

## How to Access your Academic Completion Plan

1. Log in to **Mylvy** 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 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 on their student status or program of study.*

1. Log in to **Mylvy** with your *username@ivytech.edu* and password at *my.ivytech.edu*
2. Select **Student > Advising > Schedule an Advising Appointment > My Success Network**; locate your Assigned Advisor and click on **Schedule an Appointment**
3. Your *Assigned Advisor's* calendar will open up. Select any plus (+) sign to schedule an appointment at that time.

\*\*If plus (+) signs are NOT visible, please email your *Assigned Advisor* to schedule.

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

## How to Schedule Classes in Mylvy

1. Log in to Mylvy with your *username@ivytech.edu* and password at *my.ivytech.edu*
2. Click on **Student > Student Dashboard > Course Info > Add/Drop Classes**
3. Verify your **Contact Information** and **Program**, if necessary
4. Select the **Term** in which you wish to enroll. Click on **Class Search** at the bottom of the screen
5. On the new screen, mark the **Subject, Course Number** and **Campus** for the class you wish to enroll in. Click on **Section Search** at the bottom of the screen
6. Mark the box under the **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
7. Once all course CRNs have been added to the Worksheet, click on **Submit Changes** to finalize your registration

## New or Returning Advising Checklist

<input type="checkbox"/>	<b>Express Enrollment Center Checklist</b>	Express Enrollment Checklist includes your Application, Assessment and Orientation. <b>These must be complete prior to your meeting with an Advisor.</b>
<input type="checkbox"/>	<b>Meet with an Academic Advisor</b>	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"/>	<b>Complete Intake Survey</b>	The Intake Survey provides advisors with insight into your expectations of your experience at Ivy Tech.
<input type="checkbox"/>	<b>Discuss Indiana Career Explorer (ICE)</b>	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"/>	<b>Discuss Program Selection</b>	Your Program selection may require additional applications, specific timelines or additional evaluations. Discuss program options with your Advisor and Career Development .
<input type="checkbox"/>	<b>Review Assessment Scores / Waivers</b>	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"/>	<b>Create Academic Completion Plan (ACP)</b>	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 <b>ROAD MAP TO COMPLETION.</b>
<input type="checkbox"/>	<b>Select Courses for Registration</b>	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"/>	<b>Check on Satisfactory Academic Progress</b>	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"/>	<b>Purchase Textbooks Before Classes Start</b>	<b>Be sure that you have everything you need to start your courses off right!</b> 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"/>	<b>Schedule follow-up Advising Appointment</b>	Schedule an appointment by following the steps on the reverse of this sheet or email your assigned Advisor.