Making the Most of Academic Advising Appointments - New Students

1. Activate your myIPFW account at https://my.ipfw.edu/, then at “First Time User” click on "Get me started" and following the directions.
2. Complete online orientation and take the placement tests if needed.
3. Attend New Student Orientation (NSO), if beginning in a fall semester, or, if beginning in the spring or summer, schedule an advising appointment to meet with the Coordinator of Advising and Student Services on the first day of freshmen registration or later.
4. Arrive on time for your appointment, rested, and ready to learn about the degree program. If you have questions about IPFW or the major you are considering, please bring them along in written form to avoid forgetting.
5. Be open with your advisor about your personal goals, your study habits, and your concerns about classes.

Making the Most of Academic Advising Appointments - Continuing Students

1. Schedule advising appointments in advance of prime registration times.
2. Run an unofficial degree evaluation using https://myblueprint.ipfw.edu/ to track your progress. Bring it along to your advising session, marking any areas you question or do not understand.
3. Arrive on time for your appointment, with written questions and/or concerns you want to ask to avoid forgetting.
4. Be open with your advisor about your personal goals, your study habits, and your concerns about classes.
5. Keep an advising folder containing:
   - a copy of the unofficial degree evaluation,
   - a degree requirements sheet (bingo sheet),
   - a copy of your most recent transcript,
   - notes from previous advising sessions,
   - credit transfer reports from Admissions (for transfer students), etc. Bring this portfolio to each advising session.