IUP *The* Advisor Advocate

Special Edition: Advising Resources and Tools

Curricular advising takes time. Streamline the process using available resources and tools. Check out the bulletin for details.

Guide Directory

[IUP Advise Menu Bar](#)

[IUP Advise Student Profile](#)

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[Zoom Drop-In Training Sessions](#)

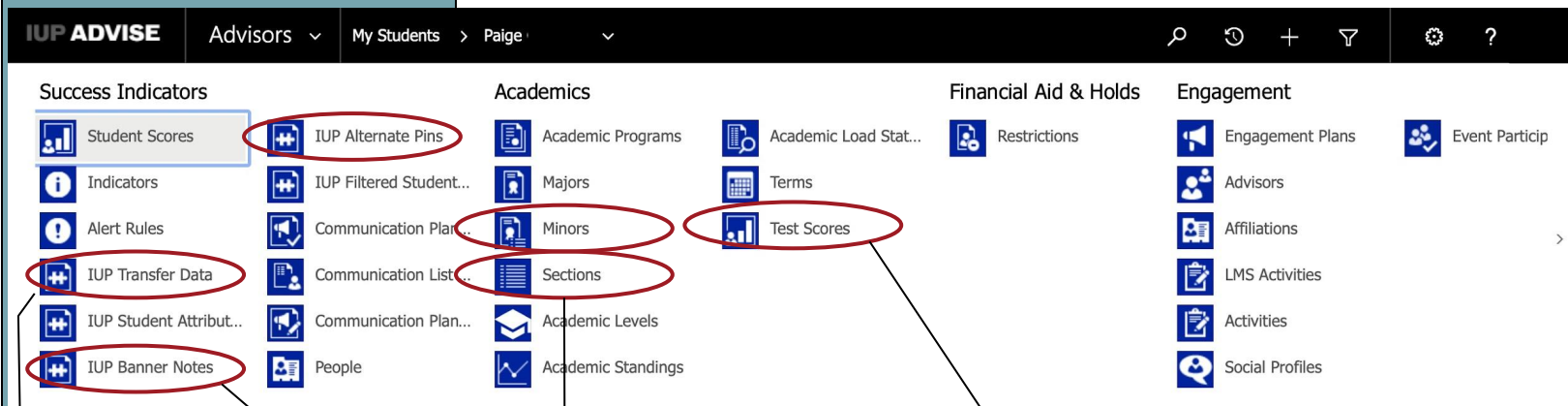**MyIUP**: your advising portal

Access [general advising information](#) (best practices, past bulletins, etc.) and links to key tools like Degree Works, course catalogues, etc.

Advising Tools and Resources

- [Academic advising resources](#)
- [Advisor Advocate Bulletins](#)
- [Course catalogs](#)
- Degree evaluation: [Degree Works](#)
- [GPA "what if" calculator](#)
- [IUP Advise](#)
- [Research topic approval form](#)
- Student advising profile | [advisee list export](#)
- [Student transcripts](#)

IUP Advise: your most powerful advising platform

Advise is customized to provide quick access to key information you need to address students' curricular planning. Some information is available in the **Menu Bar** (shown below) and some is located in the student profile (page 2).

IUP ADVISE	Advisors ⌄	My Students › Paige ⌄

Success Indicators
- Student Scores
- Indicators
- Alert Rules
- *IUP Transfer Data*
- IUP Student Attribut...
- *IUP Banner Notes*

- *IUP Alternate Pins*
- IUP Filtered Student...
- Communication Plan...
- *Minors* (circled)
- Communication List...
- Communication Plan...
- People

Academics
- Academic Programs
- Majors
- Minors
- Sections
- Academic Levels
- Academic Standings

- Academic Load Stat...
- Terms
- Test Scores

Financial Aid & Holds
- Restrictions

Engagement
- Engagement Plans
- Advisors
- Affiliations
- LMS Activities
- Activities
- Social Profiles
- Event Particip

view transfer credits

notes imported from the Student Advising Profile

view students' middle/final grades in a searchable table; also available in the student's profile

IMPORTANT FOR EDUCATION MAJORS: review students' test scores, including a **SAT** *subscores* (to determine if they need to take the PAPA)

(check out Student Profile features on page 2)

Information available in the IUP Advise *Student Profile*

- Student's preferred name (if they have completed IUP's preferred name process)
- Success Score
- Alerts, activities
- Email communications (view and send emails to a specific student)
- Notes
- Registration and Planning Tool

Streamline Communication

Bulk email students using a pre-established, personalized *template* through IUP Advise.

Include pertinent information:

❖ Ways students can sign-up for advising appointments

❖ What you expect students to do to prepare for the advising session (select courses, bring specific materials with them, review major/minor/certificate requirements, etc.)

    ➢ Identify required courses students in a given cohort should include in their schedule

    ➢ Ask students to use the Registration Plan Ahead tool (page 3)

❖ Guide students to registration timetable and resources available through the Registrar's office

Send bulk emails:

1. Create your personalized email template
2. Set your advisee list to "My IUP Advisees Registered Current Term" on your dashboard
3. Click on the grid icon on the far right of the gray menu bar.
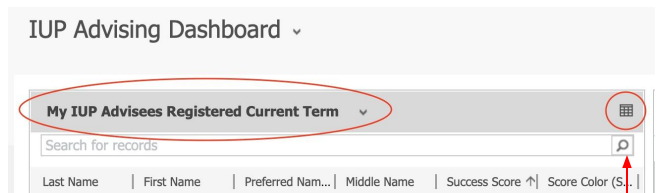
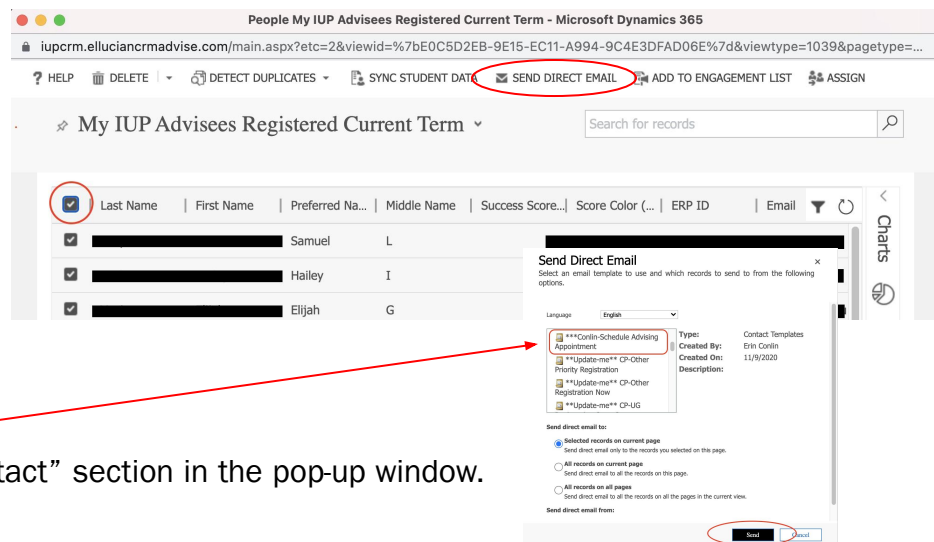A pop-up window will appear with the list of your current registered advisees.

4. Select all students or individual students by clicking on the check box in the menu bar or next to students' names

5. Click on "Send Direct Email"

A new pop-up window will open.

6. Select *your template* from the "Contact" section in the pop-up window.

7. Click "Send"

Registration Plan Ahead Tool

Registration Plan Ahead is an *interim* tool that may be used to eliminate paper curricular summary advisory forms. Students or advisors may create up to five curricular plans for the upcoming semester. The advisor can then review and approve plans.

The advising process is *faster* if students attend their meeting with a proposed plan for the upcoming semester and a plan listing alternate course options.

Email students a link to the Plan Ahead directions posted on the Office of the Registrar website.

Faculty can also create plans for students

1. From IUP Advise, select the "Registration and Planning Tool" listed in the toolbox window at the bottom of the dashboard or student profile page.

2. In Banner Registration Plan Ahead, choose your role

3. Select the upcoming term and "Create a New Plan"
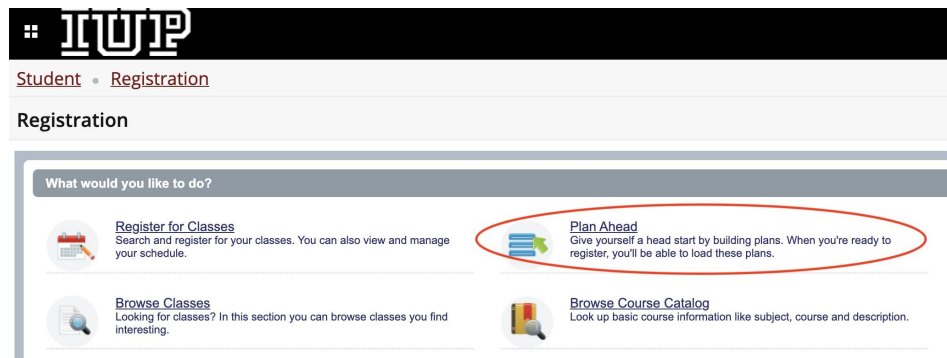
The faculty and student experience are slightly different, but you can follow the basic directions on the registrar's website to learn how to navigate the system. Students can select specific sections to add to their plan. Faculty can only add a general course. Students may then use this plan to directly register for classes.

Save and name plans clearly. For example, "Spring 2022 Recommended" and "Spring 2022 Alternate"

Questions about using these resources and tools?

Academic Advising Training Zoom drop-in sessions available during the University Common Hour, 11:30-12:30.

Sept. 29 (Wednesday)	Oct. 4 (Monday)	Oct. 7 (Thursday)
Sept. 30 (Thursday)	Oct. 6 (Wednesday)	Oct. 8 (Friday)