

THIS NEWSLETTER  
IS A PUBLICATION  
OF ASC@IUP

SUPPORTING THE ACHIEVEMENT  
OF OUR STUDENTS AS THEY  
ATTAIN THEIR ACADEMIC GOALS

# ADVISOR RESOURCES

Volume 1, Issue 4

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## Inside this issue:

**SSC Advisor Platform  
Super Users**

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for Scheduling**

## Did you know...

*The Fall Semester begins on  
August 29th...that's only  
114 days from  
Commencement. Have a  
great Summer Break!*

## SSC Advisor Platform Super Users!!

As the SSC Advisor Platform becomes accessible by more faculty and department chairs it has become clear that this tool offers more than a convenient way to support your advisees. These five SSC Advisor Platform Super Users have found ways to support their work beyond their academic advising role.

- **Michele Papakie** from the Department of Journalism and Public Relations has strengthened the connection she has with the students in her department by entering notes in the platform beyond course recommendations. By including notes on discussions she has had with the student she can easily make reference to those points in subsequent meetings – such as potential internship sites or plans after graduation. Doing this helps to connect the student to the department and to continuing at IUP.
- **Brian Jones** is planning his schedule for the next semester using the tools in the Advisor Platform to determine which upper level Theater courses his majors need. By targeting these student needs he can ensure better enrollment in the courses thus keeping students on progress toward graduation.
- Serving as a resource for our student-athletes and the coaches, **Jim Racchini** works closely with the Athletics Office. Working within the SSC Advisor Platform Jim can help those students that might need extra support or direction in the classroom. Using the Advisor Platform makes it easy to identify student-athletes based on their sport.
- The Department of Foreign Languages is searching for current students that have successfully completed foreign languages at the Intermediate Level. **Sean McDaniel**, chair of the department, is reaching out to those students to alert them to the new Certificate in Foreign Languages hoping to engage them in completing the certificate.
- Passing information forward is the role that **Susan Dawkins**, from the Department of Developmental Studies, plays as she uses the Advisor Platform. Tracking the progress of her advisees while they are in the DVST program provides a foundation of information for the students' next academic advisor when they are moved to an advisor in their academic major.

Each of these faculty advisors have found a different way to use the SSC Advisor Platform. Starting in the Fall 2016 semester these folks will begin sharing their ideas and expertise with others across campus at scheduled Information Sessions – watch for announcements about a session that might be of interest.

Other questions about using the SSC Advisor Platform can be directed to

[asc-inquiry@iup.edu](mailto:asc-inquiry@iup.edu)

## Advising Tips and Tricks for Scheduling\*

All registration appointments for the fall term have started and students are filling their schedule with classes. Because the time in which students begin registering varies, some students encounter registration errors and may leave the term without a full schedule of courses. As we conclude the spring term, here are some tips and tricks for advising students about registration errors and their alternative options.

### FINDING THE UNIVERSITY-WIDE CLASS SCHEDULE

Access the University-wide class schedule to view course prerequisites, student restrictions, and special topics for courses.

View the University-wide class schedule at <http://www.iup.edu/myiup/> by clicking the clock image. It can also be accessed after logging into MyIUP by clicking the Academics link.

Encourage students to use this tool when looking for other course sections that may have closed.

Using the University-wide class schedule is necessary for students who are requesting permission for a closed section and when identifying sections that have waitlists available.

### WAITLISTING – How students can add their name in Web Registration

#### OPTION ONE

Direct students to the appropriate department to request permission to be added to the waitlist.

Encourage students to view the university-wide class schedule and identify the course(s) prior to visiting the department.

#### OPTION TWO

View the university-wide class schedule and identify a course CRN with a “WAITLIST” status

Log-in to MyIUP

Click on the **Academics tab**

In the **Course Registration and Textbooks section**, click Class Changes

Select the appropriate term

Enter your Alternate PIN

Use the CRN worksheet at the bottom of page. Enter the CRN of the section available for waitlisting and click Submit Changes

If the waitlist is still available, Select Waitlisted from the options available within the *pull-down menu*, then click on Submit Changes.

*Communicate with students that securing a position on a waitlist does not mean that you are registered in the course, nor does it guarantee that a seat will eventually become available. Waitlisted courses will not appear on any of your printable schedule options – Student Schedule by Day & Time, Student Detail Schedule, or Concise Student Schedule*

### When can students expect to hear something about the department maintained waitlist?

Students should check with the appropriate department to monitor their rank on the list.

### If a seat becomes available to a student on a registration system waitlist, how is that information communicated?

Students will receive an email about the available seat.

Encourage students to check their IUP email daily. An offer for a seat in a class is time-sensitive.

### MOVING FORWARD THROUGH SUMMER

Advise students to check their fall schedule frequently to identify any schedule changes or adjustments.

*\*Special thanks to Meghan Erwin in IUP’s Department of Developmental Studies for providing this valuable information.*



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with ASC@IUP!*

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