How to Schedule a Psychology Advising Appointment Using SSC

For NON-psychology majors

Visit our homepage at psychology.gmu.edu, and click on “Find My Advisor” in the top right-hand corner.

Schedule a Psychology Advising Appointment!

Welcome to Undergraduate Psychology Advising!

Students are encouraged to meet with an advisor at least once a semester. When scheduling, please keep in mind University deadlines, assignment deadlines, and time of year – particularly during the beginning and end of the semester, as these tend to be busier times. We cannot schedule times we do not have available. If a date is not available it means that all available appointments have already been scheduled or advising is not available that day.

Note that you DO NOT need an appointment for the following:

1. Signing or reviewing forms such as:
   - Declaring your major or minor in Psychology. You may download forms to declare a major or minor from the Registrar's website or visit our office to pick one up.
   - Reviewing Transfer Credit Reevaluation/Course Elsewhere Forms. Please be sure to bring a copy of the syllabus and/or course description for the course as well as your current GMU transcript with these forms.
   - Documents needing an advisor’s signature may be dropped off in the Undergraduate Office and will be signed by an advisor and available for pick up after one full business day.

Click on the “Schedule a Psychology Advising Appointment” link in the right sidebar.
Log in to SSC using your Mason credentials.

Step 1: On your homepage, click the blue “Schedule Advising or Registrar Appointment” button in the right-hand corner.
Step 2: Click “Advising Outside of Your College” in the drop-down menu, and click “Next”.

Step 3: Click “Declare/Change Major/Minor” option in the drop-down menu, then click “Next”.
Step 4: Click “Psychology” in the office drop-down menu, then click “Next”.

Step 5: Choose an advisor to view their available appointment times, then click “Next”.
Step 6: **Click on a day and time** that works best with your schedule, then click “Next”.

Step 7: **Verify appointment details.** You can leave a comment for the advisor on what you would like to discuss. You can also choose if you would like an email or a text reminder. Next click the blue “Confirm Appointment” button.
Lastly you will see this confirmation screen and receive a confirmation by email. Please arrive on-time to David King Hall 2086 to check-in.