10 Simple Steps

to help get you started

Step One: Click on the blue button to go to "SCC Advising Appointments".

Step Two: Select Advisor as shown (you do not need to select event).

Step Three: Select Service (30 mins is the normal amount of time needed).

Step Four: Choose your date. The white dates with blue numerals are the days that appointments are available.

Step Five: Select the Appointment Time (right side of current window). A new window, "Selected Appointment Information" will replace the "Select Appointment Time" frame.

Step Six: Verify that the information is correct in "Selected Appointment Information" frame and choose whether you are a New User or Returning User.

Step Seven: Once you click on New or Returning User the frame will expand and you will see the area to put in your information. If you are a returning user you will only need to put in your e-mail address and any special instructions.

Step Eight: Click Finalize Appointment and you are finished with this software!

Step Nine: Look over the SCC online schedule to get an idea of which classes you are interested in taking. Please write down the five digit course id number of each class to bring with you to the advising appointment.

Step Ten: Show up for your appointment. If you cannot make the appointment for any reason, just call or e-mail your advisor. You may also change your appointment using the "Appointment Software".

9 Go to http://cf.tier3data.com/SCC_schedules/ and search for classes that you may be interested in. Write down the five digit Course ID # for each class that you would like to discuss and bring to the advising appointment with you.

5 digit Course ID#

10 If you have chosen to meet in person please try to show up for your appointment. You can find the location of all SCC campuses and centers by clicking here. If you need further directions you can give us a call and we will be happy to help you find your way in. Remember, if you cannot make the appointment for whatever reason, please reschedule using the software or contact your advisor either through e-mail or via phone.

Somerset Community College
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