# Where Do I...?

## 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

## 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

## 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 |

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