Getting Started: Signing in to Advisor Trac

To sign into Advisor Trac, click (or type into your browser address field) the link: https://trac.suffolk.edu

Log In:
Enter your Suffolk email username and password (WITHOUT @suffolk.edu)

Once you’ve logged in, Select "Search Availability"
"Search Criteria" - Once you select “Undergraduate Academic Advising”, you should be able to see more options including Reason, Date Range and Time of Appointment.

**Appointment Reasons:**

**Academic Concerns:** If you wish to discuss academic obstacles to your degree goal or whether or not it is advisable to ADD/DROP a class.

**Change of Major/Minor:** If you wish to discuss changing your major and/or adding a double major or minor.

**Course Changes:** If you wish to discuss changes to your course selection for the current semester.

**Multi-Year Plan/Audit:** If you wish to create with the Advisor a detailed plan of how to achieve your degree goals and graduate in an efficient manner.

**Program Evaluation:** If you wish to discuss what courses are needed to fulfill your degree requirements, how to use advising tools on MySuffolk or any General Questions you may have.
Selecting an appointment time will send you to another screen.

If no appointment times appear available OR you need to meet an advisor to discuss a topic that is not listed such as:
- Study Abroad
- Outside Course Petition
- Transfer Credit

You MUST call the Undergraduate Academic Advising Office to make your appointment.

Undergraduate Academic Advising Center
Phone: 617-573-8345
Location: Donahue Building, Room 208
Please fill out the following information on the appointment entry screen:

1. **Telephone Number**

2. **Notes** - enter any specific information that may help your Advisor provide you with the best possible service.

3. Hit the **SAVE** button to complete making an appointment.

You will receive an appointment confirmation via your Suffolk email.