



Student Guide to Seton Hall Compass

1. Review your Student Profile

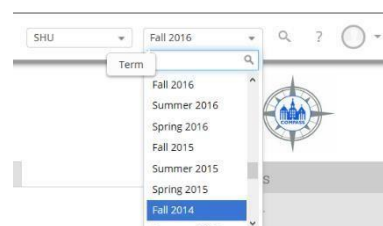
Click on the tabs to review your student profile. “Class Information” will provide you with your class name, professor, days, times, and location where your class meets. “Reports” show any faculty or advisor feedback. “Calendar” will show your class schedule and appointments. You can change the semester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

Student Home

Class Information Reports Calendar Send a Message

Classes This Term

Actions	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	TAKE ACTION
<input type="checkbox"/>						Schedule Tutor Appt.
<input type="checkbox"/>						Schedule Tutor Appt.
<input type="checkbox"/>						Schedule Tutor Appt.
<input type="checkbox"/>						Schedule Tutor Appt.



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.”

Student Home ▾

Class Information Reports Calendar Send a Message

Actions	NAME	RELATIONSHIP
<input checked="" type="checkbox"/>		

3. Sign up for an Advising Appointment

Click on the blue “Sign up for Advising” button.

Student Home ▾

Class Information Reports Calendar Send a Message

Classes This Term



Sign Up for Advising

Writing Center Tutoring

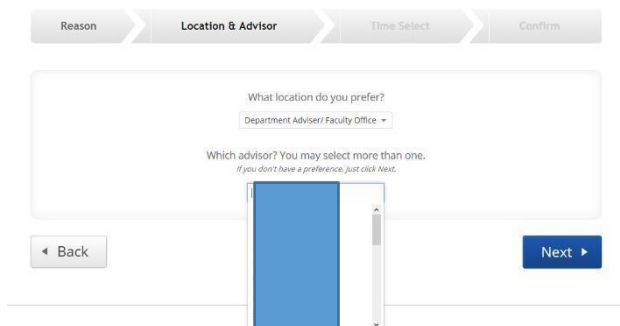


Seton Hall Compass
Division of Student Services
(973) 761-9075
compass@shu.edu
University Center, 2nd Floor

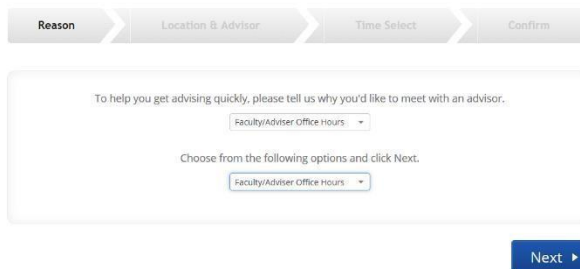


A. To sign up for an appointment with your **faculty or advisor in a College or Department**, click on the “Sign Up for Advising.”

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

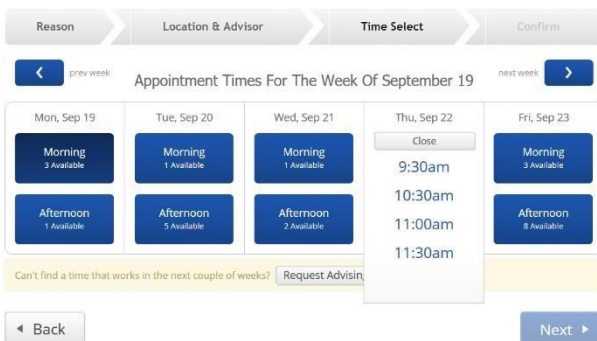
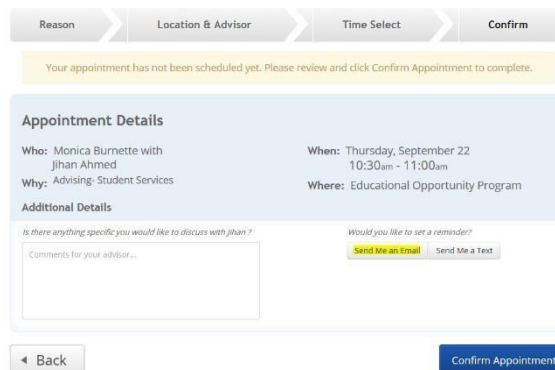


Schedule Advising Appointment



Under “Location”, select “Communication & the Arts (Master’s Prog.)”, 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.”





STUDENT SERVICES

SETON HALL UNIVERSITY



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.

Student Home

Class Information Reports Calendar Send a Message

Classes This Term

Actions	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	TAKE ACTION
<input type="checkbox"/>						Schedule Tutor Appt.
<input type="checkbox"/>			MW 12:30p-1:45p AS-103			Schedule Tutor Appt.
<input type="checkbox"/>			MWF 10:00a-10:50a FH-102			Schedule Tutor Appt.
<input type="checkbox"/>			TR 9:30a-10:45a JH-141			Schedule Tutor Appt.

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).**

Schedule a Tutoring Appointment

You have chosen to create an appointment for **BIOL-1101-WB Introduction to Biology**

Locations will only appear below if tutors are available.

What location do you prefer?
Academic Resource Center

	09/19/2016	01:00 PM	01:30 PM	02:00 PM	02:30 PM	03:00 PM	03:30 PM	04:00 PM	04:30 PM
			drop-in	drop-in	drop-in	drop-in	drop-in	drop-in	

LEGEND GENERAL ADVISING TUTORING COURSE OPEN DROP-IN N/A

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

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