

CHHS Academic Advisor Workshop  
Priority Registration and Review  
11/3/20

Registration Prep – handout on the CHHS Advisor Faculty and Staff website:

- <https://www.indstate.edu/health/department/advising-chhs/registration-preparation>

Priority Registration dates:

- <https://www.indstate.edu/registrar/student-resources/registrationscheduling/priority-registration-dates-information>

Dynamic Schedule:

- [https://prodinteract.indstate.edu/pls/prod/bwckschd.p\\_disp\\_dyn\\_sched](https://prodinteract.indstate.edu/pls/prod/bwckschd.p_disp_dyn_sched)

Troubleshooting registration errors:

- <https://www.indstate.edu/sites/default/files/media/registrar-RegistrationErrors.pdf>

Advisement PIN:

- <https://www.indstate.edu/registrar/student-resources/advisement-pin-information>
- <https://www.indstate.edu/registrar/faculty-staff-resources/instructions/locating-student-advisor>

Important Term Dates (Fall 2020):

- <https://www.indstate.edu/registrar/faculty-staff-resources/dates-and-policies/term-dates-fall>

Class load:

- <https://www.indstate.edu/registrar/faculty-staff-resources/student-class-load>

Notes:

- MySAM plans need updated each semester prior to Priority Registration.
- Documents are available on the CHHS Advisor site under Faculty & Staff Advisor Training:  
<https://www.indstate.edu/health/department/advising-chhs/faculty-staff-advisor-training>
  - Pre-Registration Class Schedule worksheet
  - Pre-Registration Worksheet

Commencement:

- <https://www.indstate.edu/academic-affairs/commencement>

Graduation:

- <https://www.indstate.edu/registrar/student-resources/graduation-information>

Graduation Honors:

- <https://www.indstate.edu/registrar/student-resources/graduation-honors>

Sycamore Graduation Guarantee:

- <https://www.indstate.edu/registrar/student-resources/graduation/sycamore-graduation-guarantee>

Notes:

- Graduation checkout.
- Student must apply to graduate, which is done via the portal.
- Make sure the student has completed:
  - The minimum 120 credit hours
  - 45 of the 120 credit hours must be at the 300 or 400 level
  - Residency requirement
  - Foundational Studies requirements
  - Major requirements
  - Minor and/or certificate requirements
- Documents are available on the CHHS Advisor site under Faculty & Staff Advisor Training:  
<https://www.indstate.edu/health/departments/advising-chhs/faculty-staff-advisor-training>