I. Introductions

The “completion agenda” – pressure to increase our graduation rates – is reality in Indiana. Let’s share some tips on things advisors can do to help ensure that students graduate and increase the odds that they’ll be employed upon graduation.

II. Mapping out the Final Innings

Students need to see where they are going. When you play baseball and you are rounding to third, you keep your eye on home base. You need to have a direct line of sight to your goal as you take off for the final run. The same thing is true for students making their final run towards the goal of graduation. They need to have a clear path laid out in front of them of exactly what requirements they still need to take and when these classes will be offered. Nothing seems to frustrate or hinder a student's final run to graduation like finding out the last course they need won’t be offered for two more terms, or the class they were enrolled to complete has been canceled at the last minute.

1. Create department course schedules several terms in advance and make certain students are aware of them.

2. Create an academic plan (either on paper or through a software program like DegreeWorks) so students know what is expected of them.

3. Be prepared to accept substitutions or offer independent studies for graduating students when a planned course if pulled from the schedule.

Even if advisors can’t control some or all of these practices, we need to advocate for them as ways to help students graduate.
Helping students plan out their last three semesters, given course availability, can be done with a paper academic plan such as this one:

Student/Advisor Academic Plan: created ________ revised ____________

Name:___________________________ SID_______________________ Major_____________________

Term: ______________________________

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

_____________________________________________________

Term: ______________________________

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

_____________________________________________________

Term: ______________________________

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

_____________________________________________________

Advisor’s signature___________________________________________________

Student’s signature ________________________________________          Page ___ of ___
Department course rotations, such as this one, are also helpful:

### Public Management Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr Hrs</th>
<th>Offered</th>
<th>TENTATIVE Future Offering</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPOL</td>
<td>Public Management</td>
<td>3</td>
<td>Fall 2011</td>
<td>Fall 2013</td>
</tr>
<tr>
<td>PPOL</td>
<td>Urban Structures and Policy</td>
<td>3</td>
<td>Spring 2013</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>PPOL</td>
<td>Management Science</td>
<td>3</td>
<td>Fall 2012</td>
<td>Fall 2014</td>
</tr>
<tr>
<td>PPOL</td>
<td>Managing Behav. In Public Orgztns</td>
<td>3</td>
<td>Fall 2012</td>
<td>Fall 2013</td>
</tr>
<tr>
<td>PPOL</td>
<td>Government Finance and Budgets</td>
<td>3</td>
<td>Summer 2011</td>
<td>Summer 2013</td>
</tr>
<tr>
<td>PPOL</td>
<td>Law and Public Policy</td>
<td>3</td>
<td>Sum/Fall 2012</td>
<td>Sum/Fall 2013</td>
</tr>
</tbody>
</table>

How could you adapt any of these for your school?
III. Training the Coaches and Helping Students Stay On Your Team

We train faculty advisors to help students get to graduation

IPFW Department of Communication - Advising 201: Getting to Graduation

Learning objective: You will be able to help students with the final push to graduation and making sure they won't have any unwelcome surprises in the semester they anticipate graduating.

First, check how many credits toward degree the student has

- how many credits toward degree the student has earned (on the back of the official bingo sheet)
- plus the credits the student is taking in the current term (on SFAREGQ for this semester)
- plus the credits the student is registered for in any subsequent semesters (on SFAREGQ for those semesters)

Then see what the student needs to graduate

If all this doesn't add up to 124, they'll need electives to get to 124

Double check on Unofficial Degree Evaluation

myIPFW > Faculty/Advisor Tab > OASIS > Faculty & Advisor Services > Advisor Menu > Unofficial Degree Evaluation

- whenever you see a “No” in red, ask yourself why
- substitutions, etc. usually not reflected
- just a tool - official bingo sheet is what determines graduation

Don't count anything Arts and Sciences won't count toward the degree

- "No Credit" section of front of bingo sheet
- Prior instances of a repeated class
- Credit Restrictions section of Arts and Sciences info in Bulletin (link to "Additional Info for Bachelors Degrees" on Irwin's web site)
- COM 323 no credit for our majors

Student needs to fill out Graduation Application (link on Irwin's website)

- see SHADGMQ to see whether they’ve applied for graduation

Please only write on bingo sheets in pencil

Substitutions to Marcia, copy Jackie Miklos: "Respectfully requesting permission for [course] to count in the _____ block"
For this workshop, we give faculty these instructions, a bingo sheet (curriculum sheet) for a student close to graduation with identifying information removed, and a pencil and a blank sheet of paper and ask them to determine what the student needs to take to graduate (see page 13). We also provide screen shots of all the Banner screens and web sites referenced here.

(IPFW has adopted DegreeWorks for students starting Fall 2012 and later. It'll be a few years until most of our students close to graduation are on DegreeWorks.)

How could you adapt this for your school?
We also help students who are close to graduating finish their degrees with us when they need to leave the area through a combination of our online classes and courses at schools in the area they’re moving to.

From: Irwin Mallin
To: Drummond, Carl
CC: Miklos
Date: 12/17/2012 12:23 PM
Subject: [STUDENT] - COMI Major

Hi Carl. Respectfully requesting permission for [STUDENT] to finish his BA in Interpersonal and Organizational Communication with a minor in Organizational Leadership and Supervision in Kansas City.

[STUDENT] left IPFW following Summer 2010 to start a job with GM in Kansas City. When he left he had earned 119 credit hours toward his degree and completed all requirements for both the major and minor as well as all residency requirements. To complete his degree he needs only complete SPAN S204 and his computer literacy requirement (because he tested above our Area I math requirement). Accordingly, we respectfully request that he take ETCS 10600 from IPFW online to satisfy the computer literacy requirement and the following course at Kansas City Kansas Community College as the equivalent of SPAN S204 to complete his degree:

LANG 0244 Spanish IV

Description from http://www.kckcc.edu/Media/Website%20Resources/pdfs/syllabi/LANG0244.pdf

Spanish IV is the second half of a yearlong intermediate Spanish course. The objective of the course is to increase students’ competence in all language skill areas (speaking, reading, writing, listening and culture). By the end of the semester, students who have applied themselves and studied seriously will be able to converse, to read and understand short stories and other publications, and to express themselves in writing, all in Spanish.

Thanks. Peace. Irwin.

How could you adapt this for your school?
General Studies Students,

We in the General Studies Department hope your semester is going well thus far and will bring you many future successes. Read on for many many important dates and upcoming events.

ATTENTION GRADUATES:
Graduating Students: Spring 2013, Summer I or Summer II

Students planning to graduate at the end of May 2013, Summer I or II, and have not already completed a graduation audit will need to do so as soon as possible. Please call 260-481-6828 to schedule your graduation audit appointment with an academic advisor.

You are also required to complete a graduation application on-line with the Registrar's Office. Apply for graduation with the Registrar's office here.

This year commencement will take place on May 15th at 4 PM. Recessional Is to begin at about 6:30 PM.

If you are currently serving the Military in good standing or a Veteran with past honorable service IPFW Military Student Services would like to honor you on your graduation day with HONOR CORDS!

Quick Links
Apply for Graduation here.
IPFW Commencement
May 15th, 2013
4 PM to 6:30 PM
Allen County War Memorial Coliseum

Join the AmbassadONS!
For more information click here.
Reverse Job Fair
March 18, 2013
For more information click here.
NICE Job Fair
April 11, 2013
12:30 PM to 4:30 PM
For more information click here.


Congratulations on all of your accomplishments!

Join the AmbassadONS
IPFW's premier student leadership program can make a difference on campus, in the community, and your future.

For more information on becoming an Ambassadon please visit www.ipfw.edu/edaraz.

IPFW Office of Career Services: Upcoming Job Fairs and Webinars
MARCH 20, 2013
REVERSE CAREER FAIR
LEARN MORE>

Finally...a chance to STAND ON THE OTHER SIDE OF THE TABLE!
Showcase the professional and leadership skills you've gained to employers. At this fair, students leaders will set up booths and employers will approach the tables!

Contact Career Services for more information at 260-481-0689 or click the picture above.

NICE Job Fair: Northeast Indiana Career Enrichment
April 11, 2013
12:30 PM to 4:30 PM
IPFW Walms International Ballroom
For more information go to http://users.manchester.edu/facstaff/oedbaum/nice/.

Tin Caps Front Office Experience for IPFW Students
IPFW students speak with staff members to gain an understanding of a normal workday in minor league baseball,
April 29, 2013
2:30 PM until start of the Tin Caps versus the Clinton LumberKings at 7:05 PM
$20 per student

Students will be provided with a free ticket to the game that night as well as food and soda during the game.

If you are interested, please contact Sean Porter at (260)407-2809.

Spring 2013 Semester

March 11, 2013
Spring Break Begins
March 18, 2013
Classes Resume
March 22, 2013
Last Day to Withdraw
May 6-12, 2013
Last Week of Classes and Final Exams
May 12, 2013
Classes and Finals End
May 15, 2013
Commencement
We also use alumni business cards as a way of building contacts

How could you adapt either of these for your school?
We have also done alumni networking programs.

Networking: Key to the Hidden Job Market

Nov. 13, 2012
5:30 – 8:30 p.m.

As many as 80 percent of job openings are not advertised, experts say, with employers looking more and more to trusted employers for referrals. That makes networking essential to new college grads who turn to friends, professors, advisors, and alumni as their strategic contacts.

To help General Studies junior and senior-level students develop a plan of action for networking, we are inviting alumni with professional careers to attend Networking: Key to the Hidden Market, Nov. 13 at 5:30 p.m. in the Wehr Student Union Ballroom. The event will include a free dinner, a business card exchange, presentations, a panel discussion, and a question and answer session.

Please plan to attend. You may become the contact that leads to a satisfying career for a promising student. The event is free and open to General Studies students and alumni.

Preregistration is required:
R.S.V.P. by October 26 at 260-481-6626.

PROGRAM

5:30 p.m. Networking and Leadership Opportunities: Jon Fisher, Chamber of Commerce
6:00 p.m. Dinner and Business Card Swap
6:45 p.m. Networking 101: Karen Campbell, Career Services
7:30 p.m. Alumni Panel: Tools in the Networking Toolbox:
- HR — Informal Interviews: Michael Kastanje, Aptera
- Intern/Externship Opportunities: Matt Jurim
- Social Media — Facebook and LinkedIn: Lisl Ann GammBarta
- Questions and Answers
<table>
<thead>
<tr>
<th>Title of the course</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Total Semester Schedule

<table>
<thead>
<tr>
<th>Title of the course</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Requirements

<table>
<thead>
<tr>
<th>Title of the course</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### General Education Requirements

**Area C:**

<table>
<thead>
<tr>
<th>Title of the course</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Area D:**

<table>
<thead>
<tr>
<th>Title of the course</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Area E:**

<table>
<thead>
<tr>
<th>Title of the course</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Graduation Checklist

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Units</td>
<td></td>
</tr>
<tr>
<td>General Education</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td>Total Units</td>
<td></td>
</tr>
</tbody>
</table>

---

**Note:**

- Subject Course Code
- Title of the course
- Course Code

---

**Page 11**

Here are more examples of graduation checklists and bingo sheets.
A minimum of 120 credits is required for degree.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COMMUNICATION INTERPERSONAL AND ORGANIZATIONAL

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Still need
Area II w/ labs - 4
Assume Area II 18.5 Min
5203 + 5204 - 6 - 10
50 Math Dist - 3 - 13
Hum Dist - 3 - 16
Assume New Writing in Hum Dist

Com 308, 480 - 2 - 18
Com 300, 312 - 6 - 24
Com 320, 324 - 6 - 30
3 Com 301, 311 - 9 - 39
Old Micro - 18 - 57

Through spring 10 - 21
Fall 10 - 11
32
Spring 11 - 14
46
Summer 11 - 4
78
Fall 11 - 12
62
Spring 12 - 12
50
Summer 12 - 6
44
Fall 12 - 12
32
Spring 13 - 12
20
Summer 13 - 6
14
Fall 13 - 11
0
Feb 1, 2011
What ideas do you have to share?

Please feel free to contact us:

Julie Fellers Hook, Director, IPFW General Studies Degree Program,
260-481-6623, hook@ipfw.edu

Irwin Mallin, Associate Professor and Lead Advisor, IPFW Department of Communication
260-481-6553, mallini@ipfw.edu, users.ipfw.edu/mallini

Carrie Randall, Coordinator of Advising and Student Services, IPFW Department of Public Policy
260-481-6348, randallc@ipfw.edu