



## Student Guide:

Sign up for an Advising Appointment with faculty or advisor in a College or Department

a. Click on the blue "Schedule an Appointment" button. Choose "Academic Advising" as the type of appointment.

Schedule an Appointment		
Quick Links		
What type of appointment would you like to schedule?   Academic Advising   Which type of advising are you looking for? (Student Services = Freshman Mentor, EOP, FFWD, Student-athlete, Transfer, etc.)   Advising: Dept/Faculty Office		
Please confirm your selection Advising- Dept/Faculty Office		
Annointment Details		
Wed, Aug 29 Who: When: Wednesday, August 22		
9:45am - 10:15am 3 Available Why: Advising- Student Services Where: Freshman Studies		
Additional Details		

d. Select the appropriate day and time. Click "Next."

e. 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."

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