The Student Success Collaborative Campus (SSC Campus) is a web-based tool from the Education Advisory Board (EAB) to help the NIU community coordinate, target, and report on advising, tutoring, and other student services.

SSC Campus receives daily uploads of student data from MyNIU and provides a space and place for shared note taking, multi-modal communication, electronic scheduling of appointments, and predictive analytics.

MyNIU remains the official system of record.

**Access:**
All SSC Campus users will undergo NIU FERPA Training prior to receiving an account and login information. Users are also expected to participate in SSC Campus training.

Persons interested in obtaining a login for SSC Campus should request access via email. The email message should include:
- requestor’s name
- title/position
- department
- empID
- email address
- phone number
- brief description detailing how the SSC Campus account will be used

Emails should be sent to BOTH dana@niu.edu and abyrd@niu.edu

SSC Campus accounts are typically created within 3-5 business days. Requestors will then receive an activation email with initial login instructions.

**Roles:**
Each person who has an SSC Campus account will be assigned a “role.” Roles are assigned based upon the job/position each person holds. Roles also dictate functionality for each user and ensure that appropriate data and information is accessible.

As with MyNIU, users are reminded to reserve the use of SSC Campus for legitimate business purposes.
**Training:**
Training will be offered in several formats and made available throughout the year.

NIU training materials include:
- online training modules
- electronic manual
- glossary of terms
- face-to-face, hands-on workshops

Additional assistance is available as follows:

**Implementation:**
SSC will be implemented for the Fall 2016 semester with a GO LIVE date of August 15, 2016. Functionality will be introduced in several phases.
Implementation phases are current as of 8/1/2016. Phases are subject to change.

Each phase should be approached as an exploratory period. Users are encouraged to familiarize themselves with all of the features and functionality assigned to their role. In some cases business practices may need to be altered or re-engineered.

**Electronic Documentation (Advising Reports, Tutoring Reports, Notes):**

NIU employees whose access to SSC Campus affords them the ability to write advising reports, tutoring reports, and notes must conform with federal law and institutional policies. Similarly, the National Academic Advising Association (NACADA) Statement of Core Values provides direction:

- Advisors [and academic support professionals] respect student confidentiality rights regarding personal information. Advisors [and academic support professionals] practice with an understanding of the institution’s interpretation of applicable laws such as the Family Educational Rights and Privacy Act (FERPA).

- Advisors [and academic support professionals] seek access to and use student information only when the information is relevant to the advising process. Advisors [and academic support professionals] enter or change information on students' records only with appropriate institutional authorization to do so.

- Advisors [and academic support professionals] document advising contacts adequately to meet institutional disclosure guidelines and aid in subsequent advising interactions.
Advisors and academic support professionals must:

- Make and view notes only for students with who they directly work. It is a violation of FERPA to access data for which you do not have an educational need to know.

- Inform students that they will be keeping notes relevant to their academic progress that may be accessed by other advisors or academic support professionals who are also working with the same students.

- Recognize that advising reports and notes are considered part of the student’s educational record and that students can request to inspect their educational record. Educational records can also be subpoenaed.

- Record information that is clear, professional, and relevant. Advising reports and tutoring reports provide a summary of meetings with students. Documentation should be objective, concise, and void of judgements or value statements.

- Include information in advising reports, tutoring reports, and notes which will be helpful during future appointments with the student, this includes documentation indicating policies, procedures, requirements, deadlines, etc. shared with the student.

- Focus on information pertaining to the student’s academic progress, situation or questions. Details regarding medical, personal, or other sensitive issues should be avoided.

- Document referrals to other offices and professionals.

Private notes regarding personal matters may be kept in a secure location outside of SSC Campus that is accessible only by the person that wrote them. Such notes should be kept as a memory aid and maintained for only as long as they are useful.