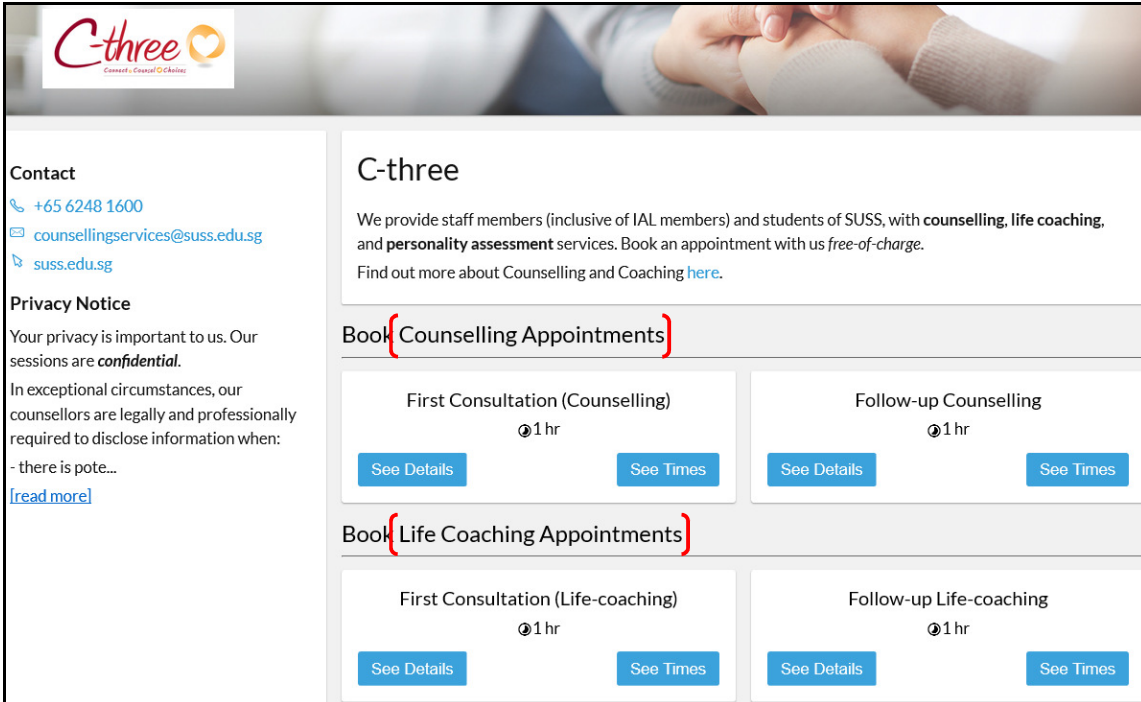


Visit the C-three booking webpage.

There are 2 types of service provided for you to choose from.

1. Counselling
2. Life Coaching



Contact
+65 6248 1600
counsellingservices@suss.edu.sg
suss.edu.sg

Privacy Notice
Your privacy is important to us. Our sessions are *confidential*.
In exceptional circumstances, our counsellors are legally and professionally required to disclose information when:
- there is pote...
[\[read more\]](#)

C-three
We provide staff members (inclusive of IAL members) and students of SUSS, with **counselling, life coaching, and personality assessment** services. Book an appointment with us *free-of-charge*.
Find out more about Counselling and Coaching [here](#).

Book (Counselling Appointments)

| Service | Duration | See Details | See Times |
|----------------------------------|----------|-----------------------------|---------------------------|
| First Consultation (Counselling) | 1 hr | See Details | See Times |
| Follow-up Counselling | 1 hr | See Details | See Times |

Book (Life Coaching Appointments)

| Service | Duration | See Details | See Times |
|------------------------------------|----------|-----------------------------|---------------------------|
| First Consultation (Life-coaching) | 1 hr | See Details | See Times |
| Follow-up Life-coaching | 1 hr | See Details | See Times |

1. Select the service type.

If you are a **first timer**, please select “**First Consultation**”. You will be asked to enter PI No. to verify that you are a SUSS student.

For **follow-up** sessions, please select “**Follow-up**”.

Then click on “See Times” button to continue.

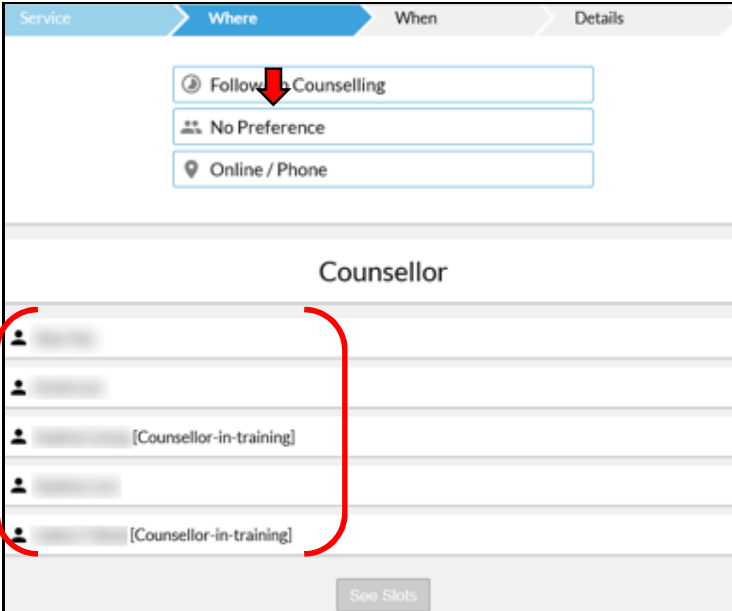


The screenshot shows a web interface for booking appointments. It is divided into two main sections: "Book Counselling Appointments" and "Book Life Coaching Appointments". Each section contains two options: "First Consultation" and "Follow-up". Each option specifies a duration of "1 hr" and includes a "See Details" button and a "See Times" button. Red arrows point to the "See Times" buttons for both "First Consultation (Counselling)" and "Follow-up Life-coaching".

2. Select your Counsellor or Coach. [Not applicable for First Timer]

When no Counsellor or Coach is selected, text field shows “No Preference”.

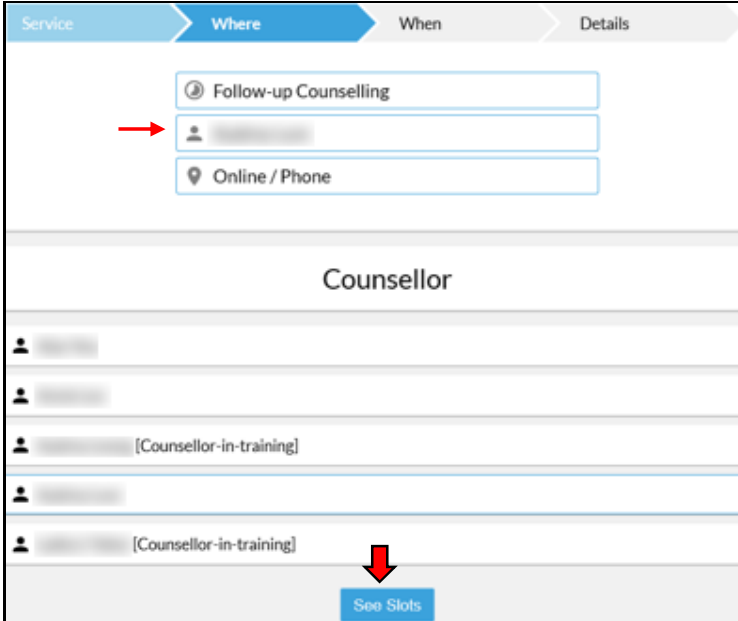
Click on the text field “No Preference”, then select the name of Counsellor or Coach that appears below.



The screenshot shows a dropdown menu for selecting a counsellor. The menu is titled "Where" and has a "Where" tab selected. The dropdown list includes "Follow-up Counselling", "No Preference", and "Online / Phone". A red arrow points to the "Follow-up Counselling" option. Below the dropdown is a section titled "Counsellor" with a list of names and titles, including "[Counsellor-in-training]". A red bracket highlights the list of counsellors. At the bottom of the section is a "See Slots" button. A large red arrow points downwards from the bottom of the screenshot.

Once a Counsellor or Coach has been selected, their name will be shown in the textbox.

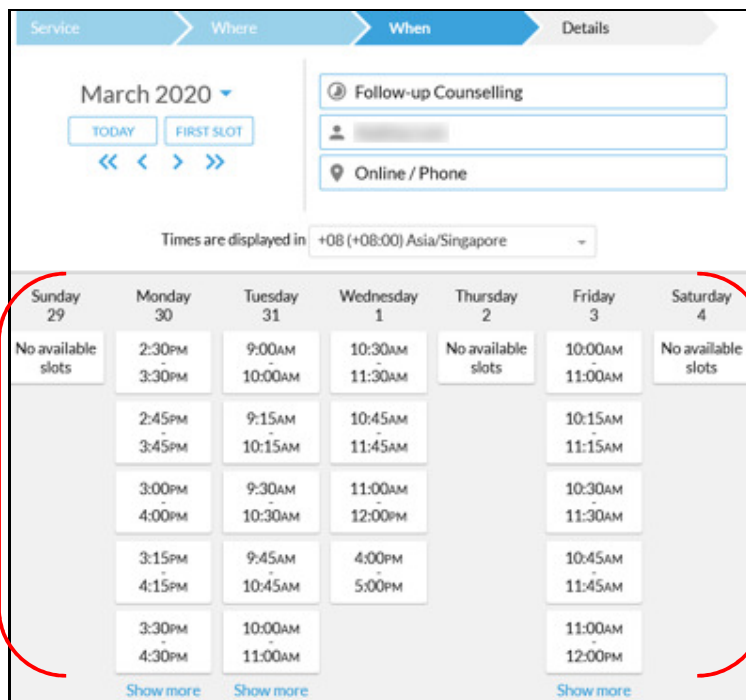
Click on “See Slots” button to continue.



The screenshot displays a web application interface with a navigation bar at the top containing four tabs: "Service", "Where", "When", and "Details". The "Where" tab is currently selected and highlighted in blue. Below the navigation bar, there are three input fields stacked vertically. The first field contains the text "Follow-up Counselling" and has a red arrow pointing to it from the left. The second field contains a person icon and a blurred name, also with a red arrow pointing to it from the left. The third field contains a location pin icon and the text "Online / Phone". Below these fields is a section titled "Counsellor" which contains a list of five entries, each with a person icon and a name. The fifth entry in the list includes the text "[Counsellor-in-training]" and has a red arrow pointing down to a blue button labeled "See Slots" located at the bottom center of the interface.

3. Select Date/Time slot to book your appointment.

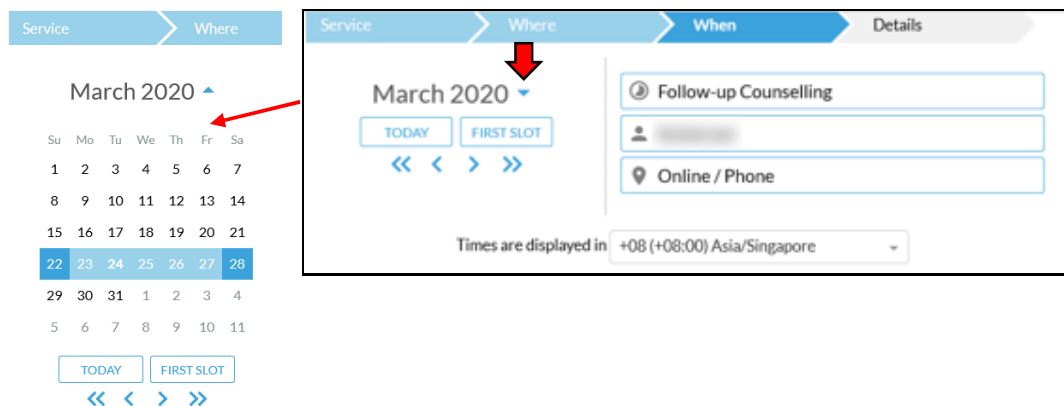
Click on the available 1 hour time slots to book appointment for each day.



The screenshot shows the 'When' step of the booking process. It features a calendar for March 2020 with a 'TODAY' button and a 'FIRST SLOT' button. The service is 'Follow-up Counselling' and the location is 'Online / Phone'. The time zone is set to '+08 (+08:00) Asia/Singapore'. The calendar shows time slots for each day from Sunday 29 to Saturday 4. Sunday and Saturday have 'No available slots'. Monday, Tuesday, Wednesday, and Friday have several 1-hour slots available. Thursday has 'No available slots'. The time slots are displayed in a grid format.

| Sunday 29 | Monday 30 | Tuesday 31 | Wednesday 1 | Thursday 2 | Friday 3 | Saturday 4 |
|--------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| No available slots | 2:30PM 3:30PM | 9:00AM 10:00AM | 10:30AM 11:30AM | No available slots | 10:00AM 11:00AM | No available slots |
| | 2:45PM 3:45PM | 9:15AM 10:15AM | 10:45AM 11:45AM | | 10:15AM 11:15AM | |
| | 3:00PM 4:00PM | 9:30AM 10:30AM | 11:00AM 12:00PM | | 10:30AM 11:30AM | |
| | 3:15PM 4:15PM | 9:45AM 10:45AM | 4:00PM 5:00PM | | 10:45AM 11:45AM | |
| | 3:30PM 4:30PM | 10:00AM 11:00AM | | | 11:00AM 12:00PM | |

To show more dates for booking, click on the Month button to expand the Calendar.



The screenshot shows the 'When' step of the booking process with the calendar expanded to show the full month of March 2020. A red arrow points to the 'March 2020' button in the 'When' section, and another red arrow points to the expanded calendar on the left. The service is 'Follow-up Counselling' and the location is 'Online / Phone'. The time zone is set to '+08 (+08:00) Asia/Singapore'. The expanded calendar shows the following dates available for booking: 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.

4. Contact information and TOS.

Enter your contact information.

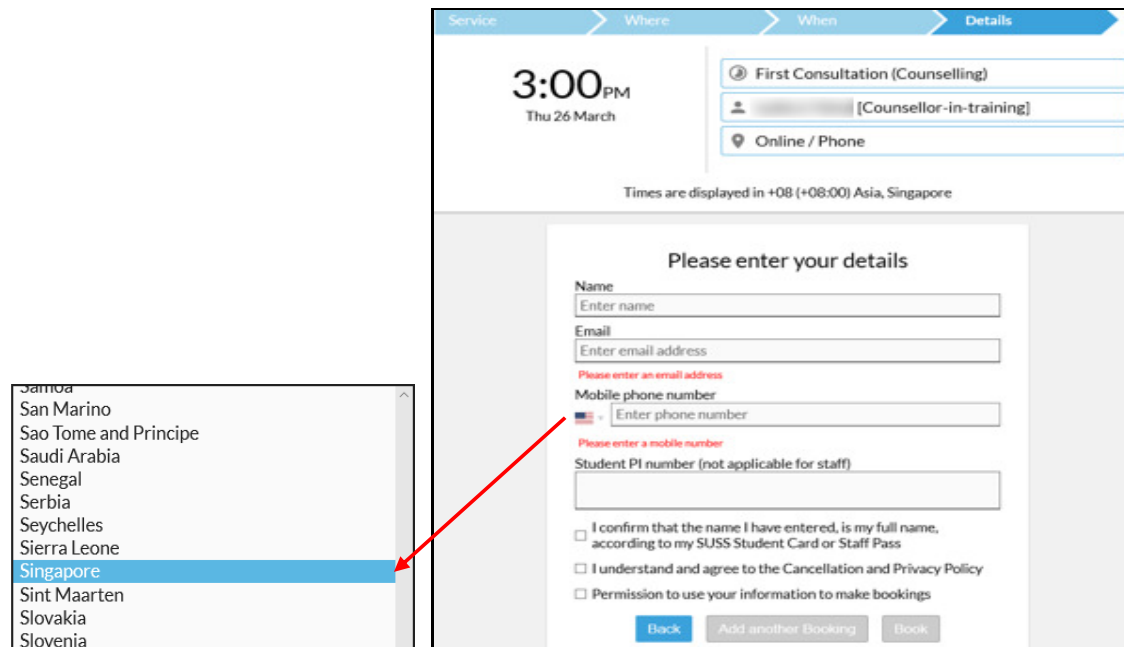
Click on the flag to change the country of your mobile phone number.

Then agree to the Terms of Service (ToS) by checking the checkboxes.

Once done, click on the “Book” button to finish.

For First Timers:


You will be asked to enter an additional text field PI No. to verify that you are a SUSS student.



Please enter your details

Name
Student

Email
student@suss.edu.sg

Mobile phone number
 9123 4567

Student PI number (not applicable for staff)
A1234567

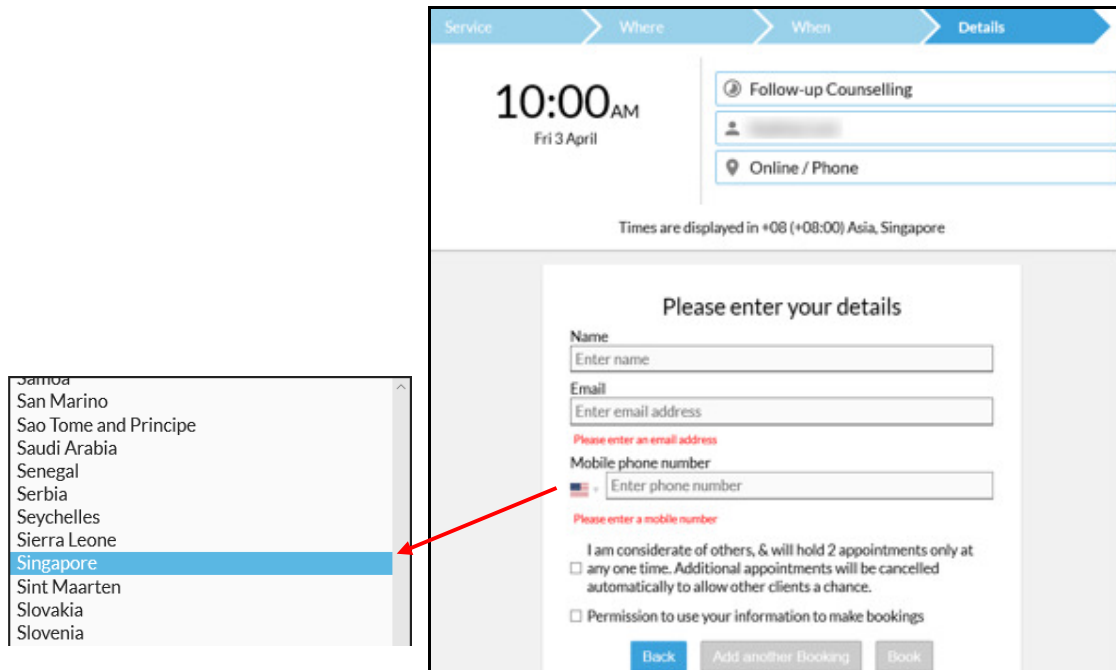
I confirm that the name I have entered, is my full name, according to my SUSS Student Card or Staff Pass

I understand and agree to the Cancellation and Privacy Policy

Permission to use your information to make bookings

[Back](#) [Add another Booking](#) [Book](#)

For Follow-up sessions:



The screenshot shows a booking interface with a navigation bar (Service, Where, When, Details) and a summary section (10:00 AM, Fri 3 April, Follow-up Counselling, Online / Phone). A dropdown menu on the left lists countries, with 'Singapore' highlighted. A red arrow points from 'Singapore' to the 'Please enter your details' form. The form includes fields for Name, Email, and Mobile phone number, along with a consent checkbox and 'Back', 'Add another Booking', and 'Book' buttons.



Please enter your details

Name

Email

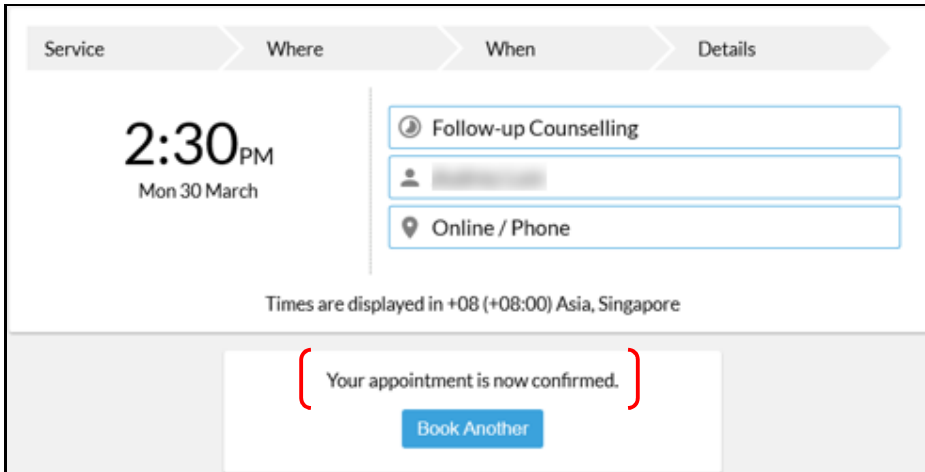
Mobile phone number

I am considerate of others, & will hold 2 appointments only at

- any one time. Additional appointments will be cancelled automatically to allow other clients a chance.
- Permission to use your information to make bookings

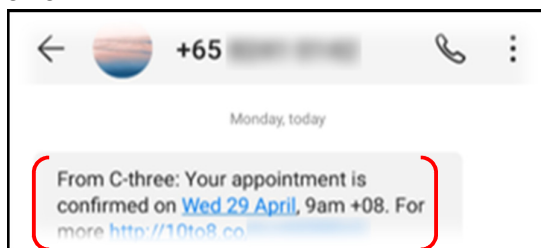
5. Booking confirmation.

Your booking is confirmed when the system displays “Your appointment is now confirmed”.



You will receive 2 other confirmations via SMS and Email.

SMS

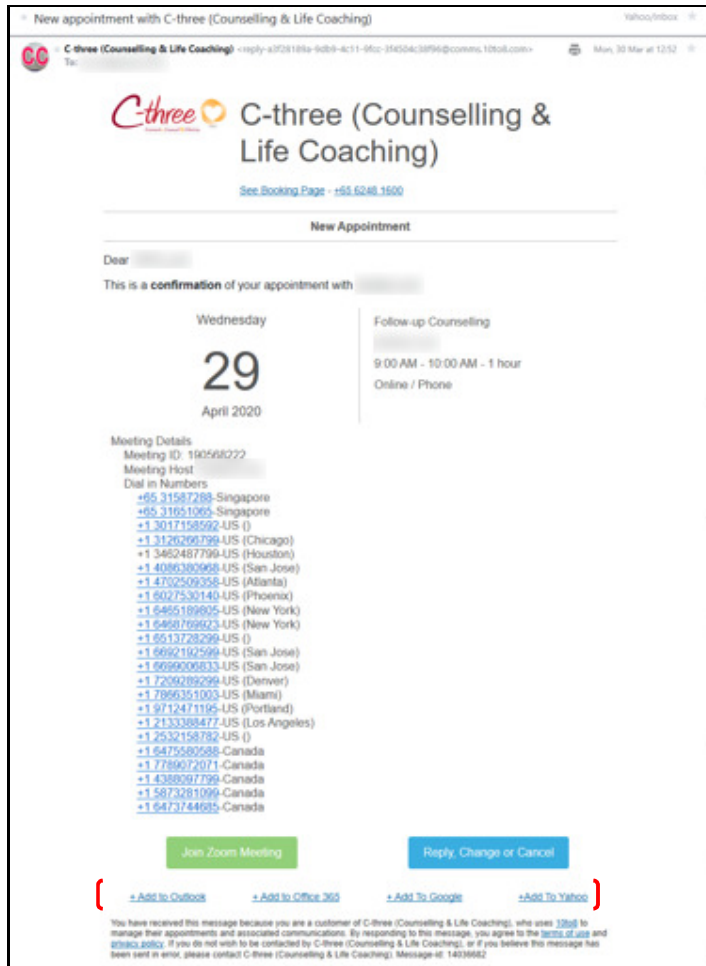


Email



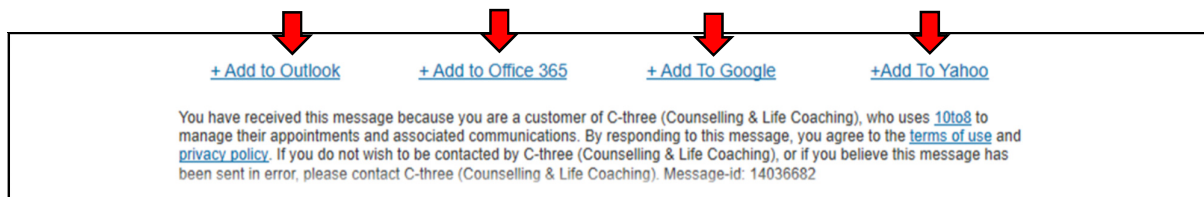
6. Add appointment to Calendar.

Open the Email booking confirmation. Scroll to the bottom. You will find 4 links.



Click on the links provided to add this appointment to your calendar.

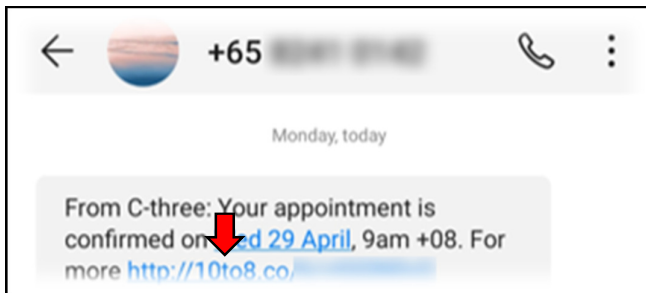
- Add to Outlook
- Add to Office 365
- Add to Google
- Add to Yahoo



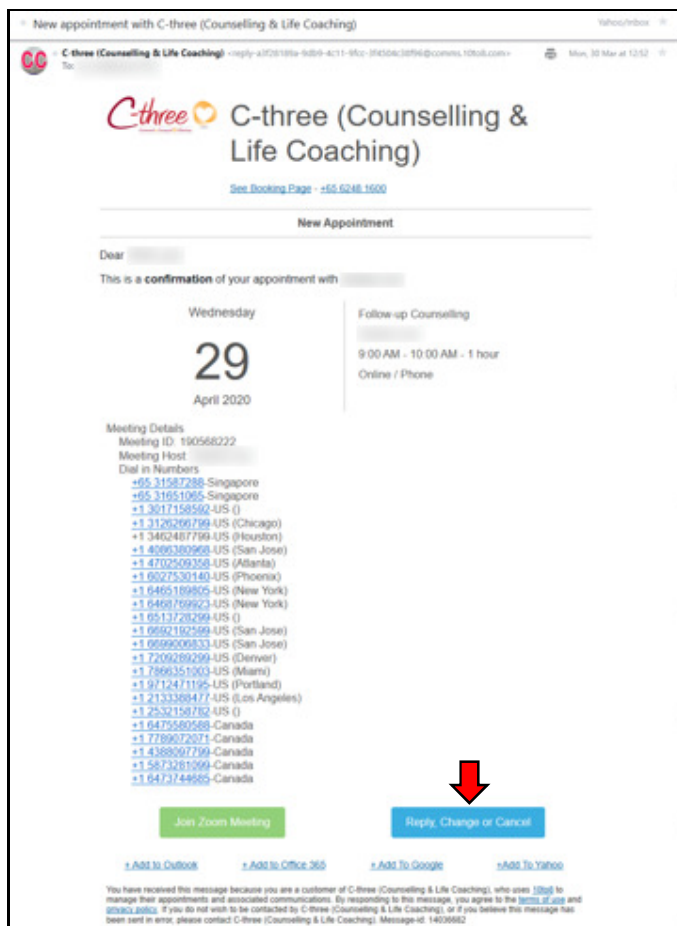
7. Messaging to Admin or Counsellor or Coach.

Open the booking confirmation (SMS or Email), then click on the link.
You will be re-directed to C-three webpage with your appointment details shown.

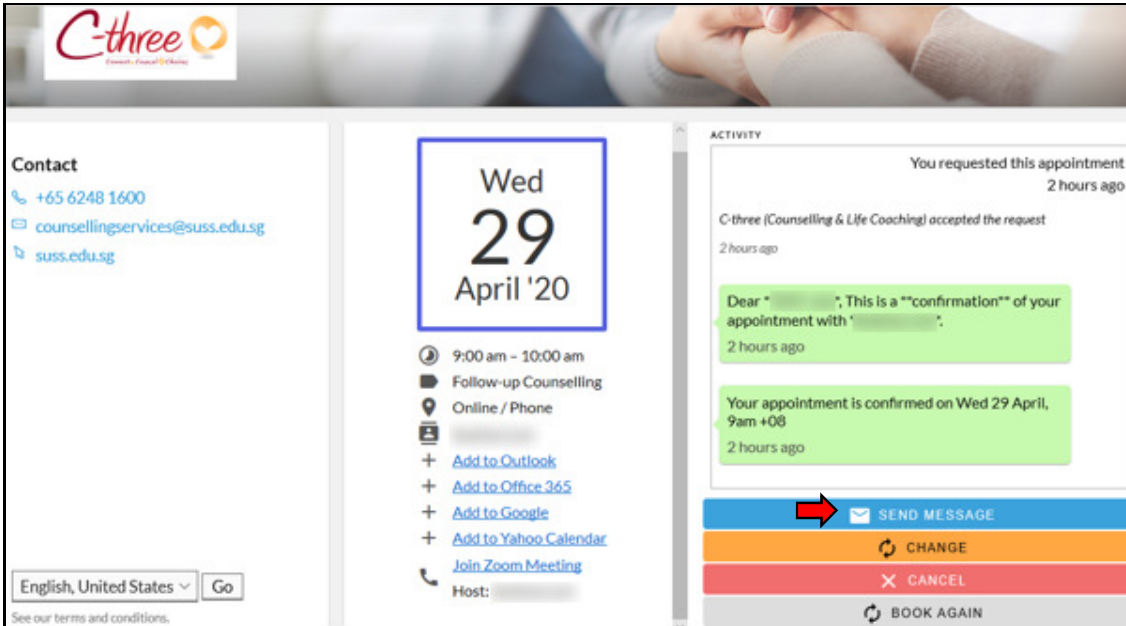
SMS



Email



8. Select request type Send Message.



Contact
+65 6248 1600
counsellingservices@suss.edu.sg
suss.edu.sg

Wed 29 April '20
9:00 am - 10:00 am
Follow-up Counselling
Online / Phone
+ Add to Outlook
+ Add to Office 365
+ Add to Google
+ Add to Yahoo Calendar
Join Zoom Meeting
Host: [redacted]

ACTIVITY
You requested this appointment 2 hours ago
C-three (Counselling & Life Coaching) accepted the request 2 hours ago
Dear * [redacted] *, This is a **confirmation** of your appointment with * [redacted] *. 2 hours ago
Your appointment is confirmed on Wed 29 April, 9am +08 2 hours ago

SEND MESSAGE
CHANGE
CANCEL
BOOK AGAIN

Send Message:

You can send messages directly through the 10to8 system. Messages will be seen by the admin and counsellor or coach, and they can reply you as well.