

# SSC Student Portal: How to schedule an appointment

## Step 1: Log into SSC (via one.nku.edu or A-Z index)

Student Home

Class Information Reports Calendar Send a Message

### Classes This Term

CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	TAKE ACTION
EDU-300-Section 001 Human Growth and Development					
EDU-305-Section 002 Introduction to Education		MW 9:00a-9:50a MP-294			
HIS-109-Section 001 World History since 1500		MWF 10:00a-10:50a LA-417			
PSC-102-Section 002 Comparative Politics - AH					
SOC-100-Section 001 Introduction to Sociology - SB		MWF 12:00p-12:50p LA-203			

Get Advising

Quick Links

Take me to...  
[School Information](#)

Upcoming Appointments

You have no upcoming appointments.

## Step 2: Click on "Get Advising"

Student Home

Class Information Reports Calendar Send a Message

### Actions

NAME	RELATIONSHIP
	Advisor
	Professor (Comparative Politics - AH)
	Professor (World History since 1500)
	Professor (Introduction to Education)
	Professor (Human Growth and Development)
	Professor (Introduction to Sociology - SB)

Get Advising

Quick Links

Take me to...  
[School Information](#)

Upcoming Appointments

You have no upcoming appointments.

## Step 3: Select the purpose of the appointment from the "Reason" filter and select your advisor

Filters

Reason: ?

Comments:

Location: ?  
Check your [Appointment Notification] email for a location for this appointment.

Select a Date:

January 2018

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Select An Advisor

SELECT	ADVISOR	AVAILABLE TIMES
<input type="radio"/>		Mon-Fri 9:00am-4:00pm (February 13, 2018 - May 4, 2018) <b>Campaigns Only:</b> Mon-Fri 9:00am-4:00pm (Spring 2017-2018)

Save Appointment Cancel

**Step 4:** Click on a date to view your advisor's availability. Locate a time you are both available (indicated by a green box), and select it by clicking on the circle. Click "Save Appointment" to confirm the appointment

**Note:** You will receive an appointment confirmation e-mail to your NKU e-mail address and a reminder e-mail in the morning on the day of the appointment

Reasons?  
 Advising

Comments:  
 [Text Area]

Location?  
 Check your (Appointment Notification) email for a location for this appointment.

Select a Date:  
 February 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Reminders

Send an email reminder?

Your administrator has disabled automatic text reminders.

SELECT	ADVISOR	AVAILABLE TIMES
<input type="radio"/>	[Redacted]	Mon-Fri 9:00am-4:00pm (February 13, 2018 - May 4, 2018) <b>Campaigns Only:</b> Mon-Fri 9:00am-4:00pm (Spring 2017-2018)

Choose A Time To Meet

TIME SLOT	02/11 (SUN)	02/12 (MON)	02/13 (TUE)	02/14 (WED)	02/15 (THU)	02/16 (FRI)	02/17 (SAT)
8:00a-8:30a		BUSY	BUSY	BUSY	BUSY	BUSY	
8:30a-9:00a		BUSY	BUSY	BUSY	BUSY	BUSY	
9:00a-9:30a		CONFLICTS	●	CONFLICTS	●	●	
9:30a-10:00a		CONFLICTS	●	CONFLICTS	●	●	
10:00a-10:30a		CONFLICTS	●	CONFLICTS	●	CONFLICTS	
10:30a-11:00a		CONFLICTS	●	CONFLICTS	●	CONFLICTS	
11:00a-11:30a		BUSY	●	●	●	●	
11:30a-12:00p		BUSY	●	●	●	●	
12:00p-12:30p		CONFLICTS	BUSY	CONFLICTS	BUSY	CONFLICTS	
12:30p-1:00p		CONFLICTS	BUSY	CONFLICTS	BUSY	CONFLICTS	
1:00p-1:30p			●	●	●	●	
1:30p-2:00p			●	●	●	●	

Save Appointment Cancel