

Accessing SSC-Campus: <http://advising.gmu.edu/ssc/>

Single sign-allow you to use your Mason credentials to log in. No more separate password!

Feedback, access issues, questions? Contact SSCHelp@gmu.edu

Navigating to the Help Center

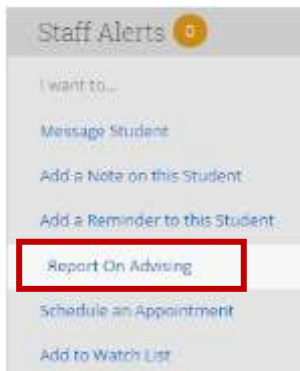
- Click on the ? icon, top right
- Click Help Center



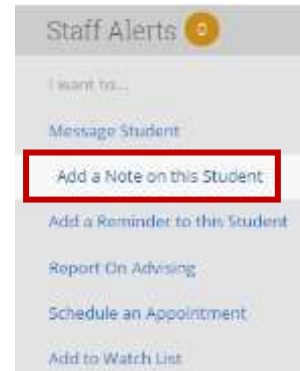
Useful Videos under “Getting Started”

- Platform Overview Demonstration
- Searching for Students
- 30 Second Gut Check
- Navigating the Student Profile
- Student Profile: Understanding Success Progress
- Communicating with Students
- Creating Notes and Advising Summary Reports

Note Taking in SSC-Campus



SSC-Campus offers two main avenues for tracking interactions, advising summary reports and notes, which have different uses. At Mason, advisors should primarily record student interactions using the **Advising Summary Report** (left) function. The table below explores the differences between these options.



| Feature | Advising Reports | Notes |
|---|------------------|-----------------|
| Records reasons for the note/appointment | Yes | Yes |
| Records meeting type (<i>walk-in, phone, email, etc.</i>) | Yes | No |
| Records date and duration of the appointment | Yes | No |
| Records advisor notes regarding the interaction | Yes | Yes |
| Allows advisor to attach a file | Yes | Yes |
| Easily viewable by the student* | Will be soon | Not by default* |

*All notes entered in SSC-Campus are considered part of students’ educational records and are subject to a FERPA request from the student. No note is 100% private.

Examples

Advising summary reports should be treated liked DegreeWorks notes. For example: “Advised 6 credits for summer; 15 in fall. Options: COMM 300, COMM 305; FALL 2016 (12-16 credits from below) COMM 400 COMM 454 COMM 331 COMM 430 PR electives as available or COMM electives. Referred to Career Services.”

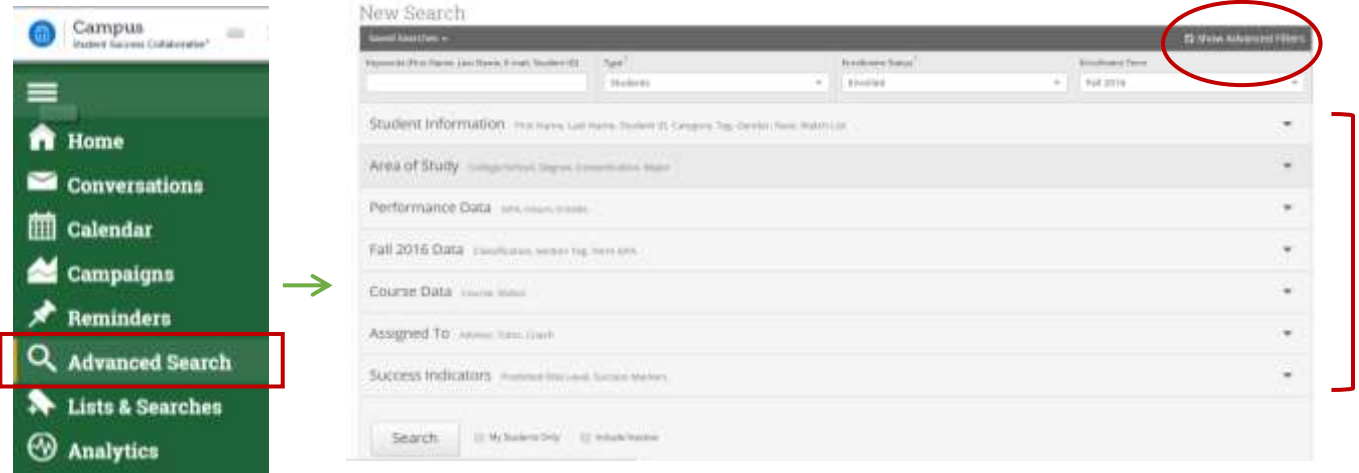
Notes are like personal sticky notes – an optional place for advisors to record information that may be important to their relationship with the student, but are not relevant to the advising community or to the degree plan. They can easily be made viewable to just the advisor entering the note. For example, “Interview with FBI next week,” or “Trip to South America to see family this summer.” If you wouldn’t want the student to read it, don’t record it.

SSC-Campus Is Live! Get Set Up

Searching for Students

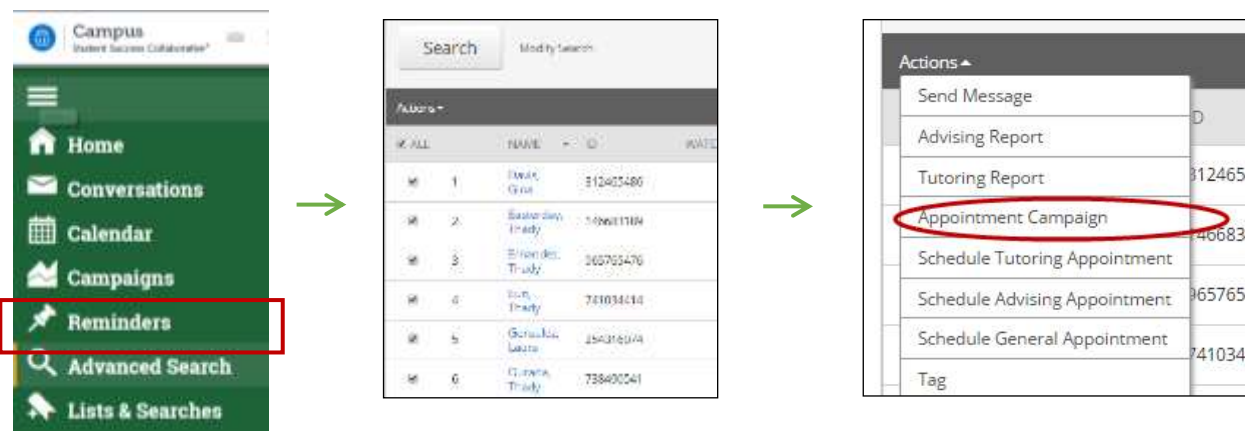
To search for individual students or generate a list of student who meet chosen criteria. (e.g. students in your program below 2.0 or students eligible for honors in the major)

Click “Advanced Search” Click the box to Show Advanced Filters and the drawers to select your search criteria



Targeted Outreach Campaigns

Allows advisors to send a personalized email to a targeted group of students, requesting that they schedule an appointment for a specific reason, in a specific time frame. This function requires that an advisor set up calendar availability for campaigns first. Learn how to set up calendar availability by watching the short training video in the Help Center → Getting Started → “Setting Up Appointment Availability.”



Want to test something before going live?

You can do so in the training environment, but you may need to request access via SSCHelp@gmu.edu <https://gmucampus-training2.eab.com/session/new>

Need more training?

Training opportunities are publicized at <http://advising.gmu.edu/ssc/> or you can request an individualized training for your area via SSCHelp@gmu.edu.