

How to Access your Academic Completion Plan

1. Log in to **MyIvy** with your *username@ivytech.edu* and password at **My.IvyTech.edu**
 2. Click on **Student > Advising > Degree Completion Tracker**
 3. Click on the **Plan tab** and open your **Academic Completion Plan** by clicking on the name of the plan with the star image next to it.
- **** If an Academic Completion Plan has not been created yet, please refer to the instructions on How to Schedule an Appointment with your Advisor.

How to Schedule an Appointment with your Advisor

All students are provided with an Assigned Advisor based on their student status or program of study.

1. Log in to **MyIvy** with your *username@ivytech.edu* and password at **My.IvyTech.edu**
2. Select **Student > Advising > Schedule an IvyAdvising Appointment**; locate your advising center advisor or faculty advising and click on **Schedule**
3. Your advisor's calendar will open up if scheduling options are available

Federal regulations require that academic information be discussed using your Ivy Tech email address only.

How to Schedule Classes in MyIvy

Step 1. Log into MyIvy

Step 2. Select "Student" (left hand side)

Step 3. Select "Course Info" (left hand side)

Step 4. Select "Schedule Builder" (green bar link under Add/Drop Classes and above Class Schedule)

Step 5. Select the term and Save.

Step 6. Select the campus(es) you wish to see courses from and Save. Include Ivy Online if you are considering online courses.

Step 7. Verify your address by following the prompts. When complete, click back on the Schedule Builder tab to complete your registration.

Step 8. Choose your optional filters for your course search – course status (open, open and full, open and full with waitlist open), instruction modes (traditional, online, etc.), and part of term (first 8 weeks, 16 weeks, etc.)

Step 9. If you have an academic plan from your advisor, you can click to load those courses directly into the schedule builder. Otherwise, you can select courses by clicking on Add Course.

Step 10. Add any breaks (times you do not wish to take classes) to assist in finding the optimal course schedule for you.

Step 11. Click on Generate Schedules. Compare and find your favorite one. When you're ready, click on Add to Shopping Cart.

Step 12. If registration is open for the term, click on Register. Enter the PIN you received from your advisor. The system will notify you if you were successfully registered and let you know if there were any issues with your registration. You can print or e-mail your schedule at any point during this process.

Advising Checklist

<input type="checkbox"/>	Express Enrollment Center Checklist	Express Enrollment Checklist includes your Application, Assessment and Orientation. These must be complete prior to your meeting with an Advisor.
<input type="checkbox"/>	Meet with an Academic Advisor	Your meeting with an Academic Advisor will include the items below. Your Advisor is your primary contact for any questions relating to your Academic Completion Plan, program selection or registration needs.
<input type="checkbox"/>	Complete Intake Survey	The Intake Survey provides advisors with insight into your expectations of your experience at Ivy Tech.
<input type="checkbox"/>	Discuss Indiana Career Explorer (ICE)	Indiana Career Explorer is an online tool available to explore career interests, complete career assessments, identify occupations that would be a good fit, and explore salary and job projections.
<input type="checkbox"/>	Discuss Program Selection	Your Program selection may require additional applications, specific timelines or additional evaluations. Discuss program options with your Advisor and Career Development .
<input type="checkbox"/>	Review Assessment Scores / Waivers	Review your Accuplacer or other available assessment scores. Discuss options for scheduling your program's required Math and English courses to ensure timely completion.
<input type="checkbox"/>	Create Academic Completion Plan (ACP)	Work with your Advisor to create a plan to complete all required courses for your program. This plan will lay out anticipated courses by semester as a ROAD MAP TO COMPLETION.
<input type="checkbox"/>	Select Courses for Registration	After discussion with your advisor and a review of courses available for the coming semester, register immediately, or follow the instructions on the reverse side to register online. This may require an adjustment of your Academic Completion Plan.
<input type="checkbox"/>	Check on Satisfactory Academic Progress	Discuss your Satisfactory Academic Progress with your Advisor to ensure you are not in danger of losing your financial aid or being placed on academic warning.
<input type="checkbox"/>	Verify Your Payment Options	At Ivy Tech, you can file a FAFSA to see if you are eligible for grants and student loans. If you do not plan to file the FAFSA, you will be required to set up a payment plan or pay the balance in full before classes begin. To view your options, please visit IvyTech.edu/PayingForCollege .
<input type="checkbox"/>	Attend New Student Orientation	New Student Orientation is an excellent opportunity to ensure your steps are complete, make new friends, tour the campus, and find great information to resources available to you. To see if your local campus will be hosting a New Student Orientation, please visit IvyTech.edu/Orientation .
<input type="checkbox"/>	Purchase Textbooks Before Classes Start	Be sure that you have everything you need to start your courses off right! Financial Aid may be available in the bookstore to cover book costs prior to class start. Discuss your anticipated need with your Advisor.
<input type="checkbox"/>	Schedule follow-up Advising Appointment	Schedule an appointment by following the steps on the reverse of this sheet or email your assigned faculty or staff Advisor.