

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 3

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## Did you know...

The ASC@IUP Walk-In Tutoring Center (located in Stabley 102) opened its doors on October 6, 2015. During the Fall 2015 semester the Walk-In Tutoring Center was open three days per week and helped over 145 students.

Currently, ASC@IUP has extended the Walk-In Tutoring Center hours to include opportunities Monday—Friday. Find the most current schedule here: [ASC@IUP Tutoring](#)

## FAFSA Fast Facts for Your Students

1. Encourage ALL students to complete the annual FAFSA (Free Application for Federal Student Aid) by April 15. Students can find the free form at: [www.fafsa.gov](http://www.fafsa.gov)
2. IUP's FAFSA Code is: 003277
3. Withdrawing from a class during the semester may impact current and future financial aid. Encourage students to contact the Financial Aid Office by phone (724-357-2218) or email ([financial-aid@iup.edu](mailto:financial-aid@iup.edu)) before withdrawing
4. Email is the primary means of communication for the Financial Aid Office. Remind Students to check University email and MyIUP regularly to insure they are in good financial standing

This is only **some** of the extremely useful information you can provide your students regarding the FAFSA. Find more information in the [FAFSA Facts for Faculty](#) link in the *Faculty/Advospr Resources* section of the [ASC@IUP webpage](#).

## FERPA — Protect Your Students & Yourself

- Has it been a while since you attended FERPA training?
- Are you wondering if anything has changed?
- Do you wonder if you can e-mail or post your students' grades?
- Do you wonder how FERPA applies during a campus emergency?
- Would you like to know the answers to these questions in less than 22 minutes without leaving your office?

If you answered "yes" to any of these questions, you should check out the free, easy to understand, thorough on-line FERPA training video that was recently released by the Office of the Registrar. It can be easily found on the Registrar's webpage ([www.iup.edu/registrar](http://www.iup.edu/registrar)). The video is introduced and endorsed by Dr. Driscoll and has been customized by the

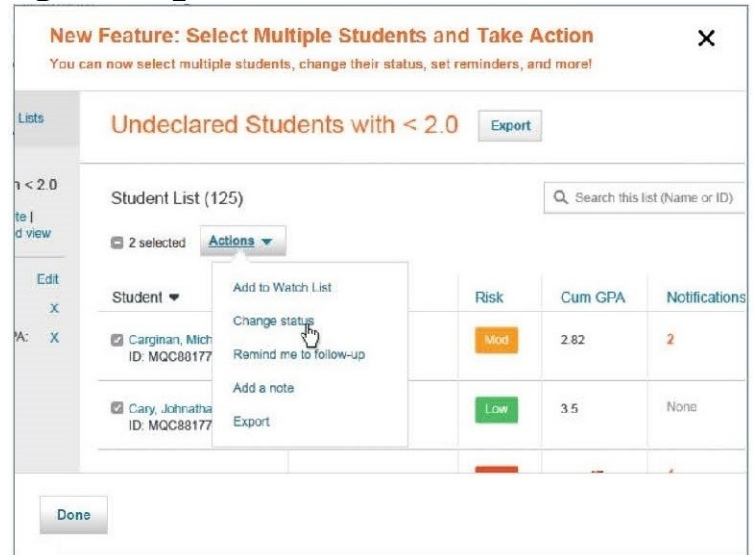
Registrar's Office to meet IUP's needs. This high quality video was produced by our outstanding Communications Media department.

All IUP faculty and staff are encourage to take a look at the training and feel free to use it for your own education, that of your staff, your graduate assistants and your student workers. That's why it's there!

# Student Success Collaborative (SSC) Advisor Platform New Releases to Aid in Working with Students

## Updating Multiple Students

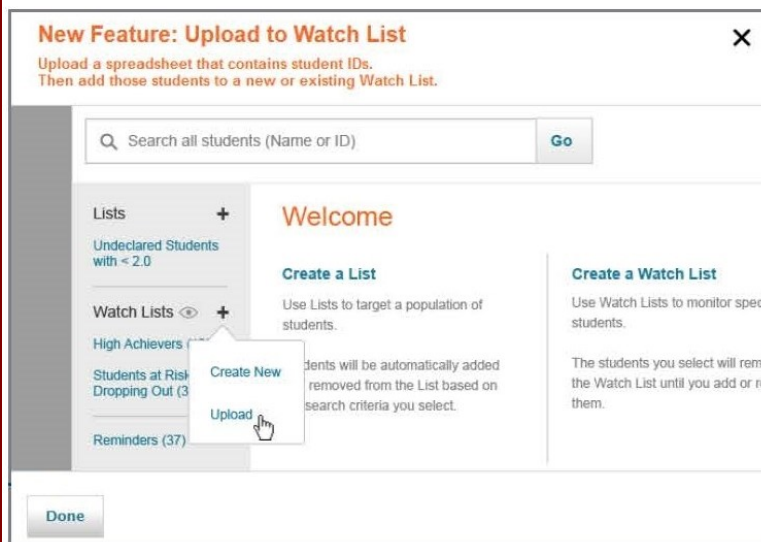
1. Users will have the ability to make an update to multiple students at the same time by selecting students from a List or Watch List
2. The Mass Operations feature enables users to add selected students to a Watch List, update their status, set reminders, or add notes on selected students simultaneously
3. This new feature allows users to export only selected students versus an entire list
4. When the prepared action is entered, a popup screen will prompt the user to confirm their change



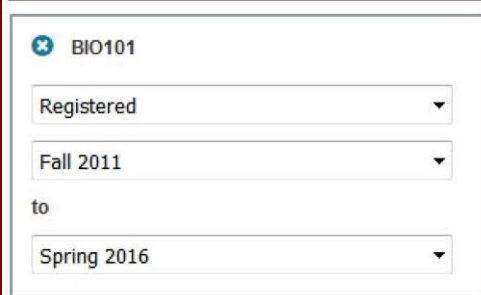
### Additional Details

*100 Student Limit: Users who attempt to make a change simultaneously to over 100 students will receive a warning that this is not allowed in order to prevent high-impact mistakes*

## Upload Watch Lists & Filter Courses up to Four Years



1. Advisors can create a new watch list from a simply formatted CSV file they either create themselves or export from another system
2. Validation detects bad file formats or student IDs for which SSC has no data
3. Help PDF message assists users through common upload errors



1 - 25 of 30 Students < >

Additional Benefits

This release provides pagination at the bottom of each page, as well as at the top. Users no longer have to scroll back to the top of the page to click to the next page of results

The course filter now extends back four years instead of two.



**ASC@IUP**

**It's easy to connect  
with ASC@IUP!**

**Webpage:**

[iup.edu/success](http://iup.edu/success)

**Email:**

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

**Facebook:**

[Facebook.com/ASCatIUP](https://www.facebook.com/ASCatIUP)

**ASCatIUP**

**Twitter:**

[@ASCatIUP](https://twitter.com/ASCatIUP)