This is your introduction to COMPASS--Agnes Scott’s early alert and appointment scheduling system!

Agnes Scott College’s early alert and appointment scheduling system, COMPASS*, provides you with a central location to connect to the people and services that can help you finish what you start – all accessible right from your COMPASS home page. In this guide, you will learn how to maximize the various COMPASS features in your academic planning in order to Chart Your Course for Academic Success!

- **Set up your profile**
  Make it easier for your instructors and advisors to get to know you and stay in contact.

- **Connect to people and services that can help you**
  Use your personalized **My Success Network** and **Courses** channels for quick access to contact information, appointment scheduling, and course help.

- **Stay on track**
  Use your personalized **Dashboard** to stay on top of upcoming appointments, assignments, plans, and recommendations from your instructors.

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**Log-in to COMPASS at compass.agnesscott.edu using your ASC User ID & password.**

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**Technical Issues**

Please login with your Agnes Scott College network username and password. If you have difficulty logging in, please contact the ITS Help Desk at 404 471-5487 or itshelp@agnesscott.edu.

**Training Questions**

Email compass@agnesscott.edu or call the Office of Academic Advising at (404) 471-6200.

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*COMPASS is powered by Starfish® Retention Solutions, and as you become more familiar with this resource you may see references to Starfish®.
STEP 1: Log-in to COMPASS from the Student Welcome Page

Your **Welcome to COMPASS** page is viewable the first time you log-in to COMPASS at compass.agnesscott.edu. From this page, you can go straight to options for making an appointment, customizing your profile or searching for available services. You can click the **Close** button at the bottom of portal or select **Home** from the menu at the top left of the portal to go straight your student dashboard.

Your **COMPASS Home Page & Dashboard**

Your **Home** page includes access to a customizable profile and personalized channels that make it easy to schedule the dedicated time you need with your instructors and advisors.

Your **Dashboard** displays upcoming **appointments**, date-based **to-dos & tasks**, **alerts** related to your courses that might require your attention, recommended **referrals** to various campus service providers, and **kudos** from your instructors. If an email was sent to you related to any of these items, you will find the content of the message by clicking on the messages icon near the profile link in the top right corner of the page.
STEP 2: Set up your Profile, Contact Information & Frequency of Emails

Your Profile provides your instructors and advisors important information about 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 setting appointment reminders and adding a secondary email address for receiving COMPASS emails (e.g. your mobile phone).

2. To have COMPASS emails sent to your mobile phone (in addition to sending to your Agnes Scott 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 Both radio button associated with “Send my correspondence to”. This step is optional and is based on your own preferences.

3. Once you have made your desired changes to your profile, click the Submit button to save your updates.
Your Success Network

The **My Success Network** and **Services** channels display the people and services that are available to help you succeed. Here you can find **key contact information** as well as links to student service websites and online appointment scheduling.

Click the **My Success Network** icon on your Home page to display your personalized network. This channel lists the people and resources that are available to assist you. Since your success network includes your current course instructors, the members of your network will change each semester.

Your Courses

The **Courses** channel also displays the people who are available to help you succeed. Click the **Courses** icon on your Home page to display information about courses you are enrolled in as well as contacts and available support related to each. Like the My Success Network channel, it is personalized to show the people and services specific to the courses you are taking, and gives you the ability to **make an appointment** related to a course or campus service.
Make an Appointment with a Member of Your Success Network

1. Click the Schedule Appointment link below the contact information for the desired person or service in the My Success Network.

2. Use the small calendar to quickly identify days with available office hours (available days will be shown in **bold**). Click the desired date in the small monthly calendar to display availability on that day.

3. Available time slots on the selected day will include a Sign up link. Click the Sign Up link associated with the desired time slot.

4. This opens the Add Appointment form. Complete the form by selecting a reason for the meeting and a course (if relevant). Include an explanation of what you need so that your instructor or advisor can be prepared for the meeting.

5. Click Submit to set the appointment. You will get an email with the appointment details and the appointment will be listed on your Dashboard.

Change an Appointment

Upcoming appointments will be listed on your Dashboard in the time line view (left column). Click the edit icon (📝) to modify the appointment or the cancel icon (🗑️) to cancel it.
Services Catalog

Specific instructors and advisors may be listed in your personal My Success Network channel, but other individuals and services can be found in the broader Services catalog accessed from the top navigation bar. For each service you can, view contact information, visit service websites, and schedule online appointments (if available).

If a service includes a Waiting Room for walk-in appointments, you can click the “Waiting Room” link to find out how many students are currently in line.

You can also schedule an appointment with staff members in the Service if they have scheduled office hours.
**Flags Kudos, Referrals, To-Dos & Success Plans**

Course Instructors may raise a Flag to alert you to an academic concern or raise Kudos to acknowledge positive progress or achievements. You and your advisor will be alerted about these alerts via your Agnes Scott email address. If your instructor raises a concern, be sure to follow-up with your instructor to discuss next steps.

Twice a semester – in the first three weeks and last three weeks – course instructors will be asked to submit feedback on your academic progress as part of a campus wide Progress Survey, and instructors can also issue Flags at different points in the semester when there is an academic concern.

Your advisor may issue To-Dos and/or Referrals as part of his or her academic planning with you or as signals for you to take action on a specific academic concern. These tasks are intended to connect you with resources or to develop an action plan for academic opportunities. Some of the To-Dos and Referrals will have deadlines for completion and may require you to schedule an appointment with your advisor or campus service provider. If a To-Do or Referral is raised, you will receive an email at your Agnes Scott email address and via a notification on your COMPASS dashboard.

**COMPASS Success Plans**

Success Plans generally comprise of a set of three to five To-dos and Referrals that you and your advisor will develop to address an academic concern and promote academic success. There are many reasons why an advisor might launch a success plan for you such as creating a plan of action to return to good academic standing or to help you identify your academic goals and work toward them. COMPASS Success Plans provide you with an ordered set of actionable tasks to complete.

*Example of an Academic Recovery Success Plan*

- Visit the tutoring center
- Schedule regular meetings with your advisor
- Attend mandatory study skills workshop
- Contact your instructor(s) if you have concerns about your courses

It is important to check COMPASS on a regular basis to ensure you are up-to-date with any requests and appointments made by members of your Success Network.

If you have questions about a flag or alert associated with a specific course, please follow-up with your course instructor.

If you need additional help in addressing academic concerns or COMPASS alerts, contact your SUMMIT Advisor, Faculty Advisor or meet with an advisor in the Office of Academic Advising.
Need Help?

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