

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

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	DegreeWorks /SSC
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

ASC@IUP

www.iup.edu/success

asc-inquiry@iup.edu

Advising Tools at IUP...Which to Choose!!!

What the **SSC Advisor Platform** can be used for:

- Create a list of all currently enrolled advisees.
- Run a list of most-at-risk students, list of those ready to graduate, those not making progress toward a degree.
- To create a list of students who need to take a particular course identified as a Success Marker.
- View a specific population of students by a population (transfer students)
- Get a quick snapshot of the student's academic performance
- View a transcript that includes mid-term grades, transfer courses, placement testing scores, and SAT/ACT scores.

What **DegreeWorks** can be used for:

- Perform a degree audit.
- Check courses against graduation requirements.
- Perform "What If" scenarios with student as they explore majors and major requirements.
- See a view of courses taken and those in-progress.

GPA "**What if**" Calculator can be used to:

- See the impact of a particular grade on semester GPA and overall GPA.
- Calculate the benefit of a D/F repeat on academic grade.

How to access them???

SSC Advisor Platform – MyIUP – Academics tab – Advising Tools folder – Student Success Collaborative advisor tools

DegreeWorks – MyIUP – Academics tab – Advising Tools folder – Degree Evaluation – DegreeWorks for Faculty

What If Calculator – MyIUP – Academics tab – Advising Tools folder – GPA "what if" Calculator