How to Access your Academic Completion Plan

1. Log into **MyIvy** with your username@ivytech.edu and password at myivy.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 are 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 myivy.ivytech.edu
2. Click the **Schedule Appointment** button in the **My Advisor** section.
3. Locate your advisor, click the arrow next to their name, and select the time and location that work best for you.

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

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How to Schedule Classes in MyIvy

1. Log into **MyIvy** (myivy.ivytech.edu)
2. Select **Course Info**, then click the green **Schedule Builder** bar.
3. Select your **Term** and Save.
4. Select your home campus and IvyOnline (if taking online classes).
5. Confirm your address and personal information.
6. If you have an academic plan, click the blue **Click Here** box under **Courses** and move to step 8.
7. Choose your optional filters for your course search – **Course Status, Instruction Modes**, and **Part of Term**. Then, click the green **Add Courses** button and select your courses.
8. Add any breaks (times you do not wish to take classes) to assist in finding the optimal course schedule for you.
9. Click **Generate Schedules**. Click View to compare and find your favorite schedule. When you're ready, click **Send to Shopping Cart**.
10. Review your Shopping Cart, then click **Register** once you've confirmed everything looks correct. Read the **Financial Responsibility Acknowledgement**, confirm your acceptance, and click **Save and Continue** to complete your registration.**

    **The system will notify you if you were successfully registered or if there were issues with your registration. You can print or email 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.**
☐	**Meet with an Academic Advisor**		Your advisor is your primary contact for any questions relating to your Academic Completion Plan, program selection, or registration needs.
		☐ **Discuss Your Major**	Your major may require additional applications, specific timelines, or additional evaluations.
		☐ **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 ensure timely completion.
		☐ **Create Academic Completion Plan (ACP)**	Work with your advisor to create a plan to complete all required courses for your program. See Reverse for instructions on how to access your ACP.
		☐ **Select Courses for Registration**	After meeting with your advisor and reviewing 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 can search courses here: **ivytech.search.collegescheduler.com**
		☐ **Check on Satisfactory Academic Progress (SAP)**	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 MyIvy.
☐	**Meet with a Career Coach**		Regularly meet with your Ivy+ Career Coach to go over program options and make sure you're meeting requirements for your intended career field.
		☐ **Discuss Ivy Career Strong (ICS)**	Ivy Career Strong (**ivytech.edu/ics**) is an online tool where you can explore career interests, complete career assessments, identify occupations that would be a good fit, and explore salary and job projections.
☐	**Confirm Payment Arrangements**		At Ivy Tech, you can file the FAFSA to see if you're eligible for grants and student loans. Ivy Tech's FAFSA code is 009917. 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. To view all your options, visit **ivytech.edu/ways-to-pay**
☐	**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 about resources available to you. Find when your campus will be hosting a New Student Orientation at **ivytech.edu/orientation**
☐	**Access Your Ivy+ Textbooks**		All required textbooks for eligible students will be provided by the college through Ivy+ Textbooks. Financial aid may be used to cover additional expenses like supplies or course materials at the bookstore. Learn more about Ivy+ at **ivytech.edu/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.