



## Student Guide to Seton Hall Compass

### 1. Review your Student Profile

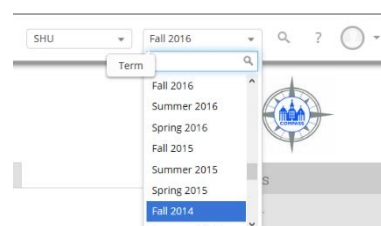
Click on the tabs to review your student profile. “Class Information” will provide you with your class name, professor, days, times, and location where your class meets. “Reports” show any faculty or advisor feedback. “Calendar” will show your class schedule and appointments. You can change the semester 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"/>						<a href="#">Schedule Tutor Appt.</a>
<input type="checkbox"/>						<a href="#">Schedule Tutor Appt.</a>
<input type="checkbox"/>						<a href="#">Schedule Tutor Appt.</a>
<input type="checkbox"/>						<a href="#">Schedule Tutor Appt.</a>



### 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**

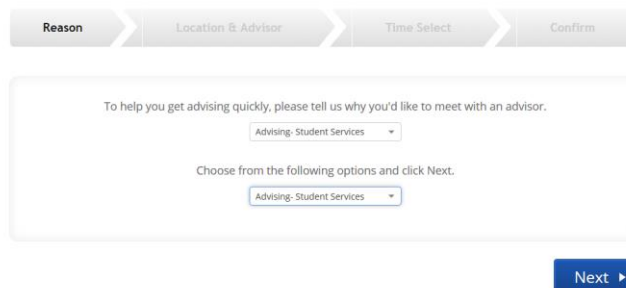


Seton Hall Compass  
Division of Student Services  
(973) 761-9075  
compass@shu.edu  
University Center, 2nd Floor

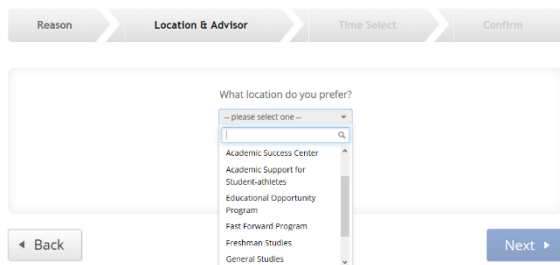


A. To sign up for an appointment with your **advisor in a Student Services Department** (Freshman Studies, Academic Support for Student-Athletes, EOP, etc.), under “Reason” select “Advising- Student Services” for both drop-down items. Click “Next.”

### Schedule Advising Appointment

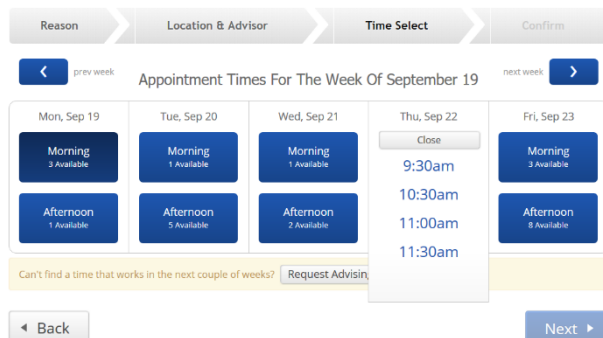
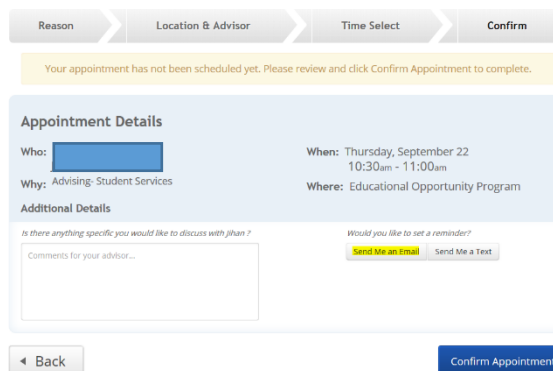


### Schedule Advising Appointment



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.”

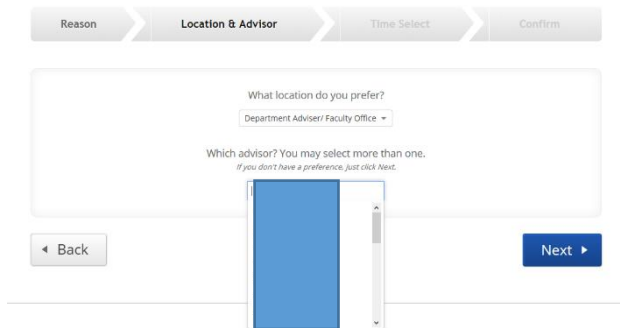



**NOTE:** If your faculty/advisor does not appear in the list, you can send them a direct email through COMPASS. Click on the “Send a Message”, check the box next to the name, click on the “Actions” drop-down arrow, and click “Send Message.”

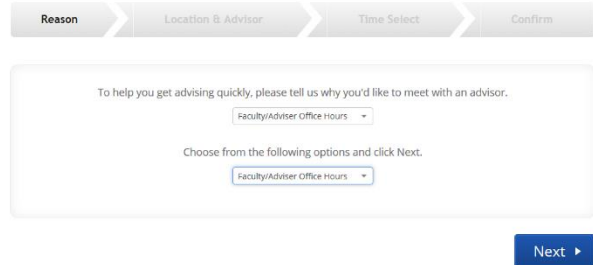


B. To sign up for an appointment with your **faculty or advisor in a College or Department**, click on the “Sign Up for Advising.”

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

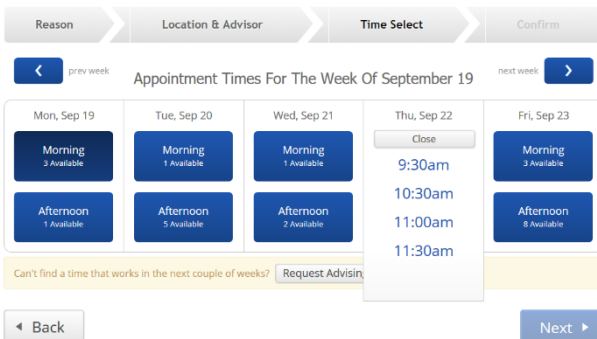
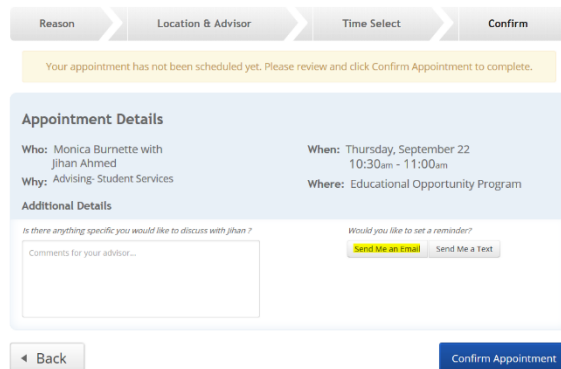


### Schedule Advising Appointment



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

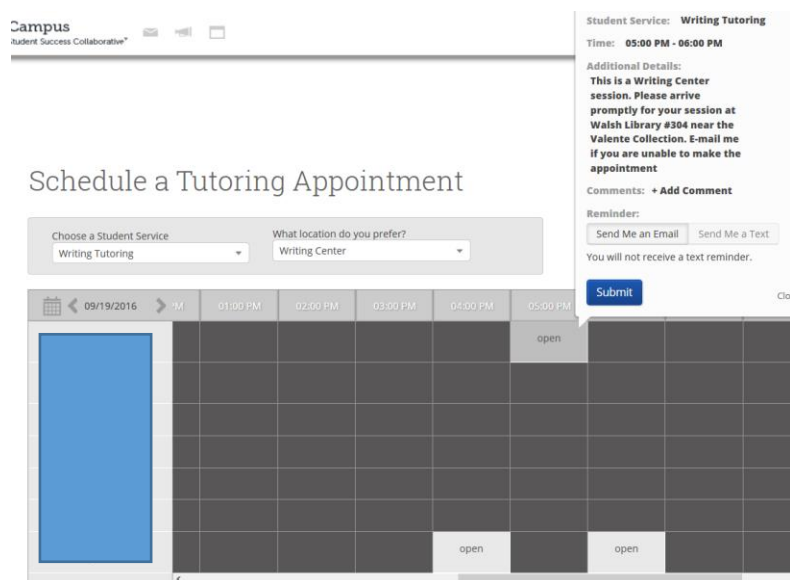
Contact the Academic Resource Center (ARC) at [arc@shu.edu](mailto:arc@shu.edu) or 973-761-9108 if you need additional assistance.

A. To sign up for **Writing Center** tutoring (Walsh Library, 3<sup>rd</sup> 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.



The screenshot shows the 'Schedule a Tutoring Appointment' form. The 'Choose a Student Service' dropdown is set to 'Writing Tutoring'. The 'What location do you prefer?' dropdown is set to 'Writing Center'. The time slot '05:00 PM - 06:00 PM' is selected. The 'Submit' button is visible. The form also includes a 'Comments' section with an 'Add Comment' link and a 'Reminder' section with 'Send Me an Email' and 'Send Me a Text' buttons. A note states 'You will not receive a text reminder.'



STUDENT SERVICES

## SETON HALL UNIVERSITY



B. To sign up for **any course tutoring** with the **Academic Resource Center** (Arts & Sciences Hall, 2<sup>nd</sup> 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"/>						<a href="#">Schedule Tutor Appt.</a>
<input type="checkbox"/>			MW 12:30p-1:45p AS-103			<a href="#">Schedule Tutor Appt.</a>
<input type="checkbox"/>			MWF 10:00a-10:50a FH-102			<a href="#">Schedule Tutor Appt.</a>
<input type="checkbox"/>			TR 9:30a-10:45a JH-141			<a href="#">Schedule Tutor Appt.</a>

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](http://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](mailto:arc@shu.edu) or 973-761-9108.**

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