Honors College Guide to Using Campus Connect

Dear Honors Scholar:

The Honors College is currently piloting Campus Connect, a new advising and student success tool that will soon be implemented campus-wide. The Honors College will use Campus Connect for:

- Scheduling meetings with your adviser and members of the Honors College staff
- Tracking Honors advisement
- Tracking Honors enrichment points.

Information loaded into Campus Connect, from appointments (which will sync with your Outlook calendar) to advisement notes, will be accessible to you. This will eliminate paper forms, and ensure that everyone has consistent information. Please note that Campus Connect does not replace SOAR, which remains the official record of your degree progress, etc. The two systems integrate with one another, making for a seamless advising experience.

In this document, you will find a step by step guide to using Campus Connect, with a focus on features (like Enrichment Points) specific to the Honors College. We will begin using Campus Connect beginning September 15, 2017, so log on and get started now! All you need is this link and your campus id and password.

This is a time of learning for all of us, so please contact us at honors@usm.edu if you have any questions as you begin to navigate the system.

Sincerely,

Dr. Weinauer and the Honors College staff
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Components of CampusConnect

1. Welcome Message

2. Dashboard Introduction

The Dashboard can show your upcoming classes, appointments, and newly added items (like Enrichment Points).
Inside the Dashboard

A. Messages: View messages from faculty and staff
B. My Success Network: Lists your advisor(s), instructors, and pertinent resources/university offices
C. Raise Your Hand: Allows you to reach out for help; it could be a general plea to the Honors College for help or one focused on a certain class, depending on your selection

D. Courses: Lists your classes, your instructors and their contact information, also lists your grades from previous semesters

E. Success Plans: Contains a list of to-do items that should be completed by you, or the Enrichment Points Plan from the Honors College (*see Enrichment Points section for further explanation)

F. History: A compilation of your meetings that were configured in CampusConnect, includes classes from the previous day/week

3. Appointment: Lists upcoming appointments configured within CampusConnect

4. Kudos / Flags: Lists the feedback from your instructors, advisors, and other university offices
Set up your Profile

Begin by setting up your student profile. Your profile lets instructors and advisors know who you are and how to contact you. It also gives you control over how you wish to receive emails.

1. Click your name in the top right corner of your Home page to open your profile.

   From here, you can customize your profile by uploading a photo, setting appointment reminders, and adding a secondary email address for receiving Starfish emails (e.g. your mobile phone).

   To have Starfish emails sent to your mobile phone (in addition to sending to your primary institutional email address):

   - Enter the email address of your mobile phone in the Alternate Email field. This address will be a combination of your phone number plus carrier information. Click the more information icon (❓) for a list of common carriers and email address formats.
   - Click the Both radio button associated with “Send my correspondence to”.

2. Once you have made your desired changes to your profile, click the Submit button to save your updates.
Schedule an appointment

1. Log in with your SOAR credentials. At the home screen you should see your Dashboard with My Success Network – Honors should be listed there.

2. If not, at the top of the screen, click on Services, and use the search bar to find Honors College.

3. Upon finding Honors, click on the Honors College name.
4. Once there, click on Schedule Appointment for the staff person with whom you would like to have an appointment.

5. Next, click on the appointment time that is best for you.
6. Fill out the appropriate information. Be sure to choose a reason for the meeting from the drop-down menu, and add additional details in the box below so that staff person is prepared for your meeting. Click submit!

![Add Appointment](image)

7. You should receive a confirmation email (and depending on your Campus Connect preferences, a calendar reminder and/or text).
Schedule an Appointment with the Office of Nationally Competitive Awards

1. Use instructions as above, but instead of clicking on Honors College, be sure you’re on the Office of Nationally Competitive Awards page.

2. Schedule your appointment using the directions as above.

3. Students scheduling an initial appointment will need to complete the Intake Form prior to an appointment so that Ms. Curtis is adequately prepared for the meeting. The link can be found in any of these places:
Service Members

CURTIS, ROBYN (General Advisor)
Member of: Honors College, Office of Nationally Competitive Awards

Contact Info
Institution: Email: Robyn.Curtis@usm.edu

General Overview
The Office of Nationally Competitive Awards (ONCA) assists students in strategically developing strong careers throughout their time at Southern Miss, as well as helping them prepare the strongest applications possible for national scholarship opportunities such as Truman, Marshall, Goldwater, Rh.

Schedule Appointment
Office Hours
Office Hours: Mon, Tue, Wed, Thu, Fri 9AM-4PM
Biography
Hattiesburg students can make in-person appointments. Coast students or alums may schedule phone or Skype appointments. If this is your first appointment, please complete the Intake Form

Honors College
Intake Form
Nationally Competitive Awards Advisement
To schedule an appointment with the Office of Nationally Competitive Awards, please
You must complete this form prior to your appointment.

Student ID Number *

Name *
First Middle

Phone Number *

Email Address *

Biochemical Information

Gender *
Female

Ethnic/racial background

Tracking Enrichment Points

For all students who are subject to Enrichment Points, those have been added to your profile, and you can easily track them here.

From the Home Screen, on the left side, you have a Dashboard column. Find Success Plan, and you can view what has been entered based on what you have submitted. (**You do not submit your enrichment points here, but the events and calculation of the points is kept here.**)

Upon completion of each enrichment point, the Status should change from Open to Complete/Closed.

Further details of the point can be found when you open each number individually.