

Credit SSSP Services Modality Drop-down Definitions and SSSP correction information

Please be advised that you can input more than one modality if you served students with more than one modality. It is encouraged.

- **Appointment In-Person**- Student contact On-ground in an office at one of MiraCosta's campus locations (CLC, San Elijo, Oceanside, TCI)
- **Appointment Online** - Remote student contact using an online platform (e.g., Zoom, Microsoft Teams, WebX, Google Meet, etc.) including phone appointments
- **Email** - asynchronous student contact via email
- **Express In Person** - Nonscheduled student contact On-ground in an office at one of MiraCosta's campus locations (CLC, San Elijo, Oceanside, TCI)
- **Express Online**- Nonscheduled remote student contact using an online platform (e.g. Zoom, Microsoft Teams, WebX, Google Meet, etc.)
- **Express Phone** - Nonscheduled student contact via phone
- **Mobile** - Engaged student contact on-campus or off-campus at a location outside of a counseling office (e.g., Admissions & Records, Club Room, Library, etc.)
- **Workshop In Person** - Student contact with a group of 2 or more students engaging in a discussion/activity connected to students' academic, career, or personal goals.
- **Workshop Online** - Remote Student contact with a group of 2 or more students engaging in a discussion/activity connected to students' academic, career, or personal goals using an online platform (e.g., Zoom, Microsoft Teams, WebX, Google Meet, etc.)
- **Classroom Visit**- Presentation to students in MiraCosta's instructional faculty's assigned class (e.g., Bio 102, Sociology 101, Math 126S, etc.)

SSSP Corrections

When a service or note is entered in SSSP services with an error, the academic counselor can email Tina Helmstreit at thelmstreit@miracosta.edu to request the service/note be **deleted**. The academic counselor can then enter the correct service/note into SSSP services. Please note, Tina cannot edit services or notes, she can only **delete** them.

Please be mindful of MIS reporting timelines and contact Tina Helmstreit as soon as an error is found so corrections can be made in a timely manner.