

STA 419 SCC Observation Protocol

1. Accept the Google calendar sent to you from the Statistical Consulting Center (SCC) gmail address (scc@mail.gvsu.edu).
2. Go to the SCC website (www.gvsu.edu/scc). Click on STA 419 Statistics Project – STA 419 Consulting Session Observation. Follow the instructions to access the SCC Google calendar.
3. Sessions that are consulting sessions which you may elect to attend are designated as one of the following: Data Analysis, Research Project, Dissertation, Program Evaluation, or Thesis.
4. Return to the SCC website (www.gvsu.edu/scc).
 - Click on STA 419 Statistics Project – STA 419 Consulting Session Observation
 - Click on Consulting Session Observation Request Form
 - Enter your first name, last name, email address
 - In the textbox that starts “Based on the available appointments...” include the following information: (1) that you are a STA 419 student in Section 01, (2) date (such as Monday, January 31) that you want to attend a session, and (3) time the session you want to attend starts. To better your chance of getting the okay to attend a session, provide several session options.
 - For Observation Number, write 1 or 2 or 3....
5. You will get an email from the SCC telling you that you can attend. **If you don’t get the email ok, then you aren’t scheduled to attend.**

Notes:

- Don’t expect a turn around faster than a day. In other words, saying you want to attend a session the same day as the request is not good. You probably won’t get the okay.
- If the Google calendar shows two STA 419 students already scheduled to attend, you cannot attend that session. You won’t get the okay. Students are designated by initial and then #number, such as MS#1. If you see two of these in a session, then the session is full.