How to Access your Academic Completion Plan

1. Log in to **MyIvy** with your *username@ivytech.edu* and password at **https://my.ivytech.edu**
2. Click on **Degree CompletionTracker** in the Quick Links section.
3. Click on the **Plan tab** and open your **Academic Completion Plan (ACP).** If you have multiple, click on the plan with the star highlighted.

** If you don't have an Academic Completion Plan, schedule an appointment with your Advisor.

How to Schedule an Appointment with your Advisor

All degree-seeking students assigned an advisor based on their student status or program of study.

1. Log in to **MyIvy** with your *username@ivytech.edu* and password at https://my.ivytech.edu
2. Select **Schedule an Appointment** in the Quick Links section.
3. Locate your Academic Advisor or Faculty Advisor, click the three dots next to their name and click **Schedule**. Find a time that works best for you

Federal regulations require that academic information be discussed using your Ivy Tech email address only

How to Schedule Classes in Schedule Builder

Step 1: Log into MyIvy (https://my.ivytech.edu)

Step 2: Click Schedule Builder in the Quick Links Section

Step 3: Select your Term and Save.

Step 4: Select your home campus and IvyOnline (for online classes).

Step 5: Confirm your address and acknowledge the COVID statement.

Step 6: Choose your optional filters for your course search – course status (open, open and full, open and full with waitlist open), instruction modes (traditional, online, etc.), and part of term (first 8 weeks,16 weeks, etc.)

Step 7: Click Add Course. You can select classes on your Academic Completion Plan, search by course number (CRN), or by name.

Step 8: Add any breaks (times you do not wish to take classes) to assist in finding the optimal course schedule for you.

Step 9: Click on Generate Schedules. Click View to compare and find your favorite schedule. When you're ready, click Add to Shopping Cart.

Step 10: From your Shopping Cart, click on Register. Enter the PIN you received from your advisor. The system will notify you if you were successfully registered or if there are issues with your registration. You can print or e-mail your schedule at any point during this process.

Advising Checklist

☐	**Enrollment Checklist**		The Enrollment Checklist includes your Application, Assessment, and Orientation. **These must be complete prior to your meeting with an Advisor.**
	☐	**Complete About Me**	This Intake Survey provides advisors with insight into your expectations of your experience at Ivy Tech. IvyTech.edu/AboutMe
☐	**Meet with an Academic Advisor**		Your meeting with an Academic Advisor will include the items below. Your Advisor is your primary contact for any questions relating to your Academic Completion Plan, program selection or registration needs.
	☐	**Discuss Ivy Career Strong (ICS)**	Ivy Career Strong https://vitanavis.com/saml2/login/ivytech is an online tool available to explore career interests,complete career assessments, identify occupations that would be a good fit,and explore salary and job projections.
	☐	**Discuss Your Major**	Your major may require additional applications, specific timelines or additional evaluations. Discuss program options with your Advisor and Career Coach in the CCEC.
	☐	**Review Assessment Scores / Waivers**	Review your Knowledge Assessment scores or other available assessment scores. Discuss options for scheduling your required Math and English courses to ensuretimely completion.
	☐	**Create Academic Completion Plan (ACP)**	Work with your Advisor to create a plan to complete all required courses for your program. This plan will lay out anticipated courses by semester as a **ROAD MAP TO COMPLETION**. See Reverse for instructions on how to access your ACP.
	☐	**Select Courses for Registration**	After a discussion with your advisor and a review of courses available for the upcoming semester, register immediately, or follow the instructions on the reverse side to register online. This may require an adjustment of your Academic Completion Plan. You may search courses here. https://ivytech.search.collegescheduler.com/
	☐	**Check on Satisfactory Academic Progress**	Discuss your Satisfactory Academic Progress with your Advisor to ensure you are not in danger of losing your financial aid or being placed on academic warning. To check your SAP, click Status under your Financial Aid Tab in My Ivy.
☐	**Confirm payment arrangements to avoid classes being dropped for non-payment**		At Ivy Tech, you can file a FAFSA to see if you are eligible for grants and student loans. If you do not plan to file the FAFSA, you will be required to set up a payment plan or pay the balance in full before classes begin. Ivy Tech FAFSA Code is 009917. To view all your options, please visit https://www.ivytech.edu/payingforcollege/index.html
☐	**Attend New Student Orientation**		New Student Orientation is an excellent opportunity to ensure your steps are complete, make new friends, tour the campus, and find great information to resources available to you. To see if your local campus will be hosting a New Student Orientation visit https://www.ivytech.edu/orientation/index.html
☐	**Access Your Ivy+ Textbooks**		All required textbooks for eligible students will be provided by the college in the upcoming academic year. To learn more about Ivy+ visit https://www.ivytech.edu/bookstore/index.html Financial aid may be used to cover additional expenses like supplies or course materials at the bookstore.
☐	**Schedule follow-up Advising Appointment**		Schedule an appointment by following the steps on the reverse of this sheet or email your assigned Faculty or Academic Advisor.