



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

1. Log in to **MyIvy** with your *username@ivytech.edu* and password at **My.IvyTech.edu**
2. Click on **Student > Student Dashboard > Add/Drop Classes**
3. Select the **Term** in which you wish to enroll. Click on **Class Search** at the bottom of the screen
4. Verify your **Contact Information** and **Program**, if necessary. Enter Alternate PIN if your registration screen requests one
5. On the new screen, mark the **Subject**, **Course Number** and **Campus** for the class you wish to enroll in. Click on **Section Search** next to the bottom of the screen. You may leave the course number blank to view all available courses from that subject
6. Mark the box under the **CRN** for the course(s) for which you wish to enroll in (note that Online formats are highlighted in yellow). Select as many as you'd like, then click **Add to Worksheet** at the bottom
7. Once all course CRNs have been added to the Worksheet, click on **Submit Changes** to finalize your registration

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.