

How to Schedule an Advising Appointment in SSC-Campus

Step 1: Go to www.Clayton.edu and click on Students.



Step 2: Click on the Swan.

Inside Clayton State for Students



Step 3: Log in with your student username and password.

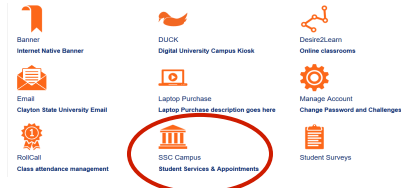
Enter your Username and Password

Username

Password

Login

Step 4: Click on SSC Student Services and Appointments.



Step 5: Click on Request an Appointment or Get Assistance.



Step 6: Select your reason for visit.

Schedule Advising Appointment

To help you get advising quickly, please tell us why you'd like to meet with an advisor.

-- please select one --

-- please select one --

Academic Advising

Campus Life

Veterans & Military Services

Step 7: Select an option from drop box and then click next.

Schedule Advising Appointment

To help you get advising quickly, please tell us why you'd like to meet with an advisor.

Academic Advising

Choose from the following options and click Next.

-- please select one --

- Academic Advising in Person
- Academic Advising in Phone
- Change of Major
- Graduation Application

Step 8: Select Center for Advising and Retention as location for appointment from drop box and click next

Schedule Advising Appointment

What location do you prefer?

-- please select one --

- Any Location
- Center for Advising & Retention
- Veterans Resource Center

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Step 9: Select your advisor then click next.

What location do you prefer?

Center for Advising & Retention

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

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Step 11: Select appointment date from drop box.

Schedule Advising Appointment

Appointment Times This Week

Mon, Mar 06	Tue, Mar 07	Wed, Mar 08	Thu, Mar 09	Fri, Mar 10
Morning 8 Available	Morning 8 Available	Morning 9 Available	Morning 9 Available	Morning 9 Available
Afternoon 7 Available	Afternoon 10 Available	Afternoon 9 Available	Afternoon 7 Available	Afternoon 4 Available

Can't find a time that works in the next couple of weeks? [View Walk-in Times](#)

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Step 12: Select appointment time from drop box then click next.

Schedule Advising Appointment

Appointment Times This Week

Mon, Mar 06	Tue, Mar 07	Wed, Mar 08	Thu, Mar 09	Fri, Mar 10
Morning 8 Available	Morning 8 Available	Morning 9 Available	Morning 9 Available	Morning 9 Available
Afternoon 7 Available	Afternoon 10 Available	Afternoon 9 Available	Afternoon 7 Available	Afternoon 4 Available

Can't find a time that works in the next couple of weeks? [View Walk-in Times](#)

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Step 13: Confirm information is correct, add comments, and set reminder, then click confirm appointment. (Ensure you set a reminder!)

Appointment Details
Who:
Why: Academic Advising-In Person
Additional Details
Is there anything specific you would like to discuss with Jermaine ?

Comments for your advisor...

When: Wednesday, March 08
9:30am - 10:00am
Where: Center for Advising & Retention
Would you like to set a reminder?

Send Me an Email

Send Me a Text

Email will be sent to hruggiero@student.clayton.edu

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Confirm Appointment

Step 14: Click View My Calendar to ensure appointment has been made.

Schedule Advising Appointment

Success! Your Appointment Has Been Created

Appointment Details
Who: Heather Ruggiero with Jermaine Sullivan
Why: Academic Advising-In Person
When: Wed Mar 08, 2017 09:30 am - 10:00 am
Where: Center for Advising & Retention

What would you like to do now?

[Create Another Appointment](#)
[View My Calendar](#)
[Go Home](#)

Step 15: You will see appointment listed on the calendar.

March 2017

SUN	MON	TUE	WED	THU	FRI	SAT
26 12p HCMG 1000-01 Healthcare Law and Ethics	27	28	1 9a Academic Advising-In Person 9a Calculated Academic Advising-In Person 9a Calculated Academic Advising-In Person	2 12PM Academic Advising-In Person	3	12 12p HCMG 1000-01 Organizational in Health Care
3 12p HCMG 1000-01 Healthcare Law and Ethics	4	5	6 9a Academic Advising-In Person	7	8	9 12p HCMG 1000-01 Organizational in Health Care