



MySAM

**Faculty/Staff
Advising Manual**

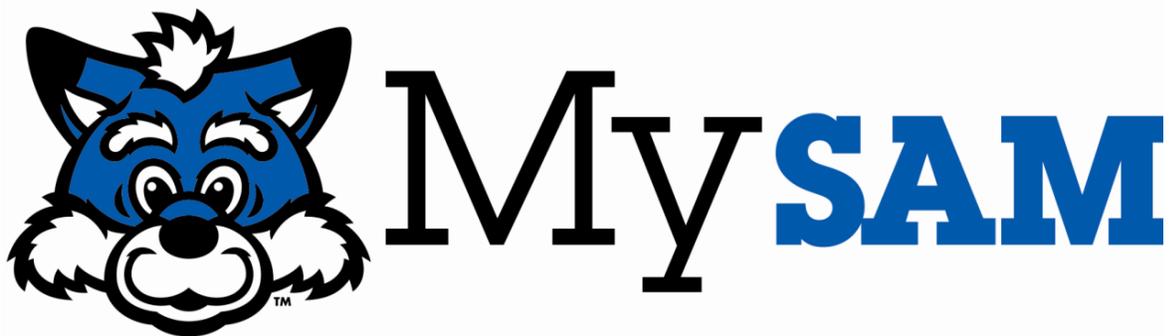
Indiana State University

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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 Calc ().

Who will use it?

Not all students will move into MySAM. Undergraduate students who have entered the University from Fall 2012 on will automatically be added to MySAM. Undergraduate students can to run a “what-if” in MySAM to see if how their coursework applies to degree requirements from Fall 2012 forward. Please note graduate level audits and plans will be available in the future.

How does this impact the use of DARS?

Undergraduate students whose catalog term is 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.

How do I get Access and what does that mean?

Faculty advisors have access to view their advisees’ records in MySAM. Associate Deans and Academic Affairs can assess whether expanded access is necessary for specific individuals. Deans and department chairs, exceptions processors, and University College advisors can view records of any student.

If I have any questions, who do I contact?

Tutorials are available for students and staff/faculty on the MySAM website (<http://MySAM.indstate.edu>). Refer to the lists below to see who to contact with various needs.

Registration & Records

- Worksheet requirements do not match respective catalog
- Student data displays incorrect information
- Assistance with exceptions processing
- Wish list (i.e., information to add to audit; course titles/layout, verbiage)
- Broken links on audit
- Course/program updates

Academic Affairs

- Updates to 4 year plans of study

New Student Orientation Advisors (or Dean's Office Staff) from the Respective College

- View audits
- View and update plans of study

Support Ticket

- Requests for system access (or type of access)
- Log in Issues
- Technical issues (i.e., error messages, access issues)

Dean's Office and/or Academic Affairs

- Graduation Guarantee
- Expectations of advisors
- Using MySAM for advising purposes

Degree Audit (Worksheets Tab):

MySAM has a degree audit which is a summary of the student's degree requirements merged with the student's academic record which will provide a real-time assessment of the student's 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 the official list of all requirements for graduation.

Individualized Degree Plan (Plans Tab):

Working with your student, you will help them create a Degree Plan that begins with the requirements in the Degree Audit, organized in a semester-by-semester format, but tailored for each student's unique situation. For example, if a student transfers to Indiana State University or brings post-secondary or AP credit as a new student, this will be accounted for in the Degree Audit and only remaining unmet requirements (courses) will be reflected in their individualized Degree Plan. The Degree Plan can be adjusted to fit each student's needs, including shortening their program for graduation in a shorter timeframe, adding summer terms, or expanding their program length to accommodate a work schedule or family responsibilities. Once approved, their Degree Plan is what they will follow to graduation.

ACCESS/LOGIN INFORMATION

Advisors can access MySAM through MyISU Cloud (<http://isuportal.indstate.edu>). Click on the Faculty Tab, then Degree Audit Tools, then select MySAM. From the home page, 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 (i.e., +, %, &, or \$) in your portal password. If you are unable to log in, please change your password so it does not contain any of those characters and then try logging in again.

Internet Browser

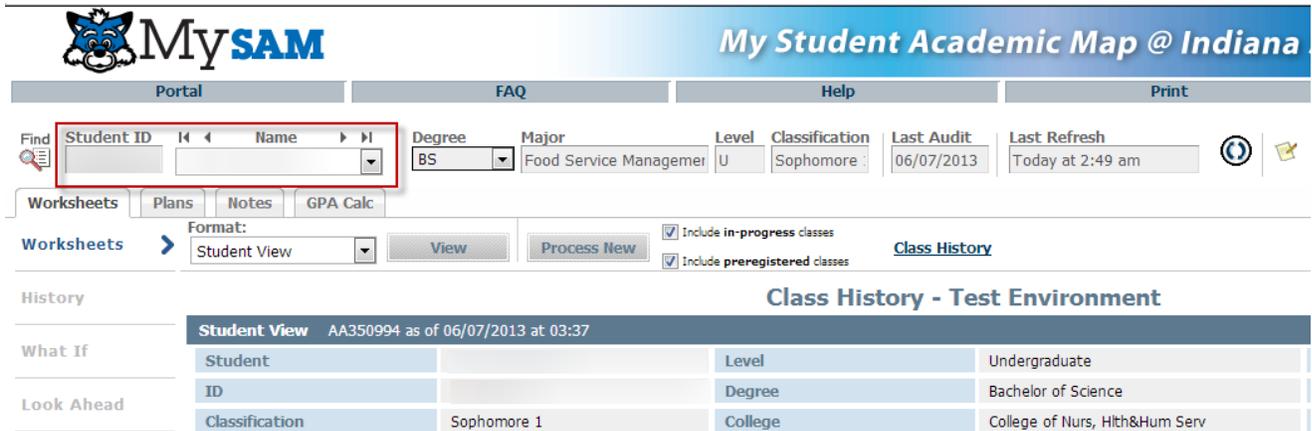
The Planner does not work well with Internet Explorer. Use **Chrome** or **Firefox** as your internet browser when logging into MySAM.

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

WORKSHEETS (DEGREE AUDITS)

Selecting a Student

After logging in, select your advisee from the drop down menu in the Name field. (Individuals who have View All access do not have this option. To select a student, type in the 991 in the Student ID field or use Find as described below).



You may also use the Find button to the left of the Student ID field to search by name or select various students. Select the desired student(s) and then click the OK button. You may sort by any of the criteria (ID, Name, Degree, Major, Level, or Classification).



This takes you to the Worksheets (Degree Audit) Tab where you can view the student's audit or access the Plan, Notes, or GPA Calculators. At the top of the Worksheet, you will see the student's name, ID, Degree, Major, etc. You will also see the date the audit was last generated, and the time the student's Banner data was last refreshed.

The screenshot shows the MySAM interface for a student. At the top, there is a navigation bar with 'Portal', 'FAQ', 'Help', and 'Print'. Below this is a search area with 'Find Student ID' and 'Name'. A table displays student details: Degree (BS), Major (Food Service Management), Level (U), Classification (Sophomore), Last Audit (06/07/2013), and Last Refresh (Today at 2:49 am). A red box highlights the Degree, Major, Level, Classification, Last Audit, and Last Refresh columns. Below the search area are tabs for 'Worksheets', 'Plans', 'Notes', and 'GPA Calc'. The 'Worksheets' tab is active, showing a 'Format' dropdown set to 'Student View', a 'View' button, and a 'Process New' button. There are also checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. A 'Class History' link is visible. The main content area is titled 'Class History - Test Environment' and shows a 'Student View' for student AA350994 as of 06/07/2013 at 03:37. Below this is a table with columns for Student, Level, Degree, and College.

Student	Level	Degree	College
	Undergraduate	Bachelor of Science	College of Nurs, Hlth&Hum Serv

Student View (Traditional Degree Audit)

The Student View of the Worksheet allows you to see important information about the student (Header), followed by degree requirements, test scores, 3-week attendance, and Interim grades.

The student record data in MySAM is updated nightly. It does not dynamically refresh each time a student's data (i.e., grades, registration, major) changes. Advisors can refresh the data on demand (students do not have this ability). To refresh, click the Refresh icon, then process a new audit by clicking the Process New button.

Step 1: Refresh



Step 2: Process New

Process New

This screenshot is similar to the first one, but the 'Process New' button is highlighted with a red box. Additionally, the 'Last Refresh' icon (a circular arrow) is also highlighted with a red box. The rest of the interface, including the student information and class history table, remains the same.

Generating Audits

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 may not be current. If the student's data in Banner has been updated since the Last Refresh date, click the Refresh icon before processing a new audit.

In-progress and Preregistered Courses

Unless the boxes are manually 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 the student's status based only on completed coursework, uncheck the boxes and click the Process New Button.

The screenshot shows the MySAM interface with the following elements:

- Logo: **MySAM** My Student Academic Management
- Navigation: Portal, FAQ, Help
- Search: Find Student ID, Name, Degree (BS), Major (Business Administration), Level (U), Classification (Junior 1), Last Audit (Today)
- Tools: Worksheets, Plans, Notes, GPA Calc
- Format: Student View, View, Process New
- Checkboxes: Include in-progress classes, Include preregistered classes
- Link: [Class History](#)

Class History

The Class History link allows you to see an unofficial transcript.

The screenshot shows the MySAM interface with the following elements:

- Tools: Worksheets, Plans, Notes, GPA Calc
- Format: Student View, View, Process New
- Checkboxes: Include in-progress classes, Include preregistered classes
- Link: [Class History](#)
- Search: Find Student ID, Name, Degree (BS), Major (Operations & Supply Cha), Level (U), Classification (Senior 2), Last Audit (07/03/2013)
- Tools: Worksheets, Plans, Notes, GPA Calc
- Format: Student View, View, Process New
- Checkboxes: Include in-progress classes, Include preregistered classes
- Link: [Class History](#)
- Section: **Class History - Test E**
- Table:

Student View AA360436 as of 07/03/2013 at 03:21			
Student		Level	Under
ID		Degree	Bache
Classification	Senior 2	Collene	Scott

Header

The Header displays the student's program, GPA, credit hours, graduation application status, and more.

Student View AA350994 as of 06/07/2013 at 03:37					
Student		Level	Undergraduate	4 Year Guarantee	Not Reported
ID		Degree	Bachelor of Science	Honors	Honor's Student
Classification	Sophomore 1	College	College of Nurs, Hlth&Hum Serv	Sport	N/A
Advisors	Lawson, Jennifer Lynn	Major	Food Service Management	Distance Learner	N/A
Overall GPA	3.590	Minor	Business Administration	Concentration	N/A
Alternate PIN	100800	Graduation Application Status	Food Service Management:Sought	Academic Standing	Good Standing
Citizenship	Citizen	Gender	F	Holds	No Holds
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

Please note that the student cannot see the Alternate PIN number – that is for advisors only. The PIN that displays is for the current term. If a student needs a PIN number for a future term, you may continue to look that up through the portal.

Degree Audit Blocks

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

❑ **Bachelor of Science**
Degree requirements

❑ Minimum 124 Credits to Graduate	Still Needed: 124 Credits are required to graduate. You currently ha
❑ 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 cu
✔ Minimum 30 Residency Credits Requirement	
✔ Minimum 2.0 Cumulative GPA Met	
❑ Foundational Studies Requirements	Still Needed: See Foundational Studies section
❑ Major Requirements	Still Needed: See Food Service Management Major section
❑ Minor Requirements	Still Needed: See Business Administration Minor section
❑ Honors Requirements	Still Needed: See Honors Program section

Hyperlinks to other sections of the audit

❑ **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.

❑ FRESHMAN COMPOSITION	Still Needed: Choose from 1 of the following:
❑ Rhetoric & Writing	(1 Class in ENG 107*) or
❑ Writing About Literature & Culture	(1 Class in ENG 108) or
❑ Freshman Writing I & II	ENG 105 Freshman Writing II
	(1 Class in ENG 101)

The student's Catalog Term, GPA, and Credit Hours for each block display on the far right of the degree bar. 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:

- Complete
- Not Complete
- Complete except for classes in-progress
- Nearly complete - see advisor

Other symbols include:

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

Class Schedule

Hyperlinks to **Still Needed** courses are available. Click the link to open a window that displays available sections.

Business Administration Minor					
<input checked="" type="checkbox"/> Minimum 2.0 GPA requirement for all Minor classes					
<input type="checkbox"/> 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				
<input type="checkbox"/> MINOR ELECTIVE COURSES					
<input type="checkbox"/> 300-400 Level Business Electives					
Honors Program					
<input checked="" type="checkbox"/> Minimum 3.0 GPA requirement					
NOTE: Students who complete the University Social Responsibility and Upper Division, Internship, and Honors Program are eligible for Honors graduation.					
<input type="checkbox"/> HONORS CORE COURSES					
<input checked="" type="checkbox"/> Freshman Honors: Contemporary					
<input checked="" type="checkbox"/> Sophomore Honors Seminar: Intro					
<input type="checkbox"/> Honors Junior Seminar					
<input type="checkbox"/> Honors Independent Study					
<input type="checkbox"/> CHOOSE A CONCENTRATION SEQUENCE					
<input type="checkbox"/> CONC 1: LEADERSHIP & CIVIC ENGAGEMENT					

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

Test Scores, 3-Week Attendance and Interim Grades

Test Scores, 3-Week Attendance and Interim Grades are displayed at the bottom of the Worksheet. The highest score is reported for each category. Three-Week Attendance and Interim Grades are now required for all undergraduate students. Faculties are required to submit them for all students.

Test Scores	
ACT Composite:	19
ACT English:	21
ACT Mathematics:	17
ACT Reading:	22
ACT Science Reasoning:	17
High Sch Foreign Lang Requirem:	150
Maple Part A:	08
Maple TA:	08

3-Week Attendance and Interim Grades			
ART 151	Vis Art In Civiliz	Attended	N/A
ENG 239	Literature & Human Experience	Attended	N/A
MATH 035	Fundamentals of Algebra II	Attended	N/A
RCSM 135	Intro Rec & Sport Mgt	Attended	N/A

Registration Checklist

Another type of audit is the Registration Checklist. This view shows only requirements that are **Still Needed** (incomplete). To access this view, select Registration Checklist from the drop down box and Click View (or Process New if you have not already generated a new audit using the Student View).

Find Student ID 991605554 Name Vawter, Nathan L Degree BS Major Business Administration Level U Classification Junior 1 Last Audit Today Last Refresh Today at 2:40 am

Worksheets Plans Notes GPA Calc

Worksheets > Format: Registration Checklist View Process New

Include in-progress classes Include preregistered classes Class History

History Class History - Test Environment

A list of unfulfilled requirements is displayed. The list does not display in-progress or preregistered courses as Still Needed unless you uncheck the respective boxes and Click Process New.

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***

Other Audit Types: History, What If, Look Ahead

MySAM allows you to view historical audits, run What If audits, and run audits for planned courses.

Find Student ID Name Degree Major Level Classification Last Audit

Worksheets Plans Notes GPA Calc

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

Class History - Test E

Student View AA360436 as of 07/03/2013 at 03:21

Student		Level	Under
ID		Degree	Bache
Classification	Senior 2	College	Scott

Historical Audits (History)

From the History tab, you can view historical audits. The last three audits are available from a drop down menu. To view an historical audit, select the report and click the View button.

What If Choose a report format and an historic report and click View.

Look Ahead

What If Audits

From the What If button, you can view requirements for other degrees, majors and minors. To run a What If audit, select the appropriate catalog year 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](#)” to view requirements for additional majors, minors, or concentrations.
- Click the Process What If button at the top

Legend

- ✓ Complete
- ✗ Complete except for classes in-progress
- ✗ Nearly Complete - see advisor
- ✗ Not Complete
- (T) Transfer Class

A great new 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 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)

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

Bachelor of Science		Catalog Year: 2012-2013	Credits Required:
		GPA: 3.540	Credits Applied:
<input checked="" type="checkbox"/>	Minimum 124 Credits to Graduate		
<input checked="" type="checkbox"/>	Minimum 45 Credits in 300-400 Level Courses		
<input checked="" type="checkbox"/>	Minimum 9 Residency Credits in 300-400 Level Courses		
<input checked="" type="checkbox"/>	Minimum 30 Residency Credits Requirement		
<input checked="" type="checkbox"/>	Minimum 33 Residency Credits for All Business Courses		
<input checked="" type="checkbox"/>	Minimum 2.25 GPA in all Business & Economics Classes.		
<input checked="" type="checkbox"/>	Minimum 2.25 Cumulative GPA Met		
<input type="checkbox"/>	Graduation Application Not on File	Still Needed:	Graduation Application is Required. Apply through the web application link on the student tab of your MyISU account.
<input type="checkbox"/>	Foundational Studies Requirements	Still Needed:	See Foundational Studies section
<input type="checkbox"/>	Business Foundation Requirements	Still Needed:	See Business Foundation section
<input type="checkbox"/>	Major Requirements	Still Needed:	See Mathematics Major section See Management Major section
<input type="checkbox"/>	Minor Requirements	Still Needed:	See Business Administration Minor section

In this case, MGT 301 was not needed for the program and, therefore, falls to Free Electives. The student can tell that it is not required.

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	Fundmntls of Supply Chain Mgt	A+	3	Fall 2012

Look Ahead Audits

In addition to seeing how potential courses would apply to a What If audit, students have the ability to see how planned courses apply to their own degree audit by using the Look Ahead feature.

Find Student ID Name Degree Major Level Classification Last

BS Operations & Supply Cha U Senior 2 07/0

Worksheets Plans Notes GPA Calc

Format: Student View Process New

Include in-progress classes

Include preregistered classes

Look Ahead

To see an audit **SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS**, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course

Subject

Number

Add Course

Courses you are considering

Remove Course

Legend

- Complete
- Complete except for classes in-progress
- Nearly Complete - see advisor

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

Worksheets Plans Notes GPA Calc

Worksheets Student View **Process New** Include in-progress classes Include preregistered classes

History

What If

Look Ahead

To see an audit **SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS**, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course Courses you are considering

1 Subject BUS
Number 401
2 Add Course

3 Remove Course

Legend

- Complete
- Complete except for classes in-progress
- Nearly Complete - see advisor

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

UPPER DIVISION INTEGRATIVE ELECTIVES

All students must complete at least one UDIE course at ISU. (It may be completed online.) The second UDIE may also be fulfilled by completing a minor, certificate, or second major; completing a content specific education major; or completing applicable study abroad course work. Contact your advisor or the Study Abroad Office for more information.

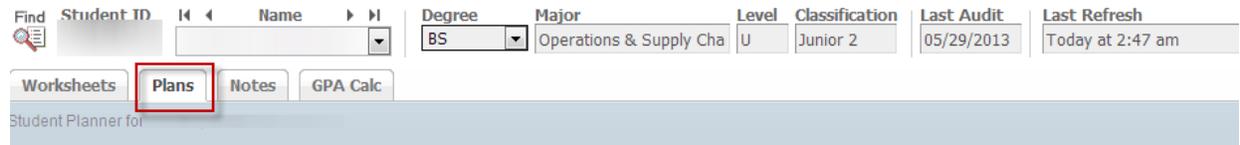
Select 1 Class from the Following	BUS 401	Senior Business Exper	PLAN	(3)	Planned Term
Business Foundation Catalog Year: 2012-2013 GPA: 3.820					
Minimum 2.25 GPA in BUS 100, 180, 201, 205 & ECON 200.					
ADMITTED TO SCOTT COLLEGE OF BUSINESS					
BUSINESS FOUNDATION BLOCK					
<input checked="" type="checkbox"/> Intro to Contemporary Business	BUS 100	Intro Contemporary Business	A+	3	Fall 2011
<input checked="" type="checkbox"/> Business Information Tools	BUS 180	Business Information Tools	A	3	Fall 2011
<input checked="" type="checkbox"/> Principles of Accounting I	BUS 201	Principles Accounting I	A	3	Spring 2012
<input checked="" type="checkbox"/> Business Statistics I	BUS 205	Business Statistics I	A	3	Spring 2012
<input checked="" type="checkbox"/> Principles of Macroeconomics	ECON 200	Princ Macroeconomics	A	3	Spring 2012
BUSINESS FUNCTIONAL COURSES					
<input checked="" type="checkbox"/> Principles of Microeconomics	ECON 201	Princ Microeconomics	A	3	Fall 2012
<input type="checkbox"/> Intro to Mgmt Informatn Systems	BUS 221	Intro Mgt Informat Systems	RG	(3)	Fall 2013
<input checked="" type="checkbox"/> Legal Environment & Business	BUS 263	Legal Envrnmnt Bus	A+	3	Spring 2013
<input checked="" type="checkbox"/> Business Statistics II	BUS 305	Business Statistics II	A	3	Fall 2012
<input checked="" type="checkbox"/> Business Finance	BUS 311	Business Finance	B-	3	Spring 2013
<input checked="" type="checkbox"/> Intro to Operations Management	BUS 351	Hon: Intro Operations Mgt	A+	3	Spring 2013
<input checked="" type="checkbox"/> Principles of Marketing	BUS 361	Principles Marketing	A	3	Spring 2013
<input type="checkbox"/> Mgmt & Organizational Behavior	BUS 371	Mgt & Org Behavior	RG	(3)	Fall 2013
<input type="checkbox"/> Senior Business Experience	BUS 401	Senior Business Exper	PLAN	(3)	Planned Term
<input type="checkbox"/> Business Report Writing	BEIT 336	Business Report Writing	RG	(3)	Fall 2013

4 YEAR PLANS

To create or access the student's 4-year plan, click on the Plans tab. Four-year plan templates have been created for each major. Templates are generic roadmaps with a recommend course sequence while Plans are unique to the individual student.

TEMPLATE: Roadmap or recommended sequence of courses

PLAN: 4 year plan specific to the student



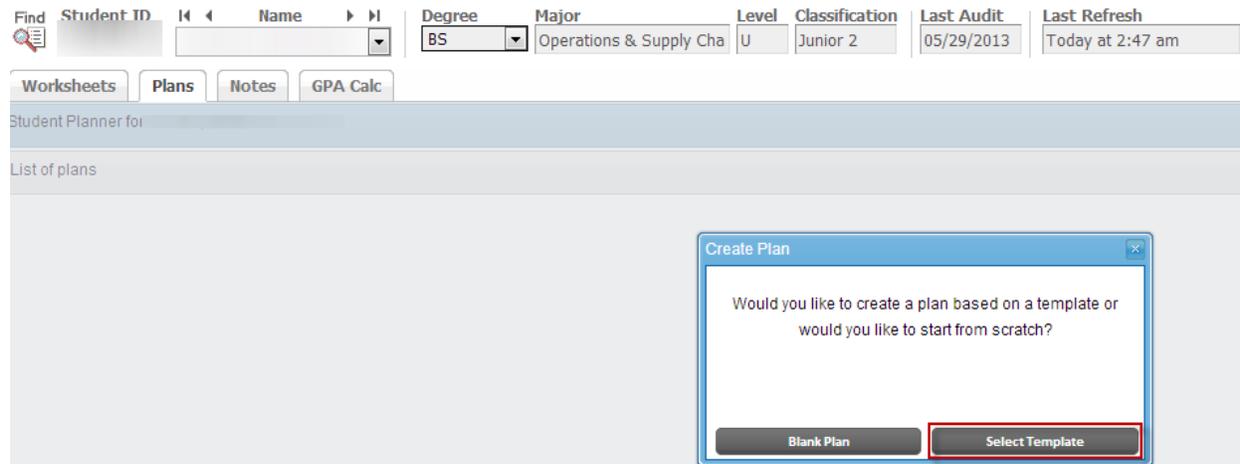
The screenshot shows the top navigation bar of the Student Planner. It includes a search field, a table of student information with columns for Student ID, Name, Degree, Major, Level, Classification, Last Audit, and Last Refresh. Below the table are four tabs: Worksheets, Plans, Notes, and GPA Calc. The Plans tab is highlighted with a red box.

Loading Plans

Some students may have an existing plan. Others will need to have a new plan loaded (i.e., first time they meet with an advisor, change of major).

Load a New Plan (from a template)

If a plan has not been loaded, you will see a Create Plan dialogue box when you click on the Plan tab. Choose Select Template.

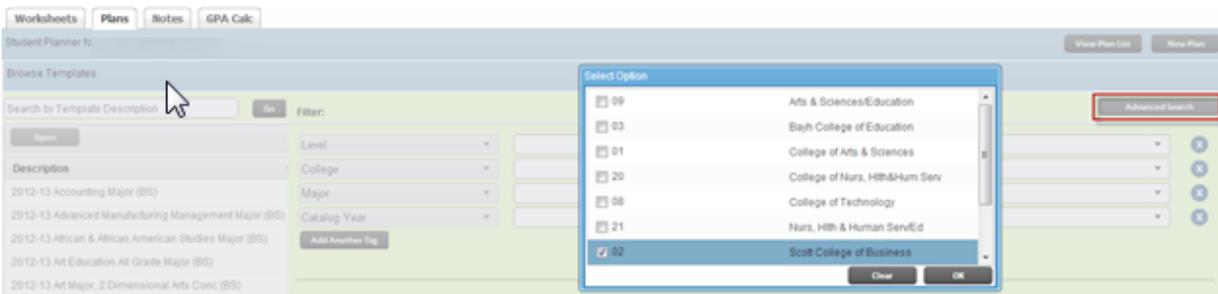


The screenshot shows the Student Planner interface with the Plans tab selected. A 'Create Plan' dialog box is open, asking the user: 'Would you like to create a plan based on a template or would you like to start from scratch?'. There are two buttons at the bottom: 'Blank Plan' and 'Select Template'. The 'Select Template' button is highlighted with a red box.

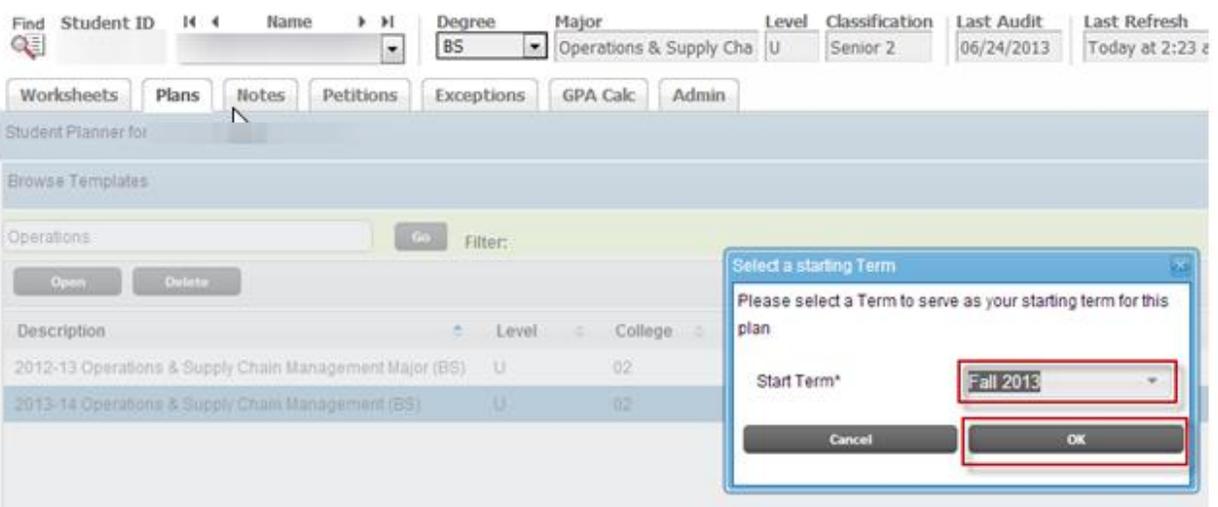
Select the appropriate template based on the student's catalog term and major. Type in part of the major title and click Go to filter the list. You may scroll through the list of programs or sort by any of the headings. Select the appropriate major.



You can also use the **Advanced Search** option to filter by College, Major, Catalog Term, Concentration, etc.



Once you have selected the appropriate plan, choose the start term. This should be the student's catalog (generally, matriculation) term. Then click OK.



You will see:

1. General information about the plan
2. Term-by-term recommended sequence of courses and GPA requirements
3. Critical requirements
4. Plan Note
5. Still Needed Section

Open an Existing Plan

If a plan has already been loaded and/or approved, select the plan by double clicking on it. If there are multiple plans listed, the plan marked “Active” is the current, approved plan. There is only one active plan at a time. If the student has two majors, the *primary* major should be the active plan.

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

If the student has an existing plan(s) but has changed majors, you will need to load the template for the new major.

Naming & Saving New/Revised Plans

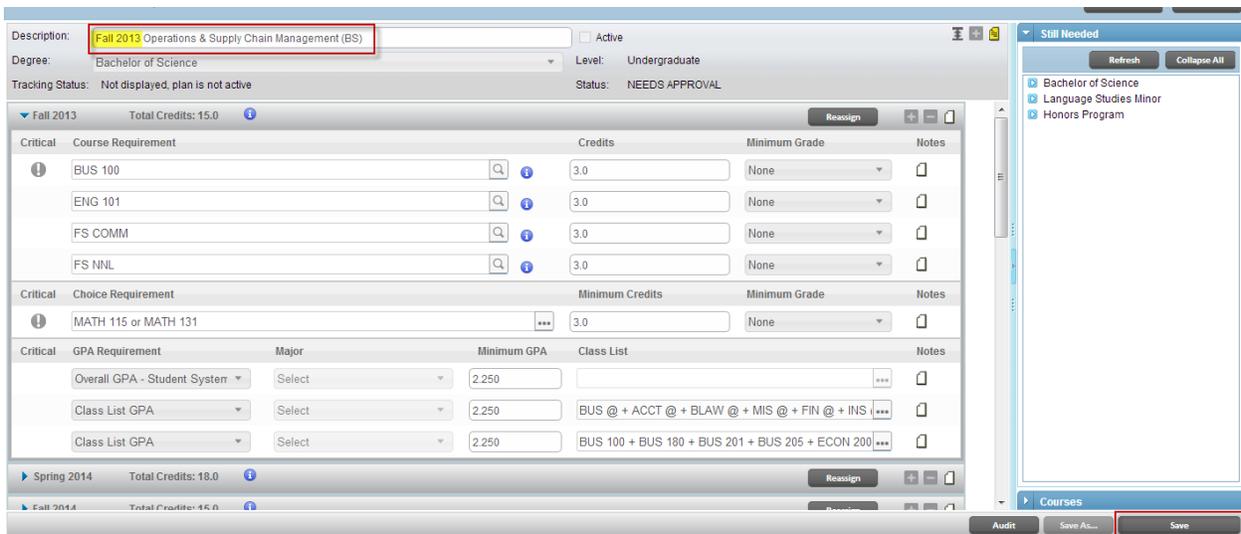
1. When you begin, start by naming the plan. **In the Description field, name the plan based on the term for which it is being created/modified.** (If you are advising for Fall 2013, enter Fall 2013 at the front of the description, followed by the name of the major. If advising for Spring, use Spring 2014.)
2. Tab out of the field and click the Save button.

3. Select Save and approve now and click OK. **Failure to perform steps 2 & 3 can result in a loss of data (course requirements), so be sure to rename, tab out of the field, and save/approve.**



The status will then appear as AUTO APPROVED, and the plan will be marked Active. Only one plan can be active at a time. This is considered the student's current plan.

Graduation Guarantee: It is imperative that ISU have documentation of what was approved for each term. Using this naming convention allows us to keep historical records of how the plan changed each term and what the advisor approved. Without that documentation ISU may be liable for paying tuition and fees for students who do not graduate in four years.



Viewing Plans/Plan Components

The plan displays the recommended course sequence by term. It includes:

- Course Requirements: Specific courses to be completed, along with minimum grade requirements, if applicable

- Choice Requirements: Course lists when choices exist
- GPA Requirements: Overall, major, and class list (i.e., departmental) GPA requirements

Term-by-term Course Sequence

Course Requirement		Credits	Minimum Grade	Notes	
1	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	
2	MATH 115 or MATH 131	3.0	None		
GPA Requirement		Major	Minimum GPA	Class List	Notes
3	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, the student must complete the respective course by the designated term or s/he is off-track and not on target to graduate in four years. Course requirements and/or GPA requirements may be considered critical. In the example below, BUS 100 is a critical course in the first term, as is the math requirement.

Critical	Course Requirement	Credits	Minimum Grade	Notes
1	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
1	MATH 115 or MATH 131	3.0	None	

The plan shows requirements that are critical – meaning, the student must complete the respective course by the designated term or s/he is off-track and not on target to graduate in four years. GPA requirements are considered critical, as are various courses in the major. In the example below, BUS 100 is a critical course in the first term, as is the math requirement.

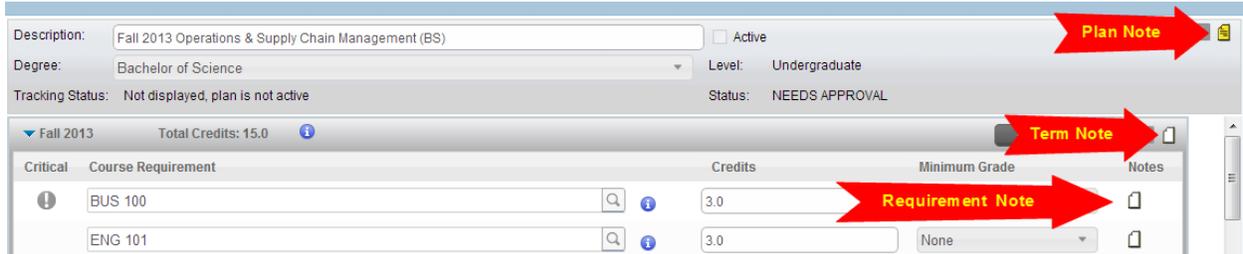
Notes

There are several types of notes.

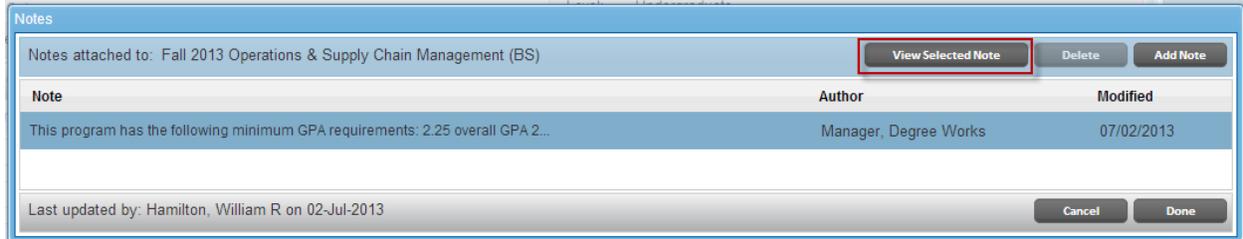
- Plan Note: Normally contains GPA requirements. **This is also where status and advising**

notes related to Graduation Guarantee are stored.

- Term Notes: This can be used to include notes pertaining to that term
- Requirement Notes: Notes about a specific course requirement (recommended course to fulfill a requirement, description of elective codes, Foundational Studies course than can fulfill a major requirement, etc.).

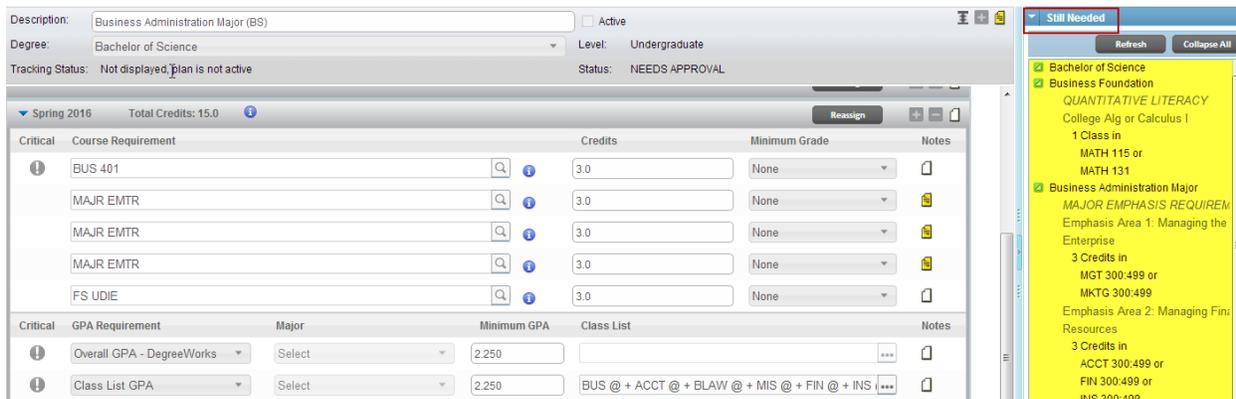


Notes that have been populated are highlighted in yellow. To view the note, click on the icon, select the note you wish to view and click the View Selected Note button.



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 the student/advisor update the four-year plan.



Placeholders

Pseudo courses or “placeholders” are used to designate Foundational Studies requirements and elective or minor coursework. For MAJR placeholders, the Still Needed section shows a list of courses that fulfill that requirement.

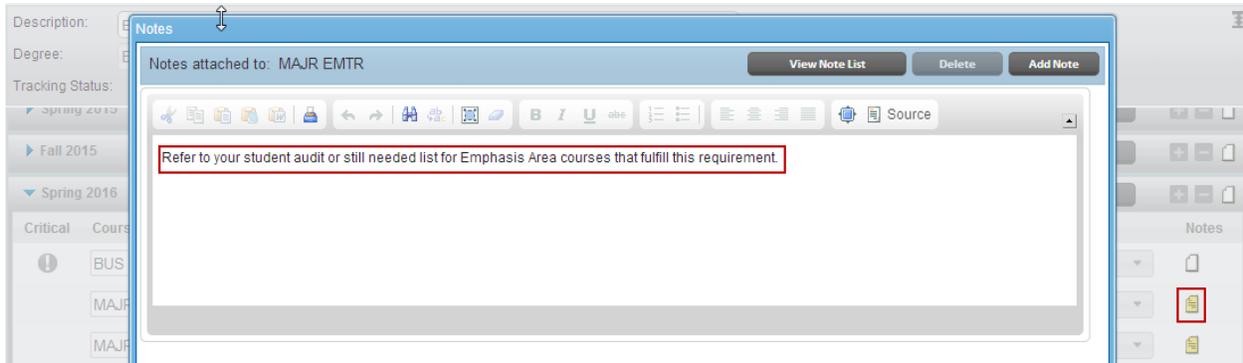
Foundational Studies

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

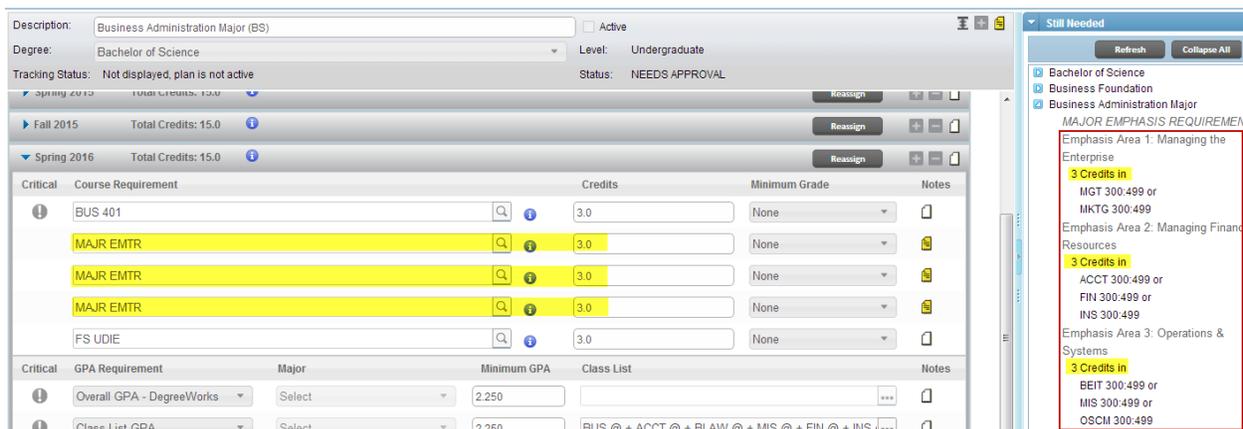
Major Requirements & Electives

Placeholder	Title	Description
MAJR ELECG	General Elective	Any elective
MAJR ELECM	Major Specific Elective	A choice of options required for the major
MAJR ELECU	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 plan includes 9 credits of MAJR EMTR (Emphasis/Track/Concentration within a major) that are required for the major. The Still Needed section shows “at-a-glance” which courses fulfill the requirements of each Emphasis.



Foundational Studies Placeholders & Still Needed (How this is handled)

Modifying the Plan

Advisors may modify the plan by moving courses from term-to-term, adding new courses, deleting courses, replacing “placeholder courses” with actual courses, or shifting entire terms. Advisors can also drag courses from the Still Needed section to the respective term.

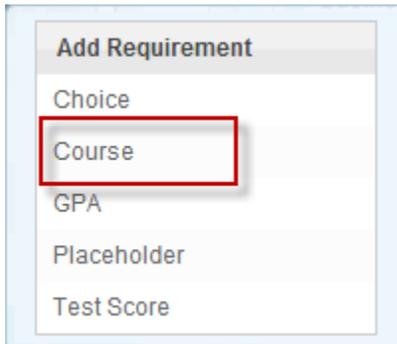
The templates include placeholders for Foundational Studies courses and various types of electives or choices within the major. Replace the placeholder with the specific course that the student plans to complete. (You do not need to replace them all but, ideally, those coming up within the next

semester or two should be replaced with the actual course. This aids in planning the number of seats needed for the respective course.

Adding Requirements

1. Click the + button for the respective term
2. From the Add Requirement box, select the appropriate type of requirement, in this case, Course.
3. Add the course prefix and number to the new (blank) requirement. A space is required between the prefix and number. Check the credit hours and update, if necessary.

Note: For prefixes with spaces (i.e., G H, P E), an underscore is required (i.e., G_H, P_E).

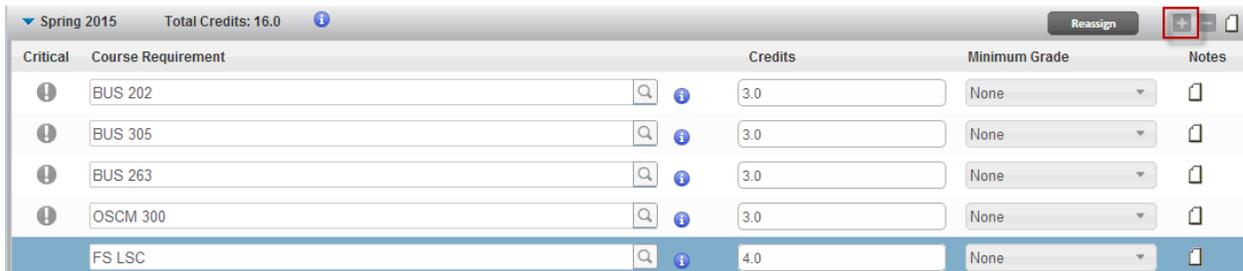


Replacing “Placeholder”/Course Requirements

Type the course prefix and number over the existing entry (i.e., type SPAN 101 over FS>NNL). You may also use the Search feature  to find a course.

In the example below, FS LSC is replaced with CHEM 100 and a new Course Requirement is added for CHEM 100L. The credits are updated from 4 for FS LCS to 3 and 1 respectively for CHEM 100 and CHEM 100L.

ORIGINAL



Critical	Course Requirement	Credits	Minimum Grade	Notes	
	BUS 202		3.0	None	
	BUS 305		3.0	None	
	BUS 263		3.0	None	
	OSCM 300		3.0	None	
	FS LSC		4.0	None	

UPDATED

Critical	Course Requirement	Credits	Minimum Grade	Notes
!	BUS 202	3.0	None	
!	BUS 305	3.0	None	
!	BUS 263	3.0	None	
!	OSCM 300	3.0	None	
	CHEM 100	3.0	None	
	CHEM 100L	1.0	None	

CHEM 100 replaced FS LSC. A new Course Requirement was added for the lab.

Adding Notes

If there is a specific course needed for a major that also fulfills a Foundational Studies requirement or other important information you wish to convey about a requirement (i.e., only offered in the Spring), you can leave a note on the respective Foundational Studies requirement. To leave a note,

- Click on the respective note icon
- Click the Add Note button
- Type in the text
- Click the Done button to save your note

The student and others advisors who have access to the student's records are able to view these notes.

FS HIST	3.0	None	
FS FPA	3.0	None	
FS LSC	4.0	None	

Notes

Notes attached to: FS LSC

View Note List Delete Add Note

PHYS 105 is recommended for this major.

body p

Cancel Done

Deleting Requirements

If you need to delete a requirement (i.e., student has transfer credit for the course or is completing the Honors curriculum in place of certain FS requirements), click on the requirement (outside the text boxes) so it is highlighted in blue. Then click the delete button (-) for the respective term. **Do NOT delete critical requirements.** The **only** exception to this is if the student already completed the course.

Critical	Course Requirement	Credits	Minimum Grade	Notes
!	BUS 202	3.0	None	
!	BUS 305	3.0	None	

“Still Needed” Courses

- You can select and drag courses from the Still Needed section to the respective term.
- Be sure to delete the placeholder course, if one is being replaced by the added course.

Updating Choice Requirements

Choice requirements allow students to choose from multiple options. You may not be able to see all of the options, in which case, you can click in the text field to see all of the courses. Please note that the radio buttons do not currently work for selecting one of the courses.

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

To update a Choice Requirement,

- Add a Course Requirement and add the selected course
- Highlight the Choice Requirement and delete it using the Delete (-) icon

Moving Courses

Courses can be moved from term to term. Before moving any courses, check the Critical indicator. **Do not move critical courses! Critical courses must be taken on or before the semester in which they are planned.** If the student did not register for the course or failed to meet the grade requirement, the student is considered **OFF TRACK** for graduating in 4 years and is not in compliance with the Sycamore Graduation Guarantee. If the student missed the requirement, **ADD** the requirement to the next term in which the student should complete it. Leaving it in the original term allows us to use the data for reporting purposes and to communicate the student’s status appropriately. You may move courses to a different term by selecting the course and dragging (scrolling) it to the appropriate term.

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	

Adding/Reassigning Terms

If you find that it would be easier to move an entire term, you can use the Reassign feature.

- Click Reassign
- Select the appropriate term from the drop down list (terms already on the plan are not available to be selected), so begin with the last term that needs to be moved and work your way backward.



Verifying Accuracy of the Plan

It is critical to verify the accuracy of the plan. Save and approve the latest version of the plan. Then run a degree audit against the plan by clicking the Audit button. Planned courses will show on this Audit as Planned. Only placeholders and Choice Requirements should show as unmet.

- Review the unmet requirements to make sure there is a placeholder for each in the Free Electives section. Placeholders are listed alphabetically by FS or MAJR. In the example below, the student needs 9 credits of electives for her major. Since she has not selected specific courses in the plan, the audit shows 9 credits of MAJR ELECM under the Free Electives section. Once the student selects a particular course, the requirement is met (planned) on the audit.

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.		
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
<input checked="" type="checkbox"/> MAJR ELECM	Major Specific Elective	PLAN	3 Fall 2016
<input checked="" type="checkbox"/> MAJR ELECM	Major Specific Elective	PLAN	3 Spring 2017
<input checked="" type="checkbox"/> MAJR ELECM	Major Specific Elective	PLAN	3 Spring 2017

Note: Requirements that have more than five choices are generally designated by a placeholder. If

there are five or fewer, there is a course list. Once you have verified the accuracy of the plan, be sure to approve it.

Approving Plans

Each student's plan must be "approved" in order to be considered the active, current plan. By approving a plan, the advisor is agreeing that the 4 year plan meets degree requirements of the student's catalog term. To approve a plan, click the Save button and select the Save and Approve Now radio button.



Tracking

Tracking helps students to know whether they are on track to graduate in 4 years. The plan has some built in tracking features. However, only critical requirements are tracked. Critical requirements 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 GPA indicators. The student successfully completed ENG 101 but not any of the other course/choice requirements. The second Class List GPA requirement is on-track, as is Overall GPA. 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 i Reassign + - 📄

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

The tracking indicators are not necessarily indicative of the student's Graduation Guarantee status. Other factors such as credit hours earned annually and hours required for the degree program are also included.

However, all critical indicators in the plan are important, as that is a component of the student's status. Do not move critical requirements.

At the end of May each year, students in the Graduation Guarantee program must be notified of their status and, for those off-track, *how* they can get back on track. Letters are sent (and emailed) to every Graduation Guarantee participant to inform them of their status and refer them to their MySAM Plan for specific information. As such, it is critical that the plans accurately reflect the student's progress and status.

Updating Plans During Advising/Preregistration

Fall Advising

- Review student's Fall schedule and update if registration differs from planned courses
- Review critical courses for Fall. If a critical course was not taken, add it to the term when the student should take it (do NOT move the critical course to a different term)
- Plan courses for Spring 1 and update the plan based on recommended courses
- Run Audit against Plan to ensure all requirements are in plan
- Save & Approve plan as Spring 20XX

Spring Advising

- Review student's Spring schedule and update if registration differs from planned
- Review critical courses for Spring. If a critical course was not taken, add it to the term when the student should take it (do NOT move the critical course to a different term)
- Run Audit against Plan to ensure all requirements are in plan
- Plan courses for next Fall and update plan based on recommended courses

Pre-registration Advising Checklist

- _____ Click Refresh and Process New to update the data and generate a new audit.
- _____ Click on the Class History link to see an unofficial transcript.
- _____ Go to the Plan Tab and load the Active plan (or the appropriate template, if necessary).
- _____ Review current term registration on Class History and update student's plan to match.
- _____ Move any **non-critical** courses (in the current term) that the student is not registered for to a future term. Leave **critical** courses where they are.
- _____ Review the student's progress and recommend courses for the next term. Update the student's plan, accordingly.
- _____ Click the Audit button to review a degree audit. Review unmet requirements (in red) and add the respective courses to the appropriate future term. If there are unmet requirements, it is likely that the student did not meet minimum grade requirements, the course was planned but not completed for a previous term, or the requirement was deleted from the plan.
- _____ If a student misses an advising appointment, update his/her plan based on what the student should take the following term and notify the student that your recommendations are available.

Annual Reporting (Following the Spring Semester)

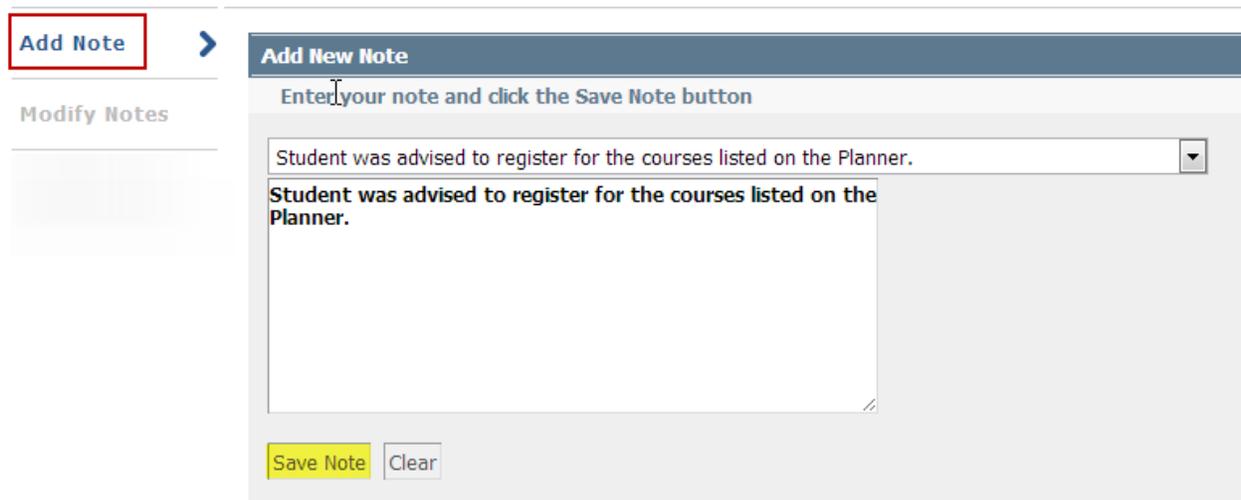
- _____ Review student's progress (review on/off track indicators and overall progress (i.e., credit hours earned, Academic Standing))
- _____ Add a Plan Note to let the student know if s/he is on- or off-track to graduate in 4 years
- _____ If the student is not on track to graduate (i.e., missed a critical requirement), tell the student HOW to get back on-track. Update the plan, accordingly.
- _____ If the student cannot feasibly graduate in 4 years:
 1. Add a new term(s) to the plan and update it, accordingly.
 2. Add a note explaining to the student that s/he cannot graduate in 4 years. Use this as an opportunity to discuss the student's career choice, other options, which goal (graduating in 4 years, completing this major) is the priority, Plan B advising, etc.
 3. Notify Susan Powers that the student is off-track

NOTES

Advisors can leave notes and information for the students and other advisors to view. The Notes become part of the student's academic record so it is important to use discretion.

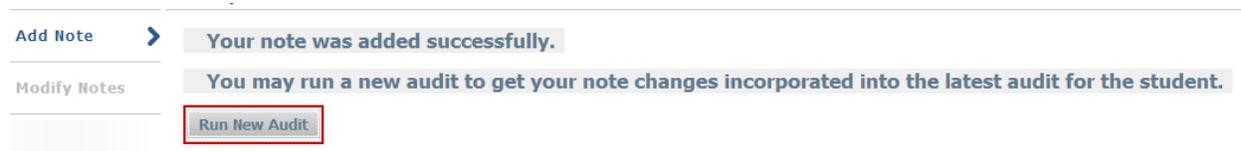
Adding Notes

From the Notes Tab, click on "Add Note." You can choose from the prepopulated notes or type your note in the text field. Once you have typed in your note, click the Save Note button.



The screenshot shows a software interface with a sidebar on the left and a main content area. In the sidebar, the 'Add Note' button is highlighted with a red box. The main content area is titled 'Add New Note' and contains a text input field with a dropdown menu. The dropdown menu is open, showing a prepopulated note: 'Student was advised to register for the courses listed on the Planner.' Below the text field is a 'Save Note' button (highlighted in yellow) and a 'Clear' button.

The note will appear on the student's Worksheet for the student and other advisors to view. You will receive a confirmation message that the note was added. Be sure to click the "Run New Audit" button on the Worksheet in order to view the note.



The screenshot shows the software interface after a note has been added. The 'Add Note' button is still visible in the sidebar. The main content area displays a confirmation message: 'Your note was added successfully.' Below this message is another message: 'You may run a new audit to get your note changes incorporated into the latest audit for the student.' The 'Run New Audit' button is highlighted with a red box.

If you scroll to the bottom, you will see the note under the Notes heading of the audit.

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	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		

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

Test Scores
ACT Composite: 24
ACT English: 25

Modifying Notes

Advisors can modify notes that they wrote. Only the person who wrote a note is able to modify it. To modify a note, click on the Modify Notes button. Make the desired changes to the note and click the  icon next to the respective note to submit the changes.

Modify Notes			
	Note Text	Created By	Create Date
	Student and advisor discussed student's career plans. Referred to Career Center.	Otts, Cynthia	08/02/2013
	Student was advised to register for the courses listed on the Planner.	Otts, Cynthia	08/02/2013

You will receive a confirmation message that the changes were successful. Be sure to click the "Run New Audit" button on the Worksheet in order to view the note.

Notes			
Student and advisor discussed student's career plans. Referred to Career Center.		Entered by	Date
Student was advised to register for the courses listed on the Planner.		Otts, Cynthia	08/02/2013
		Otts, Cynthia	08/02/2013

Deleting Notes

Advisors can delete notes that they submitted but do not have the ability to delete anyone else's notes. To delete a note, click on the Delete Notes button, then select the  icon next to the note you wish to delete.

Delete Notes			
	Note Text	Created By	Create Date
	Student was advised to register for the courses listed on the Planner.	McLaren, Constance A	08/13/2013

You will receive a confirmation that the note was successfully deleted. Click the Run New Audit

button to process a new audit (removes the note from the audit).

View Notes

Add Note **Your note was deleted successfully.**

Modify Notes **You may run a new audit to get your note changes incorporated into the latest audit for the student.**

Delete Notes > **Run New Audit**

If someone else's note needs to be deleted, please contact the Registrar's office.

GPA CALCULATORS

There are three types of GPA calculators available for students and advisors to use to predict their GPA or reach their desired GPA. Please note that these calculators do not account for ISU's grade improvement policy. To access the Graduation Calculators, click on the GPA Calc Tab and select the appropriate calculator.

The screenshot shows a navigation menu on the left with three options: "Graduation Calculator" (highlighted with a red box and a mouse cursor), "Term Calculator", and "Advice Calculator". To the right is a calculation form with the following fields and values:

Current GPA	3.59
Credits Remaining	
Credits Required	
Desired GPA	

Below the form is a "Calculate" button.

Graduation Calculator

The graduation calculator allows students to indicate their desired GPA at graduation and to see what GPA they would need to earn given their remaining credit hours. The student's cumulative GPA prepopulates in the Current GPA field. Fill in the Desired GPA. Credits Remaining (credits needed to reach 120) 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 a warning message at the top of the calculator interface:

<input checked="" type="checkbox"/> Bachelor of Science	Catalog Year: 2013-2014	Credits Required: 120
<input type="checkbox"/> Minimum 120 Credits to Graduate	GPA: 3.590	Credits Applied: 62

Below the table, a red message states: "Still Needed: 120 Credits are required to graduate. You currently have 62, you still need at least 58 more."

Please note that some students need more credit hours than what is needed to reach 120 credits for graduation. If so, they should put in the total number of credits left (Credits Remaining) and the total number of credits before they will graduate (Credits Required).

Fill in the fields and click the "Calculate" button.

The screenshot shows the calculator interface with the following values entered:

Current GPA	3.59
Credits Remaining	58
Credits Required	120
Desired GPA	3.8

The "Calculate" button is highlighted with a red box.

The system calculates the GPA. In this case, it is not possible for the 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 for the student to graduate with a 3.8.)

To select different criteria, click the “Recalculate” button.

[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.

If the GPA can be accomplished, the following advice is provided:

[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.

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.

[Graduation Calculator](#)
[Term Calculator](#) >
[Advice Calculator](#)

Current GPA	3.59
Credits Earned So Far	41

	Credits	Grade
MIS 276	3	A- [3.70] ▼
SOC 110	3	B+ [3.30] ▼
AHS 111	3	A+ [4.00] ▼
Class 4	<input type="text"/>	A+ [4.00] ▼
Class 5	<input type="text"/>	A+ [4.00] ▼
Class 6	<input type="text"/>	A+ [4.00] ▼
Class 7	<input type="text"/>	A+ [4.00] ▼
Class 8	<input type="text"/>	A+ [4.00] ▼
Class 9	<input type="text"/>	A+ [4.00] ▼
Class 10	<input type="text"/>	A+ [4.00] ▼

Once the information has been filled in, click “Calculate” to see the results. The system shows your expected cumulative GPA.

Graduation Calculator

Term Calculator > Current GPA 3.59
Credits Earned So Far 41

Advice Calculator

Class	Credits	Grade	
MIS 276	3	A-	3.70
SOC 110	3	B	3.30
AHS 111	3	A	4.00

Calculated GPA 3.60
By achieving the grades listed here, your GPA at the end of the term will be 3.60

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 the student’s degree audit. Fill in the Desired GPA and click Calculate.

Graduation Calculator

Term Calculator

Advice Calculator >

Current GPA 2.56
Credits Earned 50
Desired GPA 2.7

Calculate

The system provides the following advice:

Graduation Calculator

Term Calculator

Advice Calculator >

Current GPA 2.56
Credits Earned 50
Desired GPA 2.7

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

- 6 Credits at 4.00 (A+) grade average
- 6 Credits at 4.00 (A) grade average
- 7 Credits at 3.70 (A-) grade average
- 12 Credits at 3.30 (B+) grade average
- 24 Credits at 3.00 (B) grade average

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

Recalculate