



MySAM

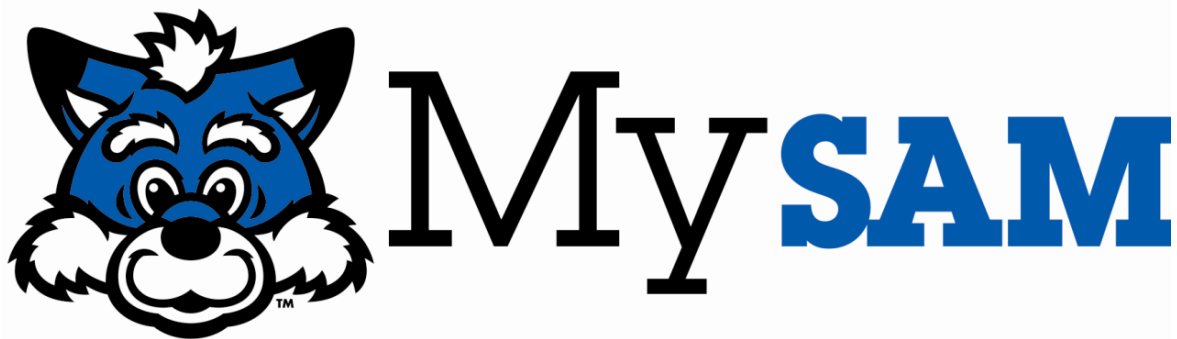
Student Manual

Indiana State University

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OVERVIEW

What is MySAM?

MySAM is a suite of tools that includes a degree audit, a semester-by-semester plan of study, advising notes, and more! It is designed to provide you and your students with an easy to understand, clearly defined pathway toward degree completion. It consists of four parts: Plans (semester plans), Worksheets (official graduation requirements-degree audit), Notes, and GPA Calculators.

Who will use it?

Not all students will use MySAM. Undergraduate students who have entered the University from Fall 2012 on will automatically be added to MySAM. Students who entered prior to Fall 2012 but who have opted to pursue academic program requirements in effect as of Fall 2012 or later will also use MySAM. Students can to run a “what-if” in MySAM to see if how their coursework applies to undergraduate degree requirements in effect from Fall 2012 forward. Please note that graduate level audits and plans will be available in the future.

How does this impact the use of DARS?

Undergraduate students who entered the University prior to Fall 2012 will continue to use DARS.

Why are we making this change?

With the introduction of the Sycamore Graduation Guarantee, we needed a tool to help students understand how to sequence their courses and what is necessary to graduate in 4 years.

Degree Audit (Worksheets Tab)

MySAM has a degree audit which is a summary of your degree requirements merged with your academic record to provide a real-time assessment of your progress toward graduation. The audit is organized in blocks of like requirements. Examples include the Foundational Studies block, major block, university requirements block, etc. The degree audit is a tool to assist you in planning for graduation, but it is not an official report of graduation status. Only the College Dean's offices can certify that requirements for graduation have been met.

Individualized Degree Plan (Plans Tab)

Working with your advisor, you will create a Degree Plan that includes the requirements from the Worksheet (degree audit), organized in a semester-by-semester format, unique to your situation. The degree plan can be adjusted to suit your needs. Once the plan is approved by an academic advisor, you should follow the degree plan to help ensure timely graduation.

Accessing MySAM

Students access MySAM through MyISU Cloud (<http://isuportal.indstate.edu>). Click on the MyISU badge, then select the Student Tab. Next, choose Degree Audit Tools, then MySAM. Use your Sycamore login and password to access the system. Your MySAM credentials may not work correctly if you have any of the following special characters (+, %, &, or \$) in your portal password. If you are unable to log in, please change your password in MyISU Cloud so it does not contain any of those characters and then try logging in again.

Internet Browser

The Planner does not work well with Internet Explorer. Use **Chrome** or **Firefox** as your internet browser when logging into MySAM.

It is critical to enable pop up blockers. MySAM relies heavily on pop up windows. If your pop up blocker is turned off, change the setting to disable pop up blockers for MySAM. The steps depend on which browser you are using.

If I have any questions, who do I contact?

Tutorials are available on the MySAM website (<http://MySAM.indstate.edu>). If you experience technical issues (i.e., error messages, access issues), contact the helpdesk at 812-237-2910. Since off-campus computers have different settings, the helpdesk may not be able to resolve the issue. You should be able to access the system from any computer on campus.

If you have any of the following issues, contact your academic advisor or College Associate Dean's or Student Services office.

- A course was substituted but is not showing on MySAM
- Major or degree is incorrect
- Advice about changing my schedule (dropping, adding, or withdrawing)
- Request changes to my four-year plan

INTRODUCTION

Once you log in, you will see the MySAM homepage. At the top, you will see some general information about your program of study and student status. You will also see the last date your degree audit was generated.

MySAM My Student Academic Map @ Indiana State

Portal FAQ Help Print Back to Self-Service

Student ID: [Redacted] Name: [Redacted] Degree: BS Major: Food Service Management Level: U Classification: Sophomore Last Audit: Today

Worksheets Plans GPA Calc

Format: Student View View Process New Include in-progress classes Include preregistered classes Class History

What If

Look Ahead

Legend

- Complete
- Complete except for classes in-progress
- Nearly Complete - see advisor
- Not Complete
- Transfer Class
- Any course number
- Co/pre-requisite

Class History

Student	Level	Undergraduate	4 Year Guarantee	Not Reported
ID	Degree	Bachelor of Science	Honors	N/A
Classification	College	College of Nurs, Hlth&Hum Serv	Sport	N/A
Advisors	Major	Food Service Management	Distance Learner	N/A
Overall GPA	Minor	Business Administration	Concentration	N/A
Alternate PIN	Graduation Application Status	Food Service Management:Sought	Academic Standing	Good Standing
Citizenship	Gender	F	Holds	Laptop Scholarship Hold
Transfer Hours	ISU Earned Hours	41	GPA Hours	41
Veteran	Seeking Multiple Degrees	AB LANGUAGE STUDIES BS Food Service Management	GPA Quality Points	147.2
Transfer Institution/Degree	Previous ISU Degree	N/A	Admit Term	Fall 2012


Requirements 43% **Degree Progress**

Bachelor of Science Catalog Year: 2012-2013 Credits Required: 124
GPA: 3.590 Credits Applied: 62

- Minimum 124 Credits to Graduate Still Needed: 124 Credits are required to graduate. You currently have 62, you still need at least 62 more.
- Minimum 45 Credits in 300-400 Level Courses Still Needed: You currently have 3, you still need 42 more.
- Minimum 9 Residency Credits in 300-400 Level Courses Still Needed: You currently have 3, you still need 6 more.

There are three tabs that contain different tools to help you plan for graduation:

- Worksheets: Degree audit
- Plans: Individualized four-year degree plan)
- GPA Calc: GPA calculators



My Student Academic Map @ Indiana State

Portal

FAQ

Help

Print

Back to Self-Service

Student ID

Name

Degree

Major

Level

Classification

Last Audit

Worksheets

Plans

GPA Calc

Worksheets

Format:

Student View

View

Process New

Include in-progress classes

Include preregistered classes

Class History

What If

Class History

Student View

AA434598 as of 08/17/2013 at 12:32

Student		Level	Undergraduate	4 Year Guarantee	Not Reported
ID		Degree	Bachelor of Science	Honors	N/A
Classification	Sophomore 1	College	College of Nurs, Hlth&Hum Serv	Sport	N/A
Advisors	Lopes-Murphy, Solange A Reed, Carol A	Major	Food Service Management	Distance Learner	N/A
Overall GPA	3.590	Minor	Business Administration	Concentration	N/A
Alternate PIN		Graduation Application Status	Food Service Management:Sought	Academic Standing	Good Standing
Citizenship	Citizen	Gender	F	Holds	Laptop Scholarship Hold
Transfer Hours	3	ISU Earned Hours	41	GPA Hours	41
Veteran	N/A	Seeking Multiple Degrees	AB LANGUAGE STUDIES BS Food Service Management	GPA Quality Points	147.2
Transfer Institution/Degree	N/A	Previous ISU Degree	N/A	Admit Term	Fall 2012

Requirements

43%

Degree Progress

Legend

Complete

Complete except for classes in-progress

Nearly Complete - see advisor

Not Complete

Transfer Class

Any course number

Co/pre-requisite

Bachelor of Science

Minimum 124 Credits to Graduate

Minimum 45 Credits in 300-400 Level Courses

Minimum 9 Residency Credits in 300-400 Level Courses

Still Needed: 124 Credits are required to graduate. You currently have 62, you still need at least 62 more.

Still Needed: You currently have 3, you still need 42 more.

Still Needed: You currently have 3, you still need 6 more.

Catalog Year: 2012-2013

Credits Required: 124

GPA: 3.590

Credits Applied: 62

WORKSHEETS

The Worksheet Tab allows you to view your degree audit, explore other majors, and see how potential courses fit into your degree program. Worksheets display degree requirements which are categorized by degree type, Foundational Studies, major, minor, etc.

MySAM My Student Academic Map @ Indiana State

Portal FAQ Help Print Back to Self-Service

Student ID: [] Name: [] Degree: BS Major: Food Service Management Level: U Classification: Sophomore Last Audit: Today

Worksheets Plans GPA Calc

Format: Student View View Process New Include in-progress classes Include preregistered classes Class History

What If

Look Ahead

Legend

- Complete
- Complete except for classes in-progress
- Nearly Complete - see advisor
- Not Complete
- Transfer Class
- Any course number
- Co/pre-requisite

Class History

Student	Level	Undergraduate	4 Year Guarantee	Not Reported
ID	Degree	Bachelor of Science	Honors	N/A
Classification	Sophomore 1	College of Nurs, Hlth&Hum Serv	Sport	N/A
Advisors	Lopes-Murphy, Solange A Reed, Carol A	Major	Food Service Management	Distance Learner
Overall GPA	3.590	Minor	Business Administration	Concentration
Alternate PIN		Graduation Application Status	Food Service Management:Sought	Academic Standing
Citizenship	Citizen	Gender	F	Good Standing
Transfer Hours	3	ISU Earned Hours	41	Laptop Scholarship Hold
Veteran	N/A	Seeking Multiple Degrees	AB -LANGUAGE STUDIES BS -Food Service Management	GPA Hours
Transfer Institution/Degree	N/A	Previous ISU Degree	N/A	41
				GPA Quality Points
				147.2
				Admit Term
				Fall 2012

Degree Progress

Requirements 43%

Bachelor of Science Catalog Year: 2012-2013 Credits Required: 124
GPA: 3.590 Credits Applied: 62

- Minimum 124 Credits to Graduate **Still Needed:** 124 Credits are required to graduate. You currently have 62, you still need at least 62 more.
- Minimum 45 Credits in 300-400 Level Courses **Still Needed:** You currently have 3, you still need 42 more.
- Minimum 9 Residency Credits in 300-400 Level Courses **Still Needed:** You currently have 3, you still need 6 more.

Format: Student View or Registration Checklist

There are two audit formats—a typical Student View and a Registration Checklist. The Student View is the most common type. It displays general information about you (referred to as the Header) based on your student records. It shows all degree requirements and your progress toward degree completion. The “Header” on the Student View displays your academic program, GPA, credit hours, graduation application status, and more.

The Registration Checklist shows only requirements that have not yet been met (referred to as **Still Needed**). It provides a snapshot of what you have left to complete.

The Format drop down box allows you to move between the Student View and the Registration Checklist. Choose your preferred format and click the View button.

Student View

Format: Student View View Process New ☒ Include in-progress classes [Class History](#)
☒ Include preregistered classes

Student View AA434598 as of 08/17/2013 **Header**

Student		Level	Undergraduate	4 Year Guarantee	Not Reported
ID		Degree	Bachelor of Science	Honors	N/A
Classification	Sophomore 1	College	College of Nurs, Hlth&Hum Serv	Sport	N/A
Advisors	Lopes-Murphy, Solange A Reed, Carol A	Major	Food Service Management	Distance Learner	N/A
Overall GPA	3.590	Minor	Business Administration	Concentration	N/A
Alternate PIN		Graduation Application Status	Food Service Management:Sought	Academic Standing	Good Standing
Citizenship	Citizen	Gender	F	Holds	Laptop Scholarship Hold
Transfer Hours	3	ISU Earned Hours	41	GPA Hours	41
Veteran	N/A	Seeking Multiple Degrees	AB -LANGUAGE STUDIES BS -Food Service Management	GPA Quality Points	147.2
Transfer Institution/Degree	N/A	Previous ISU Degree	N/A	Admit Term	Fall 2012

Requirements 43% Degree Progress

☒ Bachelor of Science **First Requirement Block** Catalog Year: 2012-2013 Credits Required: 124
GPA: 3.590 Credits Applied: 62

☐ Minimum 124 Credits to Graduate **Still Needed:** 124 Credits are required to graduate. You currently have 62, you still need at least 62 more.

☐ Minimum 45 Credits in 300-400 Level Courses **Still Needed:** You currently have 3, you still need 42 more.

☐ Minimum 9 Residency Credits in 300-400 Level Courses **Still Needed:** You currently have 3, you still need 6 more.

☒ Minimum 30 Residency Credits Requirement

☒ Minimum 2.0 Cumulative GPA Met

Registration Checklist View

☒ Bachelor of Science Catalog Year: 2012-2013 Credits Required: 124
GPA: 3.05

Still Needed: See Foundational Studies section
Still Needed: See Business Foundation section
Still Needed: See Business Administration Major section

☒ Foundational Studies

Still Needed: 1 Class in BEIT 336* or ENG 305* or 305T* or 307* or 308*

Still Needed: 1 Class in ARBC 101 or 102* or CHIN 101 or 102* or FREN 100:198 or 200:499 or GERM 100:198 or 200:499 or GRK 100:499 or ITAL 100:499 or JAPN 100:499 or PORT 101 or 102* or LAT 101:202 or RUSS 100:499 or SPAN 100:198 or 200:499 **Except:** FREN 201L or 202L or GERM 201L or 202L or JAPN 201L* or 202L* or SPAN 201L or 202L

Still Needed: 1 Class in AET 330 or AFRI 312 or 329 or BUS 401* or CRIM 355* or ECON 302* or 331* or 353* or 355* or ELED 457* or ENG 335 or 484 or 486 or 487 or ENVI 310 or 360 or 361 or 376 or 419 or 423 or 460 or HIST 320 or 336 or 345 or 350 or LLL 350 or MATH 492* or MUS 329 or 350* or NURS 486* or PHIL 313 or PHYS 360 or PSY 350* or 485* or SOC 302 or SOWK 450* or 494* or TMGT 421 or W_S 450


☒ Business Foundation

Still Needed: 1 Class in BUS 100
Still Needed: 1 Class in BUS 180*
Still Needed: 1 Class in BUS 221*
Still Needed: 1 Class in BUS 311*
Still Needed: 1 Class in BUS 351*
Still Needed: 1 Class in BUS 401*
Still Needed: 1 Class in BEIT 336*

Generating a New Audit (Process New)

Each time you access the Worksheet tab, click the Process New button to generate a new audit. If you do not process a new audit, the information pertaining to degree requirements may not be the most current.

The student record data (i.e., course registration, major, grades) is updated each night in MySAM. It does not dynamically refresh the moment your data changes. However, any changes will display on MySAM the next day.



My Student Academic Map @ Indiana State

[Portal](#)
[FAQ](#)
[Help](#)
[Print](#)
[Back to Self-Service](#)

Student ID
Name
Degree
Major
Level
Classification
Last Audit

BS
Food Service Management
U
Sophomore
Today

[Worksheets](#)
[Plans](#)
[GPA Calc](#)

Worksheets
Format:
Student View
View
Process New

☒ Include in-progress classes
☒ Include preregistered classes

[Class History](#)

What If

Look Ahead

Student View
AA434598 as of 08/17/2013 at 12:32

Student	Level	Undergraduate	4 Year Guarantee	Not Reported
ID	Degree	Bachelor of Science	Honors	N/A
Classification	Sophomore 1	College	Sport	N/A
Advisors	Lopes-Murphy, Solange A Reed, Carol A	Major	Food Service Management	Distance Learner
Overall GPA	3.590	Minor	Business Administration	Concentration
Alternate PIN		Graduation Application Status	Food Service Management:Sought	Academic Standing
Citizenship	Citizen	Gender	F	Holds
Transfer Hours	3	ISU Earned Hours	41	GPA Hours
Veteran	N/A	Seeking Multiple Degrees	AB -LANGUAGE STUDIES BS -Food Service Management	GPA Quality Points
Transfer Institution/Degree	N/A	Previous ISU Degree	N/A	Admit Term
				Fall 2012

Requirements
43%
Degree Progress

Bachelor of Science
Catalog Year: 2012-2013
Credits Required: 124
GPA: 3.590
Credits Applied: 62


☐ Minimum 124 Credits to Graduate
Still Needed: 124 Credits are required to graduate. You currently have 62, you still need at least 62 more.

☐ Minimum 45 Credits in 300-400 Level Courses
Still Needed: You currently have 3, you still need 42 more.

☐ Minimum 9 Residency Credits in 300-400 Level Courses
Still Needed: You currently have 3, you still need 6 more.

In-progress and Preregistered Courses

Unless these boxes are unchecked, the audit displays (and counts) in-progress and preregistered courses/credits. If included, the credit hours associated with each section of the audit include completed as well as in-progress and preregistered courses. To view your status based only on completed coursework, uncheck the boxes and click the Process New Button.



My Student Academic Map @ Indiana State

[Portal](#)
[FAQ](#)
[Help](#)
[Print](#)
[Back to Self-Service](#)

Student ID
Name
Degree
Major
Level
Classification
Last Audit

BS
Food Service Management
U
Sophomore
Today

[Worksheets](#)
[Plans](#)
[GPA Calc](#)

Worksheets
Format:
Student View
View
Process New

☒ Include in-progress classes
☒ Include preregistered classes

[Class History](#)

What If

Look Ahead

Student View
AA434598 as of 08/17/2013 at 12:32

Student	Level	Undergraduate	4 Year Guarantee	Not Reported
ID	Degree	Bachelor of Science	Honors	N/A
Classification	Sophomore 1	College	Sport	N/A
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Overall GPA	3.590	Minor	Business Administration	Concentration
Alternate PIN		Graduation Application Status	Food Service Management:Sought	Academic Standing
Citizenship	Citizen	Gender	F	Holds
Transfer Hours	3	ISU Earned Hours	41	GPA Hours
Veteran	N/A	Seeking Multiple Degrees	AB -LANGUAGE STUDIES BS -Food Service Management	GPA Quality Points
Transfer Institution/Degree	N/A	Previous ISU Degree	N/A	Admit Term
				Fall 2012

Requirements
43%
Degree Progress

Bachelor of Science
Catalog Year: 2012-2013
Credits Required: 124
GPA: 3.590
Credits Applied: 62

☐ Minimum 124 Credits to Graduate
Still Needed: 124 Credits are required to graduate. You currently have 62, you still need at least 62 more.

☐ Minimum 45 Credits in 300-400 Level Courses
Still Needed: You currently have 3, you still need 42 more.

☐ Minimum 9 Residency Credits in 300-400 Level Courses
Still Needed: You currently have 3, you still need 6 more.

Class History Link

The Class History link serves as an unofficial transcript. It displays a term-by-term listing of courses you complete, your term and cumulative Grade Point Average, and credit hours earned.

Sum I 2013			
MIS	276	Bus Info Proc Sys	RG 3
SOC	110	US Global Divers: Soc Perspect	RG 3
Term Attempted	6	Cumulative Attempted	50
Term Earned	0	Cumulative Earned	44
Term Quality Points	0	Cumulative GPA Quality Points	147.2
Term Graded Attempted	0	Cumulative Graded Attempted	41
Term GPA	(in-progress)	Cumulative GPA	(in-progress)

Fall 2013			
CD	412	Sign Lang & Deaf Culture	RG 3 Electives section
FIN	200	Fund Of Finance	RG 3
FREN	102	Elem French II	RG 3
LLL	101	Top:Elementary Dutch	RG 3 Electives section
Term Attempted	12	Cumulative Attempted	62
Term Earned	0	Cumulative Earned	44
Term Quality Points	0	Cumulative GPA Quality Points	147.2
Term Graded Attempted	0	Cumulative Graded Attempted	41
Term GPA	(in-progress)	Cumulative GPA	(in-progress)

The Class History link also includes a Term and Cumulative GPA (grade point average) tracker. GPAs that are 2.0 or above appear in green while GPAs below a 2.0 appear in red. Please note that students who have not yet completed a term at ISU and, therefore, do not have an ISU GPA may have previous terms for transfer work that show up in red. That is not cause for alarm. It just means you do not have an ISU GPA record for that term.

Term and Cumulative GPA Tracker		
Term	Term GPA	Cumulative GPA
Fall 2010	3.300	3.300
Spring 2012	4.000	3.510
Fall 2012	3.327	3.400
Spring 2013	3.888	3.590
Sum I 2013	(in-progress)	(in-progress)

Degree Audit Blocks

The audit is broken down into several categories (called blocks), including University degree requirements, Foundational Studies, Major, Minor, Honors Program requirements, Electives, In-Progress Courses, etc.

Bachelor of Science										Degree requirements			
<input type="checkbox"/> Minimum 124 Credits to Graduate					Still Needed:	124 Credits are required to graduate. You currently ha							
<input type="checkbox"/> Minimum 45 Credits in 300-400 Level Courses					Still Needed:	You currently have 3, you still need 42 more.							
<input type="checkbox"/> Minimum 9 Residency Credits in 300-400 Level Courses					Still Needed:	You cu							
<input checked="" type="checkbox"/> Minimum 30 Residency Credits Requirement					Hyperlinks to other sections of the audit								
<input checked="" type="checkbox"/> Minimum 2.0 Cumulative GPA Met													
<input type="checkbox"/> Foundational Studies Requirements					Still Needed:	See Foundational Studies section							
<input type="checkbox"/> Major Requirements					Still Needed:	See Food Service Management Major section							
<input type="checkbox"/> Minor Requirements					Still Needed:	See Business Administration Minor section							
<input type="checkbox"/> Honors Requirements					Still Needed:	See Honors Program section							
Foundational Studies										Foundational Studies Requirements			
You are highly encouraged to review your major area for any Foundational Studies courses that may be required for your major.													
<input type="checkbox"/> FRESHMAN COMPOSITION					Still Needed:	Choose from 1 of the following:							
<input type="checkbox"/> Rhetoric & Writing					(1 Class in ENG 107*) or								
<input type="checkbox"/> Writing About Literature & Culture					(1 Class in ENG 108) or								
<input type="checkbox"/> Freshman Writing I & II					ENG 105	Freshman Writing II							
(1 Class in ENG 101)													
Food Service Management Major										Major Requirements		Catalog Year:	2012-2013
												GPA:	3.350
<input checked="" type="checkbox"/> Minimum 2.7 GPA in All Major Required Classes					Still Needed:	Your GPA in AHS classes is 0.							
<input type="checkbox"/> Minimum 2.7 GPA in AHS Major Classes													
MAJOR REQUIRED COURSES													
<input checked="" type="checkbox"/> Survey of Accounting	ACCT 200	Survey Of Accounting	A-	3	Spring 2013								
<input checked="" type="checkbox"/> Introductory Microbiology & Lab	BIO 274	Intro Microbiology	C+	2	Fall 2012								
	BIO 274L	Intro Microbiology Lab	B+	1	Fall 2012								
<input type="checkbox"/> Principles of Human Nutrition					Still Needed:	1 Class in AHS 221*							
<input type="checkbox"/> Fundamentals of Foods					Still Needed:	1 Class in AHS 226							
<input type="checkbox"/> Quantity Food Production					Still Needed:	1 Class in AHS 332*							
<input type="checkbox"/> Quantity Food Prod Supervised Practice					Still Needed:	1 Class in AHS 333*							
<input type="checkbox"/> Experimental Food Science					Still Needed:	1 Class in AHS 428*							
<input type="checkbox"/> Food Service Management Systems					Still Needed:	1 Class in AHS 430*							
<input type="checkbox"/> Food Service Systems II					Still Needed:	1 Class in AHS 434*							
<input type="checkbox"/> Survey of Management					Still Needed:	1 Class in MGT 301							
<input type="checkbox"/> Survey of Human Resource Management					Still Needed:	1 Class in MGT 400*							
<input type="checkbox"/> Business Info Processing Systems	MIS 276	Bus Info Proc Sys	RG	(3)	Sum I 2013								
Business Administration Minor										Minor Requirements		Catalog Year:	2012-2013
												GPA:	3.700
<input checked="" type="checkbox"/> Minimum 2.0 GPA requirement for all Minor classes													
MINOR REQUIRED COURSES													
<input checked="" type="checkbox"/> Survey of Accounting or Principles of Accounting	ACCT 200	Survey Of Accounting	A-	3	Spring 2013								
<input type="checkbox"/> Fundamentals of Finance	FIN 200	Fund Of Finance	RG	(3)	Fall 2013								
<input type="checkbox"/> Survey of Management					Still Needed:	1 Class in MGT 301							
<input type="checkbox"/> Business Information Processing Systems	MIS 276	Bus Info Proc Sys	RG	(3)	Sum I 2013								
<input type="checkbox"/> Introduction to Marketing					Still Needed:	1 Class in MKTG 301							
MINOR ELECTIVE COURSES													
<input type="checkbox"/> 300-400 Level Business Electives					Still Needed:	3 Credits in ACCT 3@ or 4@ or BEIT 3@ or 4@ or BLAW 3@ or 4@ or BUS 3@ or 4@ or FIN 3@ or 4@ or INS 3@ or 4@ or MGT 3@ or 4@ or MIS 3@ or 4@ or MKTG 3@ or 4@ or OMA 3@ or 4@ or OSCH 3@ or 4@							
Free Electives													
CD 411	Sign Lang & Deaf Culture		RG	3	Fall 2013	Credits Applied: 18			Classes Applied: 6				
G_H 101F	Top:Femme Fatale:Gender Repres		B+	3	Fall 2012								
G_H 201	Top:Intro Great Works		A	3	Spring 2013								
LLL 101	Top:Elementary Dutch		RG	3	Fall 2013								
LLL 200	Intr Lang&Cult Stud LLL		A-	3	Spring 2013								
MATH 241	STATISTICS		CR	3	Fall 2012								
Satisfied by: TRANSFERRED - Transfer Hours - CEEB Advanced Placement													
In-Progress/Registered/Planned Courses													
CD 412	Sign Lang & Deaf Culture		RG	3	Fall 2013	Credits Applied: 18			Classes Applied: 6				
FIN 200	Fund Of Finance		RG	3	Fall 2013								
FREN 102	Elem French II		RG	3	Fall 2013								
LLL 101	Top:Elementary Dutch		RG	3	Fall 2013								
MIS 276	Bus Info Proc Sys		RG	3	Sum I 2013								
SOC 110	US Global Divers: Soc Perspect		RG	3	Sum I 2013								

Catalog Year, GPA, and Credit Hours for each block display on the far right of the degree bar. The catalog year defines the academic requirements that you must complete in order for you to graduate. It is generally the term you entered the University as a degree-seeking student but can be later if you decide to follow requirements of a new or recently revised academic program.

A separate GPA is calculated for each block and is displayed on the far right of the respective blue bar.

Bachelor of Science		Catalog Year: 2012-2013	Credits Required: 124
		GPA: 3.590	Credits Applied: 62
<input type="checkbox"/> Minimum 124 Credits to Graduate	Still Needed: 124 Credits are required to graduate. You currently have 62, you still need at least 62 more.		
<input type="checkbox"/> Minimum 45 Credits in 300-400 Level Courses	Still Needed: You currently have 3, you still need 42 more.		
<input type="checkbox"/> Minimum 9 Residency Credits in 300-400 Level Courses	Still Needed: You currently have 3, you still need 6 more.		
<input checked="" type="checkbox"/> Minimum 30 Residency Credits Requirement			
<input checked="" type="checkbox"/> Minimum 2.0 Cumulative GPA Met			
<input type="checkbox"/> Foundational Studies Requirements	Still Needed: See Foundational Studies section		
<input type="checkbox"/> Major Requirements	Still Needed: See Food Service Management Major section		
<input type="checkbox"/> Minor Requirements	Still Needed: See Business Administration Minor section		
<input type="checkbox"/> Honors Requirements	Still Needed: See Honors Program section		
Foundational Studies		Catalog Year: 2012-2013	
		GPA: 3.500	

Legend

Requirements that marked based on their completion status:

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor

Other symbols include:

(T) Transfer Class	* Co/pre-requisite
@ Any course number	

Class Schedule

Hyperlinks to **Still Needed** courses are available. Click the link to open a window that displays available sections. Pop up blockers must be disabled in order for you to see the available sections.

☐ **Business Administration Minor**

☒ Minimum 2.0 GPA requirement for all Minor classes

☐ **MINOR REQUIRED COURSES**

<input checked="" type="checkbox"/> Survey of Accounting or Principles of Accounting	ACCT 200	Survey Of Accounting	A-	3
<input checked="" type="checkbox"/> Fundamentals of Finance	FIN 200	Fund Of Finance	RG	(3)
<input type="checkbox"/> Survey of Management	Still Needed: 1 Class in MGT 301			
<input checked="" type="checkbox"/> Business Information Processing Systems	MIS 276	Bus Info Proc Sys	RG	(3)
<input type="checkbox"/> Introduction to Marketing	Still Needed: 1 Class in MKTG 301			

☐ **MINOR ELECTIVE COURSES**

☐ 300-400 Level Business Electives

☐ **Honors Program**

☒ Minimum 3.0 GPA requirement

NOTE: Students who complete the Univ Social Responsibility and Upper Division, In

☐ **HONORS CORE COURSES**

☒ Freshman Honors: Contemporary

☒ Sophomore Honors Seminar: Intro

☐ Honors Junior Seminar

☐ Honors Independent Study

☐ CHOOSE A CONCENTRATION SEQUENCE

☐ CONC 1: LEADERSHIP & CIVIC ENGAGEMENT

☐ CONC 2: ENTREPRENEURSHIP & INNOVATION

☐ CONC 3: GLOBAL & CULTURAL STUDIES

☐ CONC 4: ENVIRONMENTAL & SUSTAINABILITY

☐ CONC 5: ARTS & HUMANITIES

☐ CONC 6: SCIENCE & TECHNOLOGY

☐ CONC 7: INTERDISCIPLINARY

☐ CONC 8: OTHER

Course Information - Google Chrome

MKTG 301 3 Credits Intro Marketing Print

A survey course that covers the basic principles of marketing. Marketing activities are applied to the specific interests of non-business majors. Prerequisite: junior standing. (Not open to College of Business majors on four-year programs.)

Sections:	Term	Crn	Section	Seats Open	Course Title	Meeting Times	Instructor
	Sum II 2013	40264	301	-2 (out of 20)	Intro Marketing	TBA	Varble
	Fall 2013	51562	001	-1 (out of 55)	Intro Marketing	M W F 10:00 a.m. - 10:50 a.m.	Williams
	Spring 2014	10282	001	60 (out of 60)	Intro Marketing	M W F 11:00 a.m. - 11:50 a.m.	Williams
	Sum II 2014	40237	301	20 (out of 20)	Intro Marketing	TBA	Varble

Hyperlink to Schedule

Test Scores, 3-Week Attendance and Mid-Term Grades

Test Scores, 3-Week Attendance and Mid-Term Grades are displayed at the bottom of the Worksheet. The highest score is reported for each Test Score. Three-Week Attendance and Mid-Term Grades may or may not be reported. Faculty are not required to submit Mid-Term grades for all students.

Test Scores			
Admission to Scott College: 100			
ISTEP/GQE HS Grad Qualify Exam: P			
SAT Essay Subscore: 06			
SAT MC Subscore: 45			
SAT Mathematics - Recentered: 590			
SAT Verbal - Recentered: 550			
SAT Writing: 430			

3-Week Attendance and Mid-Term Grades			
AHS 111	Personal Hlth Sci & Wellness	Not Reported	NX
BUS 263	Legal Envrnmnt Bus	Not Reported	NX

Notes

Your advisors may write notes that will appear on your Worksheet for you and other advisors to view. The Notes section appears at the bottom of the audit but only displays if there is at least one note on your record.


In-Progress/Registered/Planned Courses					Credits Applied: 18	Classes Applied: 6
CD 412	Sign Lang & Deaf Culture	RG	3	Fall 2013		
FIN 200	Fund Of Finance	RG	3	Fall 2013		
FREN 102	Elen French II	RG	3	Fall 2013		
LLL 101	Top:Elementary Dutch	RG	3	Fall 2013		
MIS 276	Bus Info Proc Sys	RG	3	Sum I 2013		
SOC 110	US Global Divers: Soc Perspect	RG	3	Sum I 2013		

Notes		
Student was advised to register for the courses listed on the Planner.		
	Entered by Otts, Cynthia	Date 08/02/2013

Test Scores
ACT Composite: 24
ACT English: 25

Other Audit Types: What If & Look Ahead

MySAM allows you to run What If audits so you can see how your coursework applies to other programs. You can even see how courses you want to take will apply to your major or other programs.


My Student Academic Map @ Indiana State

[Portal](#)
[FAQ](#)
[Help](#)
[Print](#)
[Back to Self-Service](#)

Student ID: Name: Degree: Major: Level: Classification: Last Audit:

[Worksheets](#) [Plans](#) [GPA Calc](#)

Worksheets: Format: ☒ Include in-progress classes ☒ Include preregistered classes [Class History](#)

What If
Look Ahead

Class History
Student View AA434598 as of 08/17/2013 at 12:32

Student		Level	Undergraduate	4 Year Guarantee	Not Reported
ID		Degree	Bachelor of Science	Honors	N/A
Classification	Sophomore 1	College	College of Nurs, Hlth&Hum Serv	Sport	N/A
Advisors	Lopes-Murphy, Solange A Reed, Carol A	Major	Food Service Management	Distance Learner	N/A
Overall GPA	3.590	Minor	Business Administration	Concentration	N/A
Alternate PIN		Graduation Application Status	Food Service Management:Sought	Academic Standing	Good Standing
Citizenship	Citizen	Gender	F	Holds	Laptop Scholarship Hold
Transfer Hours	3	ISU Earned Hours	41	GPA Hours	41
Veteran	N/A	Seeking Multiple Degrees	AB LANGUAGE STUDIES BS Food Service Management	GPA Quality Points	147.2
Transfer Institution/Degree	N/A	Previous ISU Degree	N/A	Admit Term	Fall 2012

Degree Progress
Requirements 43%

Bachelor of Science

<input type="checkbox"/> Minimum 124 Credits to Graduate <input type="checkbox"/> Minimum 45 Credits in 300-400 Level Courses <input type="checkbox"/> Minimum 9 Residency Credits in 300-400 Level Courses	Still Needed: 124 Credits are required to graduate. You currently have 62, you still need at least 62 more. Still Needed: You currently have 3, you still need 42 more. Still Needed: You currently have 3, you still need 6 more.
---	---

Catalog Year: 2012-2013 Credits Required: 124
GPA: 3.590 Credits Applied: 62

What If Audits

From the What If button, you can view requirements for other degrees, majors and minors. What If audits allow you to see how the courses you have completed apply toward other degrees and fields of study. To run a What If audit, select the appropriate catalog year (identify your catalog year on the far right of the degree bar on your audit) and program from the drop down menus. If the program requires a concentration, you will be required to select one.

- Catalog Year and Program are required
- Concentration is required if the program requires one
- Use the “[Select your additional areas of study](#)” section to view requirements for additional majors, minors, or concentrations. Be sure to click the “Add” button once you have selected an additional program
- To see results, click the Process What If button at the top

The screenshot displays the 'What If' audit interface in MySAM. The sidebar on the left has 'What If' selected. The top navigation bar includes 'Worksheets', 'Plans', and 'GPALcalc'. The main content area is titled 'Select your primary area of study' and contains several dropdown menus: 'Catalog Year' (2012-2013), 'Program' (BS -Food Service Management), 'Level' (Undergraduate), 'Degree' (Bachelor of Science), and 'College' (College of Nurs, Hlth&Hum Serv). To the right of these are dropdowns for 'Major' (Food Service Management (Ungd)), 'Concentration' (pick a Concentration), and 'Minor' (pick a Minor). Below this is a section titled 'Select your additional areas of study' with dropdowns for 'Program for additional areas' (BS -Management), 'Major' (pick a Major), 'Concentration' (pick a Concentration), and 'Minor' (pick a Minor). An 'Add' button is highlighted. On the right, a box titled 'Chosen Areas of study' displays 'MAJOR : Management (Ungd)' and 'PROGRAM: BS -Management'. A 'Remove' button is at the bottom right. A legend on the left shows 'Complete' with a green checkmark and 'Not Complete' with a red square.

A great feature of MySAM is the ability to see how various courses apply to a program. To see how potential courses would apply to the program you selected, use the “[Choose Your Future Classes](#)” option.

- Enter the Subject & Course Number of the course(s) you want to add
- Click the Add Course button
- Click Process What If (at the top)

Worksheets Plans GPA Calc

Format: Student View 3 Process What-If ☒ Include in-progress classes ☒ Include preregistered classes

What If

Look Ahead

Legend

- ☒ Complete
- ☐ Complete except for classes in-progress
- ☐ Nearly Complete - see advisor
- ☐ Not Complete
- (T) Transfer Class
- @ Any course number
- * Co/pre-requisite

Select your primary area of study

Catalog Year: 2012-2013

Program: BS -Food Service Management

Level: Undergraduate

Degree: Bachelor of Science

College: College of Nurs, Hlth&Hum Serv

Major: Food Service Management (Ungd)

Concentration: (pick a Concentration)

Minor: (pick a Minor)

Select your additional areas of study

Program for additional areas: BS -Management

Major: (pick a Major)

Concentration: (pick a Concentration)

Minor: (pick a Minor)

Chosen Areas of study

MAJOR : Management (Ungd)
PROGRAM: BS -Management

Add Remove

Choose Your Future Classes

Enter a course and click Add Course

1 Subject: [] Number: []

2 Add Course

Courses you are considering

BUS 401

Remove Course

The selected degree, majors, and minors appear in the audit.

Bachelor of Science		Catalog Year: 2012-2013	Credits Required: 124
		GPA: 3.590	Credits Applied: 65
<input type="checkbox"/> Minimum 124 Credits to Graduate	Still Needed:	124 Credits are required to graduate. You currently have 65, you still need at least 59 more.	
<input type="checkbox"/> Minimum 45 Credits in 300-400 Level Courses	Still Needed:	You currently have 6, you still need 39 more.	
<input type="checkbox"/> Minimum 9 Residency Credits in 300-400 Level Courses	Still Needed:	You currently have 6, you still need 3 more.	
<input checked="" type="checkbox"/> Minimum 30 Residency Credits Requirement			
<input type="checkbox"/> Minimum 33 Residency Credits for All Business Courses	Still Needed:	You currently have 12, you still need 21 more.	
<input checked="" type="checkbox"/> Minimum 2.0 Cumulative GPA Met			
<input type="checkbox"/> Foundational Studies Requirements	Still Needed:	See Foundational Studies section	
<input type="checkbox"/> Major Requirements	Still Needed:	See Food Service Management Major section See Management Major section	

In this case, BUS 401 meets a Foundational Studies (Upper Division Integrative Elective) requirement, and it shows on the audit is planned. If the course you select does not meet a requirement, it will fall under the Free Electives section.

Free Electives		Credits Applied: 50		
ELEC 001	APP EUROPEAN HISTORY	CR	3	Sum I 2010
Satisfied by: TRANSFERRED - Transfer Hours - CEEB Advanced Placement				
ENG 101	FRESHMAN COMPOSITION	CR	3	Fall 2009
Satisfied by: TRANSFERRED - Transfer Hours - Univ of Missouri-Saint Louis				
GERM 101	Elem German I	A+	3	Fall 2010
GERM 102	Elem German II	A	3	Spring 2011
GERM 201	Intermed German I	A	3	Fall 2011
GERM 308	Weimar&Fascism Germ Cult	RG	3	Fall 2013
LLL 200	Intr Lang&Cult Stud LLL	A-	3	Fall 2012
LLL 280G	GERMAN INTENSIVE CRSE 1	CR	3	Spring 2012
Satisfied by: TRANSFERRED - Transfer Hours - Foreign Inst-Germany				
MGT 301	Survey of Management	PLAN	3	Planned Term
OSCM 300	Fundmnts of Supply Chain Mgt	A+	3	Fall 2012

Look Ahead Audits

In addition to seeing how potential courses would apply to a different program (What If), you have the ability to see how planned courses apply to your own degree by using the Look Ahead feature.

The Look Ahead feature allows you to select any courses and see how they apply to your program of study. From the Look Ahead tab:

1. Enter the Subject & Course Number of the course(s) you want to add
2. Click the Add Course button
3. To remove courses, select the course and click the Remove Course button
4. Click the Process New button

The audit shows where the course(s) apply and labels them as Planned.

Introduction to Marketing	MKTG 301	Intro Marketing	PLAN	(3)	Planned Term
MINOR ELECTIVE COURSES					
300-400 Level Business Electives	BUS 401	Senior Business Exper	PLAN	(3)	Planned Term
Free Electives			Credits Applied: 21		Classes Applied: 7
CD 412	Sign Lang & Deaf Culture	RG	3	Fall 2013	
G_H 101F	Top:Femme Fatale:Gender Repres	B+	3	Fall 2012	
G_H 201	Top:Intro Great Works	A	3	Spring 2013	
LLL 101	Top:Elementary Dutch	RG	3	Fall 2013	
LLL 200	Intr Lang&Cult Stud LLL	A-	3	Spring 2013	
MATH 241	STATISTICS	CR	3	Fall 2012	
Satisfied by: TRANSFERRED - Transfer Hours - CEEB Advanced Placement					
SPAN 311	Span&Span Am Cult	PLAN	3	Planned Term	

4 YEAR PLANS

To access your 4-year plan, click on the Plans tab.

Worksheets

Plans

GPA Calc

Student Planner for:

List of plans

</

Viewing Your Plan

You may have an existing plan(s). If so, select the **Active** plan from the list. If you do not have a four-year plan, contact your advisor. S/he can add and approve your new plan. If there are multiple plans listed, the plan marked “Active” is your current, approved plan. Other plans are necessary for historical purposes. There is only one active plan at a time. If you have two majors, your *primary* major should be the active plan. To view your plan, select the approved plan by double clicking on it or click on the plan and then the Open button.

Worksheets

Plans

GPA Calc

Student Planner for:

List of plans

Open

Description:	Active	Modified	Who	Degree:	Level:	Status:
2012-13 Pre-Business/Marketing Major (PRB)	Y	08/08/2013	Coldren, Brian M	BS	U	AUTO APPROVED
Accounting Major (BS)	N	08/02/2013	Ott, Cynthia	BS	U	AUTO APPROVED

Plan Components

The plan contains a lot of helpful information. It includes:

1. The program description and degree type
2. Term-by-term recommended sequence of courses and GPA requirements
3. Critical requirements (Courses and/or GPA)
4. Notes
5. Still Needed Section

Worksheets Plans **My Calc**

Student Planner for: Powers, Casey D

Description: Food Service Management Major (BS) 1 4 5 View Plan List

Degree: Bachelor of Science Level: Undergraduate Tracking Status: --- Status: AUTO APPROVED

2 3 Fall 2012 Total Credits: 16.0

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Notes
	3	CHEM 103	3.0	None	
		CHEM 103L	1.0	None	
		ENG 101	3.0	None	
		COMM 101	3.0	None	
		FS HLTH	3.0	None	
		MAJR ELECG	3.0	None	

Tracking	Critical	GPA Requirement	Major	Minimum GPA	Class List	Notes
		Overall GPA - Student Sy.	Select	2.700		
		Major GPA	Health Sciences	2.700		

Still Needed Refresh Collapse All

- Bachelor of Science
- Foundational Studies
- Food Service Management Major
- Business Administration Minor
- Foundational Studies Checklist

Term-by-term Course Sequence

The plan contacts a semester by semester recommended sequence of courses. Unless your advisor provided different advice, you should register for the courses specified in your plan of study each term. For each term, you may see:

- Course Requirements - Specific courses to be completed, along with minimum grade requirements, if applicable
- Choice Requirements - Course lists when you can choose from a few options
- GPA Requirements - Overall, major, and class list (i.e., departmental) GPA requirements

Fall 2013 Total Credits: 15.0 Reassign + - i

1 2 3

Course Requirement	Credits	Minimum Grade	Notes
BUS 100	3.0	None	
ENG 101	3.0	None	
FS COMM	3.0	None	
FS>NNL	3.0	None	

Choice Requirement	Minimum Credits	Minimum Grade	Notes
MATH 115 or MATH 131	3.0	None	

GPA Requirement	Major	Minimum GPA	Class List	Notes
Overall GPA - Student System	Select	2.250		
Class List GPA	Select	2.250	BUS @ + ACCT @ + BLAW @ + MIS @ + FIN @ + INS	
Class List GPA	Select	2.250	BUS 100 + BUS 180 + BUS 201 + BUS 205 + ECON 200	

Critical Requirements

The plan shows requirements that are critical – meaning, you must complete the respective course by the designated term or you will be off-track and not on target to graduate in four years. Course

requirements and/or GPA requirements may be considered critical. Critical courses are noted with an exclamation point in the plan. In the example below, BUS 100 is a critical course in the first term, as is the math requirement.

Student Planner for

Description: Fall 2013 Operations & Supply Chain Management (BS) ☐ Active

Degree: Bachelor of Science Level: Undergraduate

Tracking Status: Not displayed, plan is not active Status: NEEDS APPROVAL

▼ Fall 2013 Total Credits: 15.0

Critical	Course Requirement	Credits	Minimum Grade	Notes
!	BUS 100	3.0	None	
	ENG 101	3.0	None	
	FS COMM	3.0	None	
	FS>NNL	3.0	None	

Critical	Choice Requirement	Minimum Credits	Minimum Grade	Notes
!	MATH 115 or MATH 131	3.0	None	

Notes

There are several types of notes.

- **Plan Note:** Normally contains overall and major-specific GPA requirements. **If you are part of the Graduation Guarantee program, this is where the annual report of your status will be reported.**
- **Term Notes:** Notes from your advisor that pertain to the respective term
- **Requirement Notes:** Notes about a specific requirement (notes may indicate a recommended course, description of elective codes, etc.).

Description: Fall 2013 Operations & Supply Chain Management (BS) ☐ Active **Plan Note**

Degree: Bachelor of Science Level: Undergraduate

Tracking Status: Not displayed, plan is not active Status: NEEDS APPROVAL

▼ Fall 2013 Total Credits: 15.0

Critical	Course Requirement	Credits	Minimum Grade	Notes
!	BUS 100	3.0		Requirement Note
	ENG 101	3.0	None	

Notes that have been populated are highlighted in yellow . To view the note, click on the yellow note icon, select the note you wish to view and click the View Selected Note button.

Notes

Notes attached to: 2012-13 Pre-Business/Marketing Major (PRB) View Selected Note

Note	Author	Modified
This program has the following minimum GPA requirements: 2.25 overall GPA 2...	Manager, Degree Works	08/17/2013
Students in pre-business programs must complete the Business Foundation and spe...	Manager, Degree Works	08/17/2013

Last updated by: Otts, Cynthia on 17-Aug-2013 Cancel Done

Still Needed

The Still Needed section shows the requirements on the audit that have not been completed and/or planned. It lists the course options available for each unplanned (and unmet) requirement. The Still Needed section comes directly from the degree audit and is intended to help you plan out any remaining requirements.

Description: Food Service Management Major (BS) Active

Degree: Bachelor of Science Level: Undergraduate

Tracking Status: --- Status: AUTO APPROVED

--- Fall 2014 Total Credits: 15.0

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Notes
---	!	AHS 332	2.0	None	
---	!	AHS 333	2.0	None	
		FS LS	3.0	None	
		MAJR ELECU	3.0	None	
		MAJR ELECU	2.0	None	
		MAJR ELECG	3.0	None	

Still Needed Refresh Collapse All

- Bachelor of Science
- Foundational Studies
- ☒ Food Service Management Major
 - MAJOR REQUIRED COURSES
 - 8 Credits of Advisor Approved Electives
 - 8 Credits of 300/400 level Food & Nutrition courses as approved by a departmental advisor.
- ☒ Business Administration Minor
 - MINOR REQUIRED COURSES
 - Introduction to Marketing
 - 1 Class in MKTG 301

Placeholders

Pseudo courses or “placeholders” are used to designate Foundational Studies requirements and elective or minor coursework. The placeholders are used in the plan when there are several courses from which you can choose. For MAJR (major requirement/elective) placeholders, the Still Needed section shows a list of courses that fulfill that requirement. Some programs require specific courses for Foundational Studies. If that is the case, the actual course may appear in the plan rather than the generic Foundational Studies placeholder. Programs may or may not contain any of the MAJR placeholders. Those are dependent upon the requirements of the major.

Note: Major requirements that have more than five choices are generally designated by a placeholder. If there are five or fewer, there is usually a course list rather than a placeholder.

Foundational Studies

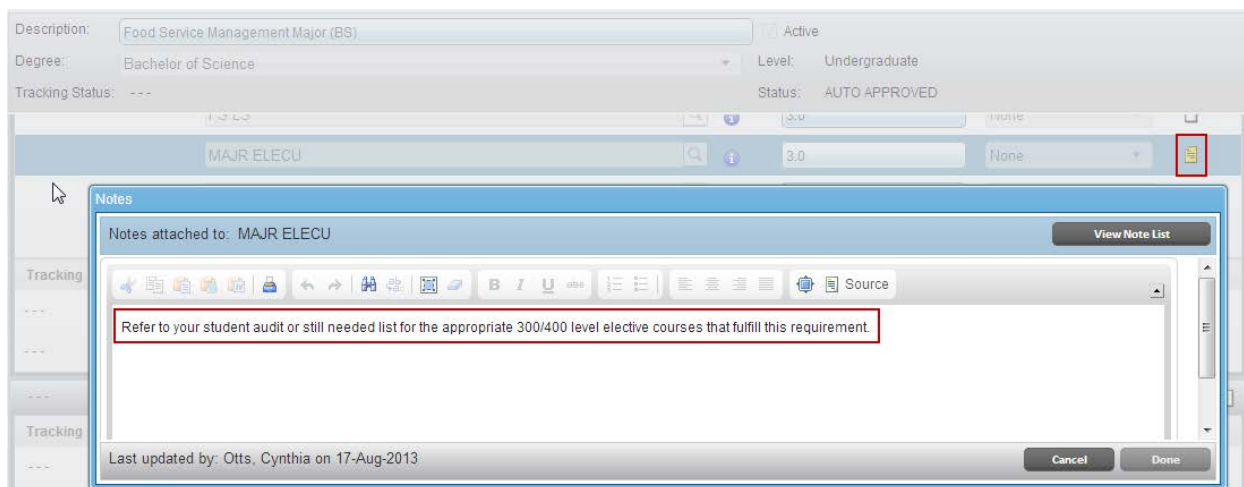
Placeholder	FS Category
FS COMM	Communication
FS ESR	Ethics & Social Responsibility
FS FPA	Fine & Performing Arts

FS FRCMP	Freshman Composition
FS GPCD	Global Perspectives & Cultural Diversity
FS HIST	Historical Studies
FS HLTH	Health & Wellness
FS JRCMP	Junior Composition
FS LS	Literary Studies
FS LSC	Laboratory Science
FS>NNL	Non-native Language
FS QLM	Quantitative Literacy & Mathematics
FS SBS	Social & Behavioral Science
FS UDIE	Upper Division Integrative Elective

Major Requirements & Electives

Placeholder	Title	Description
MAJR ELECG	General Elective	Any elective
MAJR ELECM	Major Specific Elective	A choice of options required for the major
MAJR ELCU	Upper Division Elective	300/400 level general elective
MAJR EMTR	Emphasis, Track, or Concentration Elective	Course required for a concentration, emphasis, or track within the major
MAJR MINEL	Minor or Elective	Minor or general elective

By clicking on the yellow note icon next to the requirement, you will find a brief description of what the placeholder is and how to identify which courses fulfill that requirement.



In the example below, the Business Administration major requires 9 credits of coursework in each Emphasis area. MAJR EMTR is used as the placeholder to designate the requirement for each Emphasis within the major. The Still Needed section shows “at-a-glance” the courses that fulfill that requirement.

Modifying the Plan

Only advisors can modify your plan of study. Please contact your advisor if you would like to request changes to your four-year plan. Your advisor's name is listed on the Worksheet Tab in the Header section.

Checking Your Plan

It is critical to verify the accuracy of your degree plan. To make sure your plan of study includes all graduation requirements, you can run a degree audit against the plan by clicking the Audit button in the lower right corner.

Planned courses show on this Audit as Planned (blue). Only placeholders and Choice Requirements should show as unmet. Courses also show as unmet if they were planned but not completed as of the term in which they were planned. Any requirement showing up in red must have an associated placeholder (MAJR) or must be added to the plan in a future term by your advisor.

Pre-Business/Accounting Major				Catalog Year: 2013-2014		
GPA: 0.000						
C grade or better is required in all accounting courses including Business 201 and 202.						
<input type="checkbox"/> Pre-Business Major	Still Needed:	Students remain in Pre-business until they complete the Business Foundation courses, Freshman Composition, Communication, and Math requirements. Students are admitted to the Scott College of Business once they have completed the Pre-business requirements.				
<input type="checkbox"/> MAJOR REQUIRED COURSES						
<input checked="" type="checkbox"/> Financial Accounting I	ACCT 301	Financial Acct I	PLAN	(3)	Fall 2015	
<input checked="" type="checkbox"/> Financial Accounting II	ACCT 302	Financial Acct II	PLAN	(3)	Spring 2016	
<input type="checkbox"/> Cost Accounting	Still Needed:	1 Class in ACCT 311*				
<input type="checkbox"/> Accounting Systems	Still Needed:	1 Class in ACCT 313*				
<input checked="" type="checkbox"/> Intro to Federal Income Taxation	ACCT 404	Intr Fed Income Taxation	PLAN	(3)	Fall 2016	
<input checked="" type="checkbox"/> Auditing Theory & Practice	ACCT 415	Audit Theo Prac	PLAN	(3)	Spring 2017	
<input type="checkbox"/> Select 9 Credits from the Following	Still Needed:	9 Credits in ACCT 350* or 405 or 410* or 411* or 421* or 439 or 499 or BLAW 464* or MIS 376*				
Free Electives			Credits Applied: 12		Classes Applied: 4	
FS>NNL	FS: Non-native Language	PLAN	3	Fall 2013		
MAJR>ELECM	Major Specific Elective	PLAN	3	Fall 2016		
MAJR>ELECM	Major Specific Elective	PLAN	3	Spring 2017		
MAJR>ELECM	Major Specific Elective	PLAN	3	Spring 2017		

Approved Plans

Only “approved” plans are considered the active, current plan. Each student participating in the Graduation Guarantee program must have an active, approved plan of study. All students are encouraged to meet with their advisor to create a plan of study.

Tracking

Tracking helps you easily identify if you are on track to graduate in 4 years. The plan has some built in tracking features. However, only critical requirements are tracked. The plan does not track how many credit hours you have earned, your Academic Standing, or other factors that are necessary for timely graduation or for continued participation in the Sycamore Graduation Guarantee program.

Critical requirements in the plan have an on or off-track indicator. Tracking occurs at multiple levels:

1. Overall Plan
2. Terms
3. Individual Requirements

In the example below, each course is marked critical, along with the choice of math courses and two of the three GPA indicators. In this case, the student successfully completed ENG 101 but not any of the other critical course/choice requirements. The second Class List GPA requirement is on-track, but the Overall GPA is off-track. The Class List in the middle is not tracked, so there is not an indicator. If any requirement in a term is off-track, the term is considered off-track. The plan is off-track if any

requirement in the plan is off-track.

Description: Pre-Business/Supply Chain Management Major (PRB) ☒ Active

Degree: Bachelor of Science Level: Undergraduate Status: AUTO APPROVED

Tracking Status: ✖ Off-Track **1**

✖ Off-Track **2** ▼ Fall 2012 Total Credits: 15.0

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Notes
✖ Off-Track	!	BUS 100 3	3.0	None	
✔ On-Track	!	ENG 101	3.0	None	
✖ Off-Track	!	FS COMM	3.0	None	
✖ Off-Track	!	FS NNL	3.0	None	

Tracking	Critical	Choice Requirement	Minimum Credits	Minimum Grade	Notes
✖ Off-Track	!	MATH 115 or MATH 131	3.0	None	

Tracking	Critical	GPA Requirement	Major	Minimum GPA	Class List	Notes
✖ Off-Track	!	Overall GPA - Student Sy: ▼	Select ▼	2.250		
		Class List GPA ▼	Select ▼	2.250	BUS @ + ACCT @ + BLAW @ + MIS @ + FIN @	
✔ On-Track	!	Class List GPA ▼	Select ▼	2.250	BUS 100 + BUS 180 + BUS 201 + BUS 205 + EC	

Tracking & Sycamore Graduation Guarantee

Students in the Sycamore Graduation Guarantee (SGG) program are required to:

- Maintain at least a 2.0 cumulative grade point average
- Maintain minimum GPA requirements of the University and your College/program
- Complete 30-32 credit hours per academic year
- Successfully complete critical courses by the term in which they appear on your plan
- Declare a major by the deadline (August 1 following freshman year)
- Meet with your advisor each term
- Follow your plan of study
- Register for courses during priority registration
- Apply for graduation by October 1 of your senior year
- Email stayontrack@indstate.edu if there are any issues (i.e., a course you need is full, a critical course is not offered during the term you need to take it)

The tracking indicators in the plan are not necessarily indicative of your Graduation Guarantee status. The other factors mentioned above (i.e., credit hours earned, academic standing) are also key factors with regard to your status in the Sycamore Graduation Guarantee program. However, all critical indicators are important components of your SGG status.

At the end of May each year, SGG participants are notified of their status. If you are in the program and are off-track, you will be informed *how* you can get back on track. Letters are sent

(and emailed) at the end of the academic year to inform you of your status. Your annual status “report” can be found in the Plan note and will be available as of June 1.

GPA CALCULATORS

There are three types of GPA calculators you can use to predict your GPA or find out what it takes to reach your desired GPA. Please note that these calculators do not account for ISU's grade improvement policy. They are intended to be informational only and results are not guaranteed. To access the Graduation Calculators, click on the GPA Calc Tab and select the appropriate calculator.

The screenshot shows a web interface with three tabs: 'Worksheets', 'Plans', and 'GPA Calc'. The 'GPA Calc' tab is highlighted with a red border. Below the tabs, there are three calculator options: 'Graduation Calculator' (with a blue arrow icon), 'Term Calculator', and 'Advice Calculator'. To the right, there are four input fields: 'Current GPA' (containing '3.59'), 'Credits Remaining', 'Credits Required', and 'Desired GPA'. A 'Calculate' button is located at the bottom right.

Worksheet	Plans	GPA Calc
Graduation Calculator		
Term Calculator		
Advice Calculator		

Current GPA	Credits Remaining	Credits Required	Desired GPA
3.59			

Calculate

There are three types of graduation calculators you can use: Graduation Calculator, Term Calculator, and an Advice Calculator.

Graduation Calculator

The graduation calculator allows you to indicate your desired GPA upon graduation and to see what GPA you would need to earn based on the number of credit hours remaining in your degree program. Your cumulative GPA prepopulates in the Current GPA field. Fill in your Desired GPA. Credits Remaining (number of credits left until you graduate) and Credits Required (total credits required for graduation, in most cases, 120) are available on the Worksheet Tab under the Bachelor's/Degree Block:

The screenshot shows the same web interface as before, but now the 'Graduation Calculator' option is highlighted with a red border. The 'GPA Calc' tab remains selected. The input fields and 'Calculate' button are still visible.

Worksheet	Plans	GPA Calc
Graduation Calculator		
Term Calculator		
Advice Calculator		

Current GPA	Credits Remaining	Credits Required	Desired GPA
3.59			

Calculate

To identify the number of credits remaining in your degree, check the Degree Block on the Worksheet Tab. Please note that you may need more than 120 credit hours to meet graduation requirements. If so, you should put in the total number of credits left (Credits Remaining) and the total number of credits you will need in order to graduate (Credits Required), which may

exceed 120.

Bachelor of Science		Catalog Year: 2012-2013	Credits Required: 120
		GPA: 3.590	Credits Applied: 62
<input type="checkbox"/> Minimum 120 Credits to Graduate	Still Needed: 120 Credits are required to graduate. You currently have 62, you still need at least 58 more.		
<input type="checkbox"/> Minimum 45 Credits in 300-400 Level Courses	Still Needed: You currently have 3, you still need 42 more.		
<input type="checkbox"/> Minimum 9 Residency Credits in 300-400 Level Courses	Still Needed: You currently have 3, you still need 6 more.		
<input checked="" type="checkbox"/> Minimum 30 Residency Credits Requirement			
<input checked="" type="checkbox"/> Minimum 2.0 Cumulative GPA Met			

Fill in the fields with the respective data and click the “Calculate” button.

Worksheets Plans GPA Calc

Graduation Calculator >

Term Calculator

Advice Calculator

Current GPA 3.59

Credits Remaining 58

Credits Required 120

Desired GPA 3.75

Calculate

The system performs the calculation and provides the following:

Worksheets Plans GPA Calc

Graduation Calculator >

Term Calculator

Advice Calculator

Current GPA 3.59

Credits Remaining 58

Credits Required 120

Desired GPA 3.75

You need to average a 3.92 over your final 58 Credits to graduate with your desired GPA.

In the example below, it is not possible for this student to graduate with a 3.8 GPA if s/he only completes 58 additional credits. (Keep in mind that students may retake courses for grade improvement, so it may be possible, depending on circumstances.) You need to see your advisor to discuss what is feasible given your circumstances.

Worksheets Plans GPA Calc

Graduation Calculator >

Term Calculator

Advice Calculator

Current GPA 3.59

Credits Remaining 58

Credits Required 120

Desired GPA 3.8

Error: To achieve your desired GPA, you would need to average higher than a 4.0. You would need to average a 4.02.

Recalculate

Term Calculator

The term calculator calculates your cumulative GPA based on estimates of course grades for courses you are currently enrolled in. If you are currently enrolled in a term, each course and its respective credit hours prepopulate, so you can select your expected grades from the drop down menus. (Those courses/credits can be deleted or replaced, if desired). Additional Classes and Credits can also be added. Once the information has been filled in, click “Calculate” to see the results. The system shows your expected cumulative GPA.

WorksheetsPlansGPA Calc

Graduation Calculator

Term Calculator>

Advice Calculator

Current GPACredits Earned So Far

3.5941

	Credits	Grade
MIS 276	3	B+ [3.30]
SOC 110	3	A- [3.70]
AHS 111	3	C+ [2.30]
Class 4		A+ [4.00]
Class 5		A+ [4.00]
Class 6		A+ [4.00]
Class 7		A+ [4.00]
Class 8		A+ [4.00]
Class 9		A+ [4.00]
Class 10		A+ [4.00]

Calculate

WorksheetsPlansGPA Calc

Graduation Calculator

Term Calculator>

Advice Calculator

Current GPACredits Earned So Far

3.5941

Class	Credits	Grade
MIS 276	3	B 3.30
SOC 110	3	A- 3.70
AHS 111	3	C 2.30

Calculated GPA

3.50

By achieving the grades listed here, your GPA at the end of the term will be 3.50

Recalculate

Advice Calculator

The advice calculator provides information about how many credit hours it would take to achieve a particular GPA. The Current GPA and Credits Earned automatically populate based on

your degree audit. Fill in the Desired GPA and click Calculate.

Worksheets

Plans

GPA Calc

Graduation Calculator

Term Calculator

Advice Calculator >

Current GPA

Credits Earned

Desired GPA

3.59

41

3.75

Calculate

The system provides the following advice:

Worksheets

Plans

GPA Calc

Graduation Calculator

Term Calculator

Advice Calculator >

Current GPA

Credits Earned

Desired GPA

3.59

41

3.75

To achieve your desired GPA, you need one of the following:

27 Credits at 4.00 (A+) grade average

27 Credits at 4.00 (A) grade average

Note: Results that would require you to take more than 150 Credits have been omitted.

Recalculate