COMP & 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

<u>IUP Advise</u> Student Profile

Registration Plan Ahead Tool

Zoom Drop-In Training Sessions MyIUP: your advising portal

Access <u>general advising information</u> (best practices, past bulletins, etc.) and links to key tools like Degree Works, course catalogues, etc.

Advising Tools and Resources

- <u>Academic advising resources</u>
- Advisor Advocate Bulletins
- <u>Course catalogs</u>
- Degree evaluation: <u>Degree Works</u>
- <u>GPA "what if" calculator</u>
- <u>IUP Advise</u>
- <u>Research topic approval form</u>
- Student advising profile <u>advisee list export</u>
- <u>Student transcripts</u>

<u>IUP Advise</u>: 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).

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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 <u>Registration Plan Ahead</u> 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.

- 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"

IUP Advising Dashboard ~

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Full IUP Advise training and resources available on <u>D2L</u> and CTE <u>website</u>

Registration Plan Ahead Tool

<u>Registration Plan Ahead</u> 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 <u>directions</u> 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"

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	What wou	ıld you like to do?	
		Register for Classes Search and register for your classes. You can also view and manage your schedule.	Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
		Browse Classes Looking for classes? In this section you can browse classes you find interesting.	Browse Course Catalog Look up basic course information like subject, course and description.

The faculty and student experience are slightly different, but you can follow the <u>basic</u> <u>directions on the registrar's website</u> 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 <u>Zoom</u> 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)				