Academic Advising Appointments via Skype

The School of Business Office of Student Success and Academic Services offers online Skype advising by appointment only. Skype appointments are designed to assist students who are unavailable to meet in person.

To Schedule a Skype Appointment:
1. Utilize the link “GMU SSC Campus” found here to find a time and available advisor for your 30-minute Skype academic advising appointment.
   a. When scheduling the appointment, please select “Business Skype Advising” from the “service” drop down menu.
2. Once you have saved the appointment, the advisor you have scheduled with will be notified.
3. This advisor will send you a follow-up email to your masonlive email account with a link to be used for the duration of the meeting.

Day of Appointment:
1. Confirm that your computer, tablet or smartphone has video and audio capability.
2. Log in to your masonlive email account.
3. Navigate to the email that your advisor sent you with the link to “Join the Meeting”.
4. Click on the link and you will be all set!
   a. Note: You do not have to have Skype or Skype for Business installed on your computer. Skype video conferencing is included within the software package that comes with your masonlive email account. This is why you must be logged into your masonlive email account the entire duration of the meeting.

Things to be aware of:
1. You will be required to provide your Mason student ID for identification at the beginning of the Skype session.
2. All Skype sessions are between the student and advisor. No other persons will be allowed to sit in on the Skype appointment, or else the appointment will be canceled and the student will be asked to come in person to meet with an advisor.
3. If your academic record is marked “Confidential” we will be unable to assist you via Skype.
4. The internet is not secure and you should be cautious of what information you share through these means. A certain degree of privacy risk is possible any time information is shared over the internet. You accept this risk when you connect with us via Skype.