

How to Access your Academic Completion Plan

1. Log in to **MyIvy** with your *username@ivytech.edu* and password at **<https://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 lock 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 Assigned Advisor**

How to Schedule an Appointment with your Assigned Advisor

All students are provided with an Assigned Advisor based upon the first initial of their last name and program of study.

1. Log in to **MyIvy** with your *username@ivytech.edu* and password at **<https://my.ivytech.edu/>**
2. Select **Student > Advising > Go To IvyAdvising**; locate your *Assigned Advisor* and click on the three dots to **Schedule**.
3. After you select the reason for the appointment, you will be given time options. Select the one that works best for you!

If you don't have an Assigned Advisor, you can email sl-advising@ivytech.edu to schedule.



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

How to Schedule Classes in My Ivy

1. Log in to **MyIvy** with your *username@ivytech.edu* and password at **<https://my.ivytech.edu/>**
2. Click on **Student > Student Dashboard > Add/Drop Classes**
3. Select the **Term** in which you wish to enroll
4. Verify your **Contact Information** and **Program**, if necessary.
5. Enter your Alternate PIN. Your advisor will give you this number during the advising appointment. It may also be released via email with certain criteria.
6. Click on **Class Search** button at the bottom of the screen.
7. On the new screen, mark the **Subject, Course Number** and **Campus** for the class you wish to enroll in > Click **Section Search** at the bottom of the screen
8. Mark the box under CRN for the course(s) you wish to enroll in (note that Online formats are highlighted in yellow) > Click on **Add to Worksheet** > return to Step 4 and repeat for each course you wish to enroll in...