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...