



Communications Plan Journey

Opportunities Less Than 30 Days

Email 1

Subject: Congratulations on your acceptance to Ivy Tech, %%FirstName%%!

%%FirstName%%, congratulations on your acceptance to Ivy Tech Community College! You've completed the first step by applying and getting accepted. There are a few more steps to take before registering for classes.

First, you'll need your student ID number, also known as a C-Number:

%%CNumber__c%% Hang onto this, as you'll need your C-Number to set up your MyIvy account.

Next, you'll need to set up your MyIvy account. MyIvy is where all of your student data is stored. It's a great starting point when trying to find information like scheduling an appointment with your advisor, submitting a HelpDesk ticket, accessing your student email account, and more! You can start by visiting myivy.ivytech.edu and clicking on the **First Time Here?** button. You'll need your Ivy Tech email address and C-Number to begin the login process.

We've also put together a helpful video series that covers everything you need to begin as an Ivy Tech student. It covers setting up your MyIvy account, finding your C-Number, and more!

[FYIVY THUMBNAIL](#)

If you need help along the way, feel free to reach out to us at 888-IVY-LINE (888-489-5463) or [chat with us online](#). You can also contact your local [enrollment center](#) for step-by-step guidance.

Email 2

Subject: Don't let money get in your way--Apply for financial aid

Did you know most Ivy Tech students qualify for some type of financial aid? And Ivy Tech awards about [eight million dollars in scholarships](#) each year! We want to make sure you have everything you need to walk into your first day of classes comfortable



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and confident. A major key in feeling prepared is the assurance that you have a financial plan set in place to manage your cost of attendance. You can take the first steps to building this plan by filing your [Free Application for Federal Student Aid \(FAFSA\)](#). Learn more about the FAFSA with this helpful FYIvy introductory video:

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The FAFSA is used by most colleges, including Ivy Tech, to determine eligibility for many types of financial assistance including grants, loans, federal work study programs, and more. Some types of funding are awarded on a first-come, first-serve basis, so it is important to file your FAFSA as soon as you are able.

You can learn more about the FAFSA process and file online at studentaid.gov. Be sure to include Ivy Tech's school code when filing: **009917**

If you have any questions about financial aid offerings at Ivy Tech, reach out to your [Financial Aid campus contact](#). Or, contact us at 888-IVY-LINE (888-489-5463) or chat with us online at ivytech.edu/chat.

Email 3

Subject: Assess for success

%%FirstName%%, it's almost time to register for your Ivy Tech classes!

We want to make sure the classes you take are the right fit for you. In order to accomplish this, we need to determine your reading, writing, and math skills through the [assessment process](#). During the Ivy Tech assessment process, we can measure where your skills are currently at in several different ways, including ACT, SAT, or PSAT scores; high school GPA; previous college credit you've earned; or through the use of an assessment tool.

If you didn't have your test scores available to upload when you applied, that's OK! You have until the end of the term for which you applied to return to your application and upload your assessment documents.

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Need help with your assessment? Contact your [enrollment center](#) for step-by-step guidance. You can also reach us by calling 888-IVY-LINE (888-489-5463) or [chat with us online](#).

Email 4

Subject: Learn your way

There's no reason to be nervous about your first term at Ivy Tech Community College. We're here to help you every step of the way! Reach out to your local [enrollment center](#) if you have any questions.

As you prepare for registration, you'll want to consider how you want to take classes. Whether you're taking courses online, virtually, or in-person, you'll be able to get to know your peers. Our average class size is about 10 students. So, your instructors have the time and resources to help students on an individual basis.

Familiarize yourself with the course format you'll be able to choose from. Here is a list of each type:

- **Traditional** classes are exactly what you might expect. In this format the instructor and students gather in an on-campus classroom at a scheduled time.
- **Online** classes are where there is no scheduled class meeting time but students do have plenty of opportunities to interact with their instructor through IvyLearn. Course assignments will be assigned and completed through your IvyLearn class page on a weekly (or regular) basis.
- **Virtual** classes are similar to traditional classes but instead of meeting in the classroom you meet in a live video call at a scheduled time.
- **Blended** classes mix the traditional course format with virtual or online formats. There is a scheduled class time, but you'll spend some days in the classroom and some days in an online learning space.
- **Learn Anywhere** courses are taught in the classroom at a scheduled time but can also be accessed in a virtual format. Attendance at each class session is mandatory but students have the choice of whether they would like to attend in person or virtually on a week-to-week basis.



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Your academic advisor can also help you determine the best options available to you for the program you want to pursue. Learn more about what your advisor can do for you:

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Don't hesitate to reach out if you have any questions! You can give us a call at 888-IVY-LINE (888-489-5463) or [chat with us online](#).

Email 5

Subject: Higher education built around you!

Already have college credit? It could count toward your Ivy Tech degree or certificate! We accept courses with grades of C- or better from certain accredited institutions across the country, regardless of the age of the course. Even better, there's no cost to having your credits assessed!

Once you're accepted into the program you plan to pursue, request the granting institution mail your transcript or send it virtually. You can learn more the process from our FYIvy video:

[FYIVY THUMBNAIL](#)

If you have any questions about the process, contact your local [enrollment center](#) for help. You can also reach us by calling 888-IVY-LINE (888-489-5463) or [chat with us online](#).

Email 6

Subject: IvyCares about you!

Worried you might not be able to juggle the demands of being a college student while still trying to manage your personal life? IvyCares is here to provide additional support to you throughout your academic journey.



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These services are oftentimes referred to as Wraparound Services. IvyCares campus staff members are here to connect you with campus and community resources.

IvyCares focuses on helping students in five major areas:

- Transportation
- Food Insecurity
- Mental Health
- Emergency Funds
- Technology

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Our students also have access to [IvyAssist](#) – a website filled with local options to further assist. You can easily search and filter to find services local to your area. IvyAssist can connect you with organizations who provide food assistance, housing needs, transportation, health resources, financial assistance, education options, legal services, and more.

Learn more about IvyCares, or locate the IvyCares office on your campus, by visiting our website at ivytech.edu/ivycares. If you have any questions, contact us at 888-IVY-LINE (888-489-5463) or [chat with us online](#).

Email 7

Subject: Don't forget to check FYIvy

Have you watched all of the videos on [FYIvy](#), `%%First_Name%%`? Each one covers helpful information that will guide you through the enrollment and registration process.

Make sure you watch through every video so you're fully aware of your responsibilities as a student and the resources available to you. Not only does it cover the basics, like the enrollment process and code of conduct, it also goes over specific resources like veteran and military benefits and disability support services. Each video is only a couple minutes long, so you can complete the series quickly!

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If you still have questions after finishing FYIvy, contact your local [enrollment center](#) for help. You can also reach us at 888-IVY-LINE (888-489-5463) or [chat with us online](#).