1. Review your Student Profile

Click on the tabs to review your student profile. “Class Information” will provide you with your class name, professor, days, times, and location where your class meets. “Reports” show any faculty or advisor feedback. “Calendar” will show your class schedule and appointments. You can change the semester in the drop-down menu at the top of the screen to view your final grades from previous semesters.

2. Send an email to your professor or advisor.

Click on the “Send a Message” tab to communicate with your professors or advisor. Check the box(es) next to the name(s), click on the “Actions” drop-down arrow, and click “Send Message.”

3. Sign up for an Advising Appointment

Click on the blue “Sign up for Advising” button.
A. To sign up for an appointment with your advisor in the Student Services Department (Freshman Studies, Academic Support for Student-Athletes, EOP, etc.), under “Reason” select “Advising - Student Services” for both drop-down items. Click “Next.”

Under “Location”, choose the appropriate department, and select your advisor’s name. Click “Next.”

Select the appropriate time. Click “Next.” Type in any comments, select “Send me an email”, and click “Confirm Appointment.”

NOTE: If your faculty/advisor does not appear in the list, you can send them a direct email through COMPASS. Click on the “Send a Message”, check the box next to the name, click on the “Actions” drop-down arrow, and click “Send Message.”
B. To sign up for an appointment with your faculty or advisor in a College or Department, click on the “Sign Up for Advising.”

Under “Reason” select “Faculty/Advisor Office Hours” for both drop-down items. Click “Next.”

Under “Location”, select “Department Advisor/ Faculty Office”, and select your advisor’s name. Click “Next.”

Select the appropriate time. Click “Next.” Type in any comments, select “Send me an email”, and click “Confirm Appointment.”

NOTE: If your faculty/advisor does not appear in the list, you can send them a direct email through COMPASS. Click on the “Send a Message”, check the box next to the name, click on the “Actions” drop-down arrow, and click “Send Message.”
4. Sign up for Tutoring

Contact the Academic Resource Center (ARC) at arc@shu.edu or 973-761-9108 if you need additional assistance.

A. To sign up for Writing Center tutoring (Walsh Library, 3rd floor), click on the blue “Writing Center Tutoring” button.

Under “Choose a Student Service”, click “Writing Tutoring”. For Location, select “Writing Center.” Times that fit in your schedule and your tutor’s schedule will appear. Use the arrows to find alternate dates and times.

When you select the time, click “Send Me an Email” and “Submit.” All appointments will show up in your COMPASS calendar.
B. To sign up for any course tutoring with the Academic Resource Center (Arts & Sciences Hall, 2nd floor) or Tutors in Residence (Aquinas/ Boland), go to your “Class Information” tab on your “Student Home.” Click on “Schedule Tutor Appointment” next to the Class Name.

Select the location and use the arrows to find an appropriate day and time. Only times when you and the tutor are available will appear. Tutoring times are either “drop-in” or by appointment. When you select the time, click “Send Me an Email” and “Submit.” All appointments will show up in your COMPASS calendar. For additional tutoring times, go to the ARC website and click on “Tutoring Schedule” (www.shu.edu/offices/arc).

If you need additional assistance finding a tutor, Contact the ARC at arc@shu.edu or 973-761-9108.