Where Do I...?

Suggested Advising Workflow for undergraduate majors

Making Contact	
See a list of all currently enrolled advisees	MyIUP
Identify students to proactively contact	SSC
Create lists of students by common themes	SSC
Email individuals or groups of students	IUP Email
Track outreach and responses	Excel
Schedule student appointments	IUP Email or In-person

Getting Up to Speed On A Student (The Student Snapshot)	
View general student information (e.g. contact information, age, Banner ID, full name)	SSC
Check a student's academic standing	SSC/MyIUP
Performa a degree audit and check a student's coursework against graduation requirements	DegreeWorks
Review a student's predictive risk	SSC
Review a student's institutional academic record (e.g. grades, GPA, coursework)	SSC
See if a student is completing critical courses on time (Success Markers)	SSC
Review a student's academic trends (e.g. GPA, credit accumulation)	SSC
Review previous advisor-student interactions and notes	SSC
Review a student's pre-college academic record (e.g. SAT scores, high school GPA, placement test scores)	SSC
Identify any holds on a student's account	MyIUP

Tracking Advising Interactions	
Log interactions with advisees	SSC
Create and manage advising notes	SSC
Send communications to and about students	IUP Email

Advising Conversations and Activities	
Helping Struggling Students	
Connect students to academic and no-academic support resources	ASC@IUP website
Calculate a student's GPA or "what if" GPA for future courses	MyIUP
Course Selection	
Review recommended course based on degree requirements	DegreeWorks
Review recommended courses based on degree milestones/success markers	SSC
Review recommended courses based on predicted difficulty	SSC
Review course and seat availability	MyIUP
Check for completion of prerequisite coursework	SSC
Create a potential course schedule	MyIUP
Degree Auditing and Multi-Year Academic Planning	
Review graduation requirements	UG Catalog
Audit completed coursework for satisfaction of degree requirements	DegreeWorks
Create a four-year academic plan	Degree Map
Registration	
Obtain student registration PINs	MyIUP
Major Declaration or Change of Major	
Review a student's current major and previous major changes	SSC
Review potential major admissions and graduation criteria	UG Catalog
Explore alignment of potential majors with student skills aptitude	SSC
Explore the impact of potential majors on degree progress through a "what if" degree audit	DegreeWorks
Explore career information for majors of interest	SSC

Set reminders for future interactions with students or follow-up activities	SSC

ASC@IUP

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