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Need More Information?
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How to Make An Appointment With Your Advisor
As a student of the Muncie and New Castle Ivy Tech campuses, you’ll be assigned two advisors based on your program of study. For your first semester, your primary advisor is called an Academic Advisor (called Assigned Advisor in Ivy Advising). Second semester and beyond, your primary advisor is called a Faculty Advisor.

Need to know who your primary advisor is? Check: MyIvy --> Student Dashboard --> Add/Drop Classes --> Click the "Student" tab --> Student Records --> View Student Info --> View Student Information to see your primary advisor’s name.

To make an appointment, log into MyIvy and go to the Student Tab.
1. Click on "Advising" and "Ivy Advising/Schedule an Appointment with Advisor".
2. Find your primary advisor’s name and use the drop-down menu to select "Schedule".
3. Select an appointment time. Be sure to note your advising appointment time.
(you should email your advisor if he or she does not have available appointments.)

How to Check Your Degree Audit
Your Degree Audit will display how all your college credit works toward the graduation requirements of your declared degree. It identifies courses that are complete, currently in progress, planned and the courses you still need. A "what-if" audit can be run to see how your credit works selecting a different degree (see your advisor for audit reading help).

- Log in to MyIvy with your username and password at my.ivytech.edu/
- Click on the "Student" tab, click on "Advising", and click on "Degree Completion Tracker"
- Click on the "Audit" tab and select "Run Audit" ("Select a different program" shows audit with another major).

How to Access Your Academic Completion Plan
- Log in to MyIvy with your username and password at my.ivytech.edu.
- Click on the "student" tab and then click on "Advising".
- Click on "Degree Completion Tracker".
- Click on your "Plan" tab.
- Open your customized plan for your college program developed by an advisor.
(If no academic plan has been developed for you yet or needs to be updated, you should see your advisor.)

How to Schedule Your Classes With MyIvy
- Log into MyIvy with your username and password at my.ivytech.edu.
- Click on the "Student" tab, click on "student Dashboard" and go to "Add/Drop Classes".
- Select the term and agree to the message. Click on "Class Search".
- On the "look Up Classes" screen, indicate Subject, Course Number and Campus for a class on your plan for this semester and click "Section Search" at the bottom of the screen.
- Click the box by the CRN for the course(s) you want to register for and click on "Register".
- Repeat the class searches and registration until all your classes for the semester are scheduled.
- If you need to drop a class, select "Web Drop" from the drop-down box by the class on the add/drop screen.
- Click on the "Student" tab, then "Registration" and click on "Concise Student Schedule".

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