11:00AM-11:30AM  
**Where:** Undergraduate Academic Advising Center  
**Who:** Stephanie Barboza  
**How would you like to meet:** In-Person

<table>
<thead>
<tr>
<th>What type of appointment would you like to schedule?</th>
<th>Scroll through the types of appointments and select appropriate service. Add / Drop / Schedule Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising Services - Division of Student Success</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
</tr>
<tr>
<td>09/08/2021</td>
<td>11:00 AM - 11:30 AM</td>
</tr>
</tbody>
</table>

**Choose the office you are looking to make an appointment with.**  
Undergraduate Academic Advising Center - Virtual / In-Person  
**Staff:** Stephanie Barboza

**How would you like to meet?**

- [ ] In-Person
- [ ] Search by name

You are selecting the meeting types available for this time slot.

**Would you like to share anything else?**

- [ ] Add your comments here

**Reminders**

- [ ] Email Reminder
- [ ] Reminder will be sent to
- [ ] Text Message Reminder
- [ ] Phone Number for Text Reminder

[Schedule]