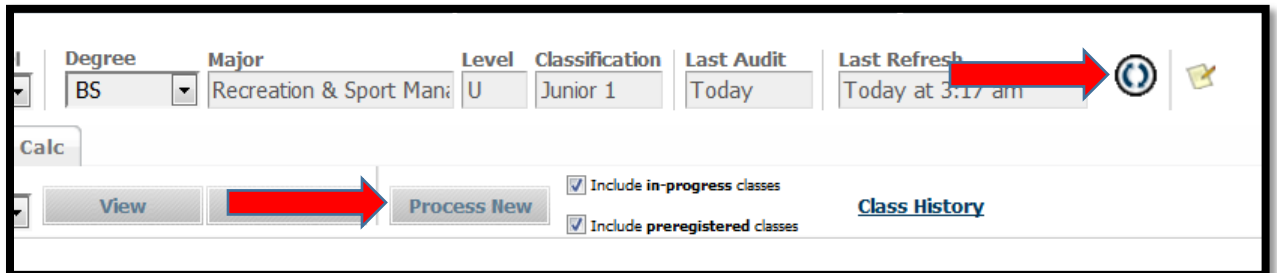


# MY STUDENT ACADEMIC MAP (MYSAM)

1. Confidentiality/Privacy
2. Log into your Portal
  - a. <https://isuportal.indstate.edu/LoginPolicy.jsp>
3. Select "Faculty Self-Service tile"
4. How to get a listing of your advisees
  - a. "Roster of Assigned Advisees" in the Advisor Services tab
  - b. "Advisee Listing" in the Advisor Services tab
  - c. Drop down box in MySAM
5. Select "Degree Audit Tools-MySAM"

## WORKSHEET

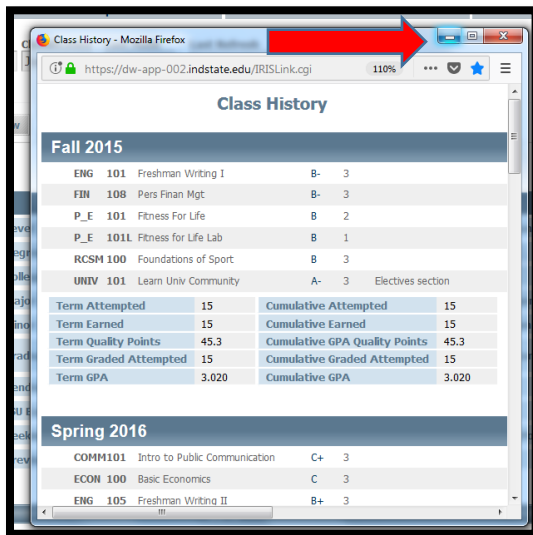
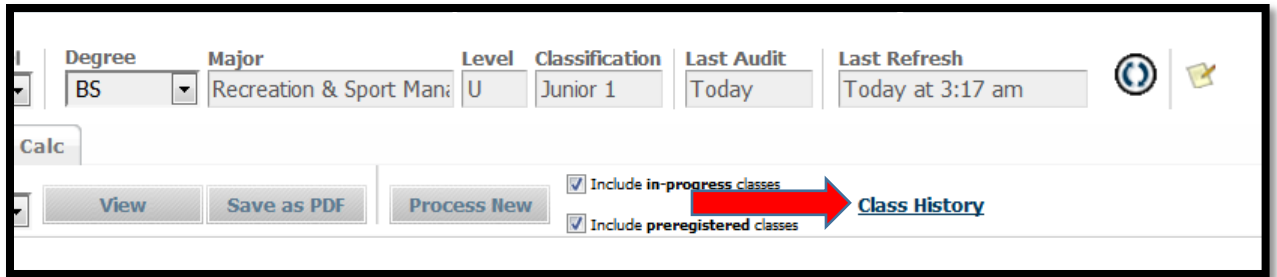
1. Worksheet is the page you see when your first login to MySAM
2. Enter an ID (preferred) or student name
3. Click both "Refresh" and "Process New"



4. Start at the top of the page and review information.
  - a. If a student is seeking more than one type of degree or a certificate, the drop down arrow will identify the alternative degree/certificate and requirements.

Degree

- b. Under Worksheets you will see several headings on the left side of the page:
    - i. History
    - ii. What If
    - iii. Look Ahead
5. Click the "[Class History](#)"; it is underlined and is a link to the semester-by-semester record, or transcript, of the student. You will want to minimize to the bottom of your screen when you are working in the plans.



6. Class History with details of your advisee.

a. Three columns

i. First column

1. You'll find the PIN

Alternate PIN	N/A
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2. Note: Students do NOT see their PIN; advisors must give students their PIN
3. Additional information: <https://www.indstate.edu/registrar/student-resources/advisement-pin-information>

ii. Second column

1. **Graduation Application Status**

- a. Students can apply once they have earned 75 credit hours.
- b. All students must officially apply to graduate.

iii. Third column

1. Academic Standing
2. Holds
  - a. <https://www.indstate.edu/registrar/faculty-staff-resources/account-holds>

7. Degree Progress bar

8. Type of Degree specific information.
  - a. Review the students catalog year.

Degree Progress  
86%

Requirements

Bachelor of Science Catalog Year: 2015-2016 Credits Required: 120  
GPA: 2.915 Credits Applied: 88



Minimum 120 Credits to Graduate Still Needed: 120 Credits are required to graduate. You currently have 88, you still need at least 32 more.

Minimum 45 Credits in 300-400 Level Courses Still Needed: you still need 18 more Credits in 300-400 Level Courses.

Minimum 9 Residency Credits in 300-400 Level Courses

- b. Minimum number of credit to graduate – 120
  - c. Minimum number of 300-400 level credit – 45
  - d. Residency Requirement
  - e. Minimum GPA requirement
9. Foundational Studies
  - a. Categories with course/lab options
  - b. Make sure to note the FS courses for your major that are required so students do not take extra courses that are not needed
  - c. Credit may have been given to a student based upon work done prior to arriving to ISU.
10. Major Requirements
  - a. Make sure to note if your major has certain GPA or course grade requirements (or both)
  - b. Class search
    - i. Click on course in MySAM
    - ii. Go to the Dynamic Scheduler  
[https://prodinteract.indstate.edu/pls/prod/bwckschd.p\\_disp\\_dyn\\_sched](https://prodinteract.indstate.edu/pls/prod/bwckschd.p_disp_dyn_sched)
11. Minor Requirements
  - a. Make sure to note if the minor/certificate has certain GPA or course grade requirements (or both)
  - b. Work with the minor/certificate advisor as the primary advisor makes changes to MySAM plans
12. Honor's Requirements
  - a. <https://www.indstate.edu/academics/honors/curriculum>
13. Free Electives
14. Insufficient, Dropped, Withdrawn, Repeated courses
15. Exceptions

## NOTES

1. Make a note, minimally, once per semester.
2. Summary of advisor/advisee planning, updates on changes, etc.
  - a. Another option for entering notes is to click on the  icon right next to the refresh icon  to enter a note.

## TEST SCORES

1. Non Native Language met - High Sch Foreign Lang Requirem: 150
2. Math Placement Score –
  - a. Maple TA: xx - Score of 12 or higher is needed for AHS 240 and Math 241
  - b. High SCH QL placement: 150 – met the prerequisite for AHS 240 or Math 241

## 3-WEEK ATTENDANCE AND INTERIM GRADES

- Important to check for class attendance
- Important to check for academic status and grades needed for courses by the end of each semester

## PLANS

- Refer to handout

## GPA CALCULATOR

- Useful when talking with advisees about GPA status and needs.