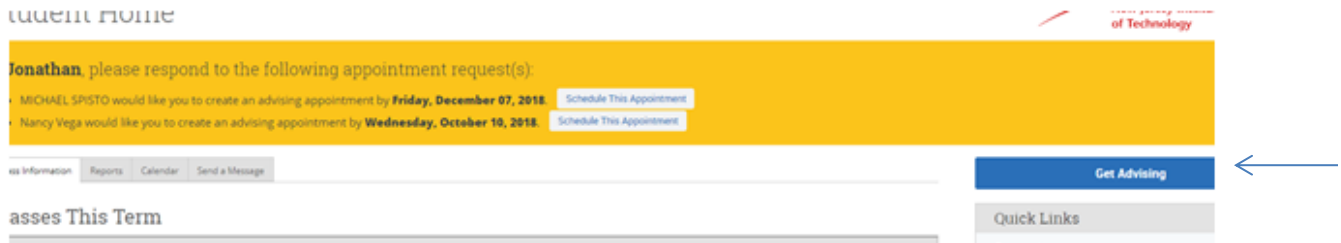


Scheduling Appointments in SSC – Guide - njit.campus.EAB.com

1. Student Home Page – Get Advising in Blue on the right hand side



2. Schedule Advising Appointment – student will have an option to select General Advising

Schedule Advising Appointment

To help you find a time, please tell us why you'd like to see someone.

Choose from the following options and click Next.

-- please select a service category --

The screenshot shows a form with a dropdown menu. The dropdown menu is currently set to '-- please select a service category --'. A blue arrow points to the dropdown menu.

3. Schedule Advising Appointment - Student will be able to select a location and an advisor

Schedule Advising Appointment

What location do you prefer?

Engineering Technology Office

Which advisor? You may select more than one.
If you don't have a preference, just click Next.

x Vanderbilt, Richard (Your Advisor)

Back Next

The screenshot shows a form with two main sections. The first section is 'What location do you prefer?' with a dropdown menu set to 'Engineering Technology Office'. The second section is 'Which advisor? You may select more than one. If you don't have a preference, just click Next.' with a multi-select dropdown menu showing 'Vanderbilt, Richard (Your Advisor)'. At the bottom, there are 'Back' and 'Next' buttons. Blue arrows point to the location dropdown and the advisor dropdown.

4. Schedule Advising Appointment - Student will be able to select an appointment time (blue)

Appointment Times This Week				
Mon, Nov 19	Tue, Nov 20	Wed, Nov 21	Thu, Nov 22	Fri, Nov 23
Morning N/A	Morning N/A	Morning 9 Available	Morning N/A	Morning N/A
Afternoon N/A	Afternoon 8 Available	Afternoon 3 Available	Afternoon 10 Available	Afternoon N/A

View the times you can see a staff member without an appointment. [View Walk-in Times](#)

[Back](#)

[Next](#)

5. Schedule Advising Appointment - Student must confirm appointment

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: Hunter Butler with Richard Vanderbilt

When: Thursday, November 22
1:20pm - 1:40pm

Why: General Advising

Where: Engineering Technology Office

Additional Details 2113

Is there anything specific you would like to discuss with Richard ?

Comments for your advisor...

Would you like to set a reminder?

[Send Me an Email](#) [Send Me a Text](#)

Email will be sent to hb244@njit.edu

[Back](#)



[Confirm Appointment](#)