

## Student Success Collaborative (SSC) Campus Advising Appointment Workflow

<b>Availability</b>
1. Sync your FSMail calendar to SSC Campus to prevent double-booking
2. Build Availability Blocks in SSC Campus in order to allow students to schedule appointments with you through SSC Campus
<b>Create a Campaign to Invite Students to Schedule an Appointment</b>
<ol style="list-style-type: none"> <li>1. Define your Campaign terms</li> <li>2. Select recipients of your Campaign</li> <li>3. Add advisors to your Campaign</li> <li>4. Compose your message</li> <li>5. Confirm and send your invitation</li> </ol>
<b>Advising Appointments – Before the Appointment</b>
1. Review your student’s <b>dashboard</b> on their profile screen. This provides a quick overview of Ds/Fs/Ws, Credit Completion %, Cumulative GPA, and Total Credits earned
2. Review your student’s <b>Success Progress</b> (this shows Predicted Influencers [items affecting the student’s <b>Recommended Support Level</b> ], <b>Success Markers</b> , and <b>GPA &amp; Credit Trends by Term</b> )
3. Review any <b>History</b> (including <b>Alerts</b> , <b>Cases</b> , <b>Notes</b> , <b>Advising</b> or <b>Academic Support Reports</b> , and visits to select support units, attendance at workshops, and/or review sessions)
4. Review the student’s academic history by selecting the <b>Class Info</b> tab
<b>Advising Appointments – During the Appointment</b>
1. Discuss any outstanding concerns ( <b>Alerts</b> or <b>Cases</b> ) with the student and ensure they’ve contacted the appropriate office
2. Reflect on and share your insights from your review of the student’s <b>History</b> and <b>Class Info</b> – consider how they are doing overall and what this may mean for their graduation timeline and future goals
<b>Advising Appointments – After the Appointment</b>
<ol style="list-style-type: none"> <li>1. Submit your <b>Advising Report*</b> on your appointment with the student <ul style="list-style-type: none"> <li>• <b>If this was a pre-scheduled appointment, do this from the Staff Home screen.</b></li> <li>• <b>If this was a drop-in appointment, do this from the student’s profile screen</b></li> </ul> </li> </ol>
2. Advising Reports should include a summary of your discussion including: classes student plans on taking and requirements the classes count toward, future goals/majors or minors of interest, recommended referrals or follow-up steps for the student to complete – this is for students <i>and</i> other advisors
3. Create any Alerts or Reminders you might need to follow-up or refer the student for additional support as necessary
4. If student was a no-show, mark that in the system to document the missed appointment

**Remember:** All information you enter into SSC Campus becomes a part of students’ official academic record. Students have the legal right to review their entire academic record. **\*Advising Reports are always visible to students.**