My SAM

Student Manual

Indiana State University
Contents

Overview ............................................................................................................................................. 5
Introduction ......................................................................................................................................... 7
Worksheets ......................................................................................................................................... 9
  Format: Student View or Registration Checklist .............................................................................. 9
  Student View (Traditional Degree Audit) .......................................................................................... 9
    Generating Audits .......................................................................................................................... 9
    In Progress & Pre-registered Courses ........................................................................................... 9
  Class History .................................................................................................................................... 11
  Degree Audit Blocks ....................................................................................................................... 11
  Legend .............................................................................................................................................. 13
  Class Schedule ............................................................................................................................... 13
  Test Scores/3 Week Attendance/Interim Grades ............................................................................ 14
Other Audit Types ............................................................................................................................ 15
  What If Audits ............................................................................................................................... 16
  Look Ahead Audits .......................................................................................................................... 17
4 Year Plans ....................................................................................................................................... 19
  Viewing Plans/Plan Components ..................................................................................................... 19
    Term-by-term Course Sequence .................................................................................................... 20
    Critical Requirements ................................................................................................................... 20
  Notes ............................................................................................................................................... 21
OVERVIEW

What is MySAM?
MySAM is a suite of tools that includes a degree audit, a semester-by-semester plan of study, advising notes, and more! It is designed to provide you and your students with an easy to understand, clearly defined pathway toward degree completion. It consists of four parts: Plans (semester plans), Worksheets (official graduation requirements-degree audit), Notes, and GPA Calculators.

Who will use it?
Not all students will use MySAM. Undergraduate students who have entered the University from Fall 2012 on will automatically be added to MySAM. Students who entered prior to Fall 2012 but who have opted to pursue academic program requirements in effect as of Fall 2012 or later will also use MySAM. Students can to run a “what-if” in MySAM to see if how their coursework applies to undergraduate degree requirements in effect from Fall 2012 forward. Please note that graduate level audits and plans will be available in the future.

How does this impact the use of DARS?
Undergraduate students who entered the University prior to Fall 2012 will continue to use DARS.

Why are we making this change?
With the introduction of the Sycamore Graduation Guarantee, we needed a tool to help students understand how to sequence their courses and what is necessary to graduate in 4 years.
Degree Audit (Worksheets Tab)
MySAM has a degree audit which is a summary of your degree requirements merged with your academic record to provide a real-time assessment of your progress toward graduation. The audit is organized in blocks of like requirements. Examples include the Foundational Studies block, major block, university requirements block, etc. The degree audit is a tool to assist you in planning for graduation, but it is not an official report of graduation status. Only the College Dean’s offices can certify that requirements for graduation have been met.

Individualized Degree Plan (Plans Tab)
Working with your advisor, you will create a Degree Plan that includes the requirements from the Worksheet (degree audit), organized in a semester-by-semester format, unique to your situation. The degree plan can be adjusted to suit your needs. Once the plan is approved by an academic advisor, you should follow the degree plan to help ensure timely graduation.

Accessing MySAM
Students access MySAM through MyISU Cloud (http://isuportal.indstate.edu). Click on the MyISU badge, then select the Student Tab. Next, choose Degree Audit Tools, then MySAM. Use your Sycamore login and password to access the system. Your MySAM credentials may not work correctly if you have any of the following special characters (+, %, &, or $) in your portal password. If you are unable to log in, please change your password in MyISU Cloud so it does not contain any of those characters and then try logging in again.

Internet Browser
The Planner does not work well with Internet Explorer. Use Chrome or Firefox as your internet browser when logging into MySAM.

It is critical to enable pop up blockers. MySAM relies heavily on pop up windows. If your pop up blocker is turned off, change the setting to disable pop up blockers for MySAM. The steps depend on which browser you are using.

If I have any questions, who do I contact?
Tutorials are available on the MySAM website (http://MySAM.indstate.edu). If you experience technical issues (i.e., error messages, access issues), contact the helpdesk at 812-237-2910. Since off-campus computers have different settings, the helpdesk may not be able to resolve the issue. You should be able to access the system from any computer on campus.

If you have any of the following issues, contact your academic advisor or College Associate Dean’s or Student Services office.
- A course was substituted but is not showing on MySAM
- Major or degree is incorrect
- Advice about changing my schedule (dropping, adding, or withdrawing)
- Request changes to my four-year plan
INTRODUCTION

Once you log in, you will see the MySAM homepage. At the top, you will see some general information about your program of study and student status. You will also see the last date your degree audit was generated.

There are three tabs that contain different tools to help you plan for graduation:

- **Worksheets:** Degree audit
- **Plans:** Individualized four-year degree plan
- **GPA Calc:** GPA calculators
### Class History

<table>
<thead>
<tr>
<th>Student View</th>
<th>AMHPM as of 9/17/2013 at 12:32</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>329055</td>
</tr>
<tr>
<td>Classification</td>
<td>Sophomore</td>
</tr>
<tr>
<td>Major</td>
<td>Food Service Management</td>
</tr>
<tr>
<td>Overall GPA</td>
<td>3.50</td>
</tr>
<tr>
<td>Transfer Hours</td>
<td>3</td>
</tr>
<tr>
<td>Transfer Institution/Degree</td>
<td>N/A</td>
</tr>
<tr>
<td>Degree Progress</td>
<td>65%</td>
</tr>
</tbody>
</table>

### Bachelor of Science

- **Minimum 124 Credits to Graduate**: Still Needed: 124 Credits are required to graduate. You currently have 82, you still need at least 42 more.
- **Minimum 45 Credits in 300-400 Level Courses**: Still Needed: You currently have 3, you still need 42 more.
- **Minimum 9 Residency Credits in 300-400 Level Courses**: Still Needed: You currently have 3, you still need 6 more.
WORKSHEETS

The Worksheet Tab allows you to view your degree audit, explore other majors, and see how potential courses fit into your degree program. Worksheets display degree requirements which are categorized by degree type, Foundational Studies, major, minor, etc.

Format: Student View or Registration Checklist

There are two audit formats—a typical Student View and a Registration Checklist. The Student View is the most common type. It displays general information about you (referred to as the Header) based on your student records. It shows all degree requirements and your progress toward degree completion. The “Header” on the Student View displays your academic program, GPA, credit hours, graduation application status, and more.

The Registration Checklist shows only requirements that have not yet been met (referred to as Still Needed). It provides a snapshot of what you have left to complete.

The Format drop down box allows you to move between the Student View and the Registration Checklist. Choose your preferred format and click the View button.
Generating a New Audit (Process New)
Each time you access the Worksheet tab, click the Process New button to generate a new audit. If you do not process a new audit, the information pertaining to degree requirements may not be the most current.

The student record data (i.e., course registration, major, grades) is updated each night in MySAM. It does not dynamically refresh the moment your data changes. However, any changes will display on MySAM the next day.
In-progress and Preregistered Courses
Unless these boxes are unchecked, the audit displays (and counts) in-progress and preregistered courses/credits. If included, the credit hours associated with each section of the audit include completed as well as in-progress and preregistered courses. To view your status based only on completed coursework, uncheck the boxes and click the Process New Button.
**Class History Link**

The Class History link serves as an unofficial transcript. It displays a term-by-term listing of courses you complete, your term and cumulative Grade Point Average, and credit hours earned.

<table>
<thead>
<tr>
<th>Sum 2013</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS 276</td>
<td>Bus Info Proc Sys</td>
<td>RG 3</td>
</tr>
<tr>
<td>SOC 110</td>
<td>US Global Divers Soc</td>
<td>RG 3</td>
</tr>
<tr>
<td>Term Attempted</td>
<td>6</td>
<td>Cumulative Attempted</td>
</tr>
<tr>
<td>Term Earned</td>
<td>0</td>
<td>Cumulative Earned</td>
</tr>
<tr>
<td>Term Quality Points</td>
<td>0</td>
<td>Cumulative GPA Quality Points</td>
</tr>
<tr>
<td>Term Graded Attempted</td>
<td>0</td>
<td>Cumulative Graded Attempted</td>
</tr>
<tr>
<td>Term GPA     (in-progress)</td>
<td>Cumulative GPA (in-progress)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2013</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 412</td>
<td>Sign Lang &amp; Deaf Culture</td>
<td>RG 3 Electives section</td>
</tr>
<tr>
<td>FIN 200</td>
<td>Fund Of Finance</td>
<td>RG 3</td>
</tr>
<tr>
<td>FRN 102</td>
<td>Elem French II</td>
<td>RG 3</td>
</tr>
<tr>
<td>LLL 101</td>
<td>Elem French II</td>
<td>RG 3 Electives section</td>
</tr>
<tr>
<td>Term Attempted</td>
<td>12</td>
<td>Cumulative Attempted</td>
</tr>
<tr>
<td>Term Earned</td>
<td>0</td>
<td>Cumulative Earned</td>
</tr>
<tr>
<td>Term Quality Points</td>
<td>0</td>
<td>Cumulative GPA Quality Points</td>
</tr>
<tr>
<td>Term Graded Attempted</td>
<td>0</td>
<td>Cumulative Graded Attempted</td>
</tr>
<tr>
<td>Term GPA     (in-progress)</td>
<td>Cumulative GPA (in-progress)</td>
<td></td>
</tr>
</tbody>
</table>

The Class History link also includes a Term and Cumulative GPA (grade point average) tracker. GPAs that are 2.0 or above appear in green while GPAs below a 2.0 appear in red. Please note that students who have not yet completed a term at ISU and, therefore, do not have an ISU GPA may have previous terms for transfer work that show up in red. That is not cause for alarm. It just means you do not have an ISU GPA record for that term.

<table>
<thead>
<tr>
<th>Term and Cumulative GPA Tracker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term GPA</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>Fall 2010</td>
</tr>
<tr>
<td>Spring 2012</td>
</tr>
<tr>
<td>Fall 2012</td>
</tr>
<tr>
<td>Spring 2013</td>
</tr>
<tr>
<td>Sum 1 2013</td>
</tr>
</tbody>
</table>

**Degree Audit Blocks**

The audit is broken down into several categories (called blocks), including University degree requirements, Foundational Studies, Major, Minor, Honors Program requirements, Electives, In-Progress Courses, etc.
Catalog Year, GPA, and Credit Hours for each block display on the far right of the degree bar. The catalog year defines the academic requirements that you must complete in order for you to graduate. It is generally the term you entered the University as a degree-seeking student but can be later if you decide to follow requirements of a new or recently revised academic program.

A separate GPA is calculated for each block and is displayed on the far right of the respective blue bar.

Legend

Requirements that marked based on their completion status:

- Complete
- Complete except for classes in-progress
- Not Complete
- Nearly complete - see advisor

Other symbols include:

- Transfer Class
- Co/pre-requisite
- Any course number

Class Schedule

Hyperlinks to Still Needed courses are available. Click the link to open a window that displays available sections. Pop up blockers must be disabled in order for you to see the available sections.
Test Scores, 3-Week Attendance and Interim Grades

Test Scores, 3-Week Attendance and Interim Grades are displayed at the bottom of the Worksheet. The highest score is reported for each Test Score. Three-Week Attendance and Interim Grades are now required for all undergraduate students. Faculties are required to submit them for all students.

Notes

Your advisors may write notes that will appear on your Worksheet for you and other advisors to view. The Notes section appears at the bottom of the audit but only displays if there is at least one note on your record.
Other Audit Types: What If & Look Ahead

MySAM allows you to run What If audits so you can see how your coursework applies to other programs. You can even see how courses you want to take will apply to your major or other programs.
What If Audits

From the What If button, you can view requirements for other degrees, majors and minors. What If audits allow you to see how the courses you have completed apply toward other degrees and fields of study. To run a What If audit, select the appropriate catalog year (identify your catalog year on the far right of the degree bar on your audit) and program from the drop down menus. If the program requires a concentration, you will be required to select one.

- Catalog Year and Program are required
- Concentration is required if the program requires one
- Use the “Select your additional areas of study” section to view requirements for additional majors, minors, or concentrations. Be sure to click the “Add” button once you have selected an additional program
- To see results, click the Process What If button at the top

A great feature of MySAM is the ability to see how various courses apply to a program. To see how potential courses would apply to the program you selected, use the “Choose Your Future Classes” option.

- Enter the Subject & Course Number of the course(s) you want to add
- Click the Add Course button
- Click Process What If (at the top)
The selected degree, majors, and minors appear in the audit.

In this case, BUS 401 meets a Foundational Studies (Upper Division Integrative Elective) requirement, and it shows on the audit is planned. If the course you select does not meet a requirement, it will fall under the Free Electives section.

Look Ahead Audits
In addition to seeing how potential courses would apply to a different program (What If), you have the ability to see how planned courses apply to your own degree by using the Look Ahead feature.
The Look Ahead feature allows you to select any courses and see how they apply to your program of study. From the Look Ahead tab:

1. Enter the Subject & Course Number of the course(s) you want to add
2. Click the Add Course button
3. To remove courses, select the course and click the Remove Course button
4. Click the Process New button

The audit shows where the course(s) apply and labels them as Planned.
4 YEAR PLANS

To access your 4-year plan, click on the Plans tab.

Viewing Your Plan

You may have an existing plan(s). If so, select the Active plan from the list. If you do not have a four-year plan, contact your advisor. S/he can add and approve your new plan. If there are multiple plans listed, the plan marked “Active” is your current, approved plan. Other plans are necessary for historical purposes. There is only one active plan at a time. If you have two majors, your primary major should be the active plan. To view your plan, select the approved plan by double clicking on it or click on the plan and then the Open button.

Plan Components

The plan contains a lot of helpful information. It includes:
1. The program description and degree type
2. Term-by-term recommended sequence of courses and GPA requirements
3. Critical requirements (Courses and/or GPA)
4. Notes
5. Still Needed Section
Term-by-term Course Sequence
The plan contacts a semester by semester recommended sequence of courses. Unless your advisor provided different advice, you should register for the courses specified in your plan of study each term. For each term, you may see:

- **Course Requirements** - Specific courses to be completed, along with minimum grade requirements, if applicable
- **Choice Requirements** - Course lists when you can choose from a few options
- **GPA Requirements** - Overall, major, and class list (i.e., departmental) GPA requirements

Critical Requirements
The plan shows requirements that are critical – meaning, you must complete the respective course by the designated term or you will be off-track and not on target to graduate in four years. Course
requirements and/or GPA requirements may be considered critical. Critical courses are noted with an exclamation point in the plan. In the example below, BUS 100 is a critical course in the first term, as is the math requirement.

Notes
There are several types of notes.

- **Plan Note**: Normally contains overall and major-specific GPA requirements. If you are part of the Graduation Guarantee program, this is where the annual report of your status will be reported.
- **Term Notes**: Notes from your advisor that pertain to the respective term
- **Requirement Notes**: Notes about a specific requirement (notes may indicate a recommended course, description of elective codes, etc.).

Notes that have been populated are highlighted in yellow. To view the note, click on the yellow note icon, select the note you wish to view and click the View Selected Note button.
**Still Needed**

The Still Needed section shows the requirements on the audit that have not been completed and/or planned. It lists the course options available for each unplanned (and unmet) requirement. The Still Needed section comes directly from the degree audit and is intended to help you plan out any remaining requirements.

**Placeholders**

Pseudo courses or “placeholders” are used to designate Foundational Studies requirements and elective or minor coursework. The placeholders are used in the plan when there are several courses from which you can choose. For MAJR (major requirement/elective) placeholders, the Still Needed section shows a list of courses that fulfill that requirement. Some programs require specific courses for Foundational Studies. If that is the case, the actual course may appear in the plan rather than the generic Foundational Studies placeholder. Programs may or may not contain any of the MAJR placeholders. Those are dependent upon the requirements of the major.

Note: Major requirements that have more than five choices are generally designated by a placeholder. If there are five or fewer, there is a usually a course list rather than a placeholder.

**Foundational Studies**

<table>
<thead>
<tr>
<th>Placeholder</th>
<th>FS Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS COMM</td>
<td>Communication</td>
</tr>
<tr>
<td>FS ESR</td>
<td>Ethics &amp; Social Responsibility</td>
</tr>
<tr>
<td>FS FPA</td>
<td>Fine &amp; Performing Arts</td>
</tr>
<tr>
<td>Placeholder</td>
<td>Title</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>MAJR ELECG</td>
<td>General Elective</td>
</tr>
<tr>
<td>MAJR ELCM</td>
<td>Major Specific Elective</td>
</tr>
<tr>
<td>MAJR ELECU</td>
<td>Upper Division Elective</td>
</tr>
<tr>
<td>MAJR EMTR</td>
<td>Emphasis, Track, or Concentration</td>
</tr>
<tr>
<td>MAJR MINEL</td>
<td>Minor or Elective</td>
</tr>
</tbody>
</table>

By clicking on the yellow note icon next to the requirement, you will find a brief description of what the placeholder is and how to identify which courses fulfill that requirement.

In the example below, the Business Administration major requires 9 credits of coursework in each Emphasis area. MAJR EMTR is used as the placeholder to designate the requirement for each Emphasis within the major. The Still Needed section shows “at-a-glance” the courses that fulfill that requirement.
Modifying the Plan

Only advisors can modify your plan of study. Please contact your advisor if you would like to request changes to your four-year plan. Your advisor’s name is listed on the Worksheet Tab in the Header section.

Checking Your Plan

It is critical to verify the accuracy of your degree plan. To make sure your plan of study includes all graduation requirements, you can run a degree audit against the plan by clicking the Audit button in the lower right corner.
Planned courses show on this Audit as Planned (blue). Only placeholders and Choice Requirements should show as unmet. Courses also show as unmet if they were planned but not completed as of the term in which they were planned. Any requirement showing up in red must have an associated placeholder (MAJR) or must be added to the plan in a future term by your advisor.

Approved Plans

Only “approved” plans are considered the active, current plan. Each student participating in the Graduation Guarantee program must have an active, approved plan of study. All students are encouraged to meet with their advisor to create a plan of study.

Tracking

Tracking helps you easily identify if you are on track to graduate in 4 years. The plan has some built in tracking features. However, only critical requirements are tracked. The plan does not track how many credit hours you have earned, your Academic Standing, or other factors that are necessary for timely graduation or for continued participation in the Sycamore Graduation Guarantee program.

Critical requirements in the plan have an on or off-track indicator. Tracking occurs at multiple levels:

1. Overall Plan
2. Terms
3. Individual Requirements

In the example below, each course is marked critical, along with the choice of math courses and two of the three GPA indicators. In this case, the student successfully completed ENG 101 but not any of the other critical course/choice requirements. The second Class List GPA requirement is on-track, but the Overall GPA is off-track. The Class List in the middle is not tracked, so there is not an indicator. If any requirement in a term is off-track, the term is considered off-track. The plan is off-track if any
Tracking & Sycamore Graduation Guarantee

Students in the Sycamore Graduation Guarantee (SGG) program are required to:

- Maintain at least a 2.0 cumulative grade point average
- Maintain minimum GPA requirements of the University and your College/program
- Complete 30-32 credit hours per academic year
- Successfully complete critical courses by the term in which they appear on your plan
- Declare a major by the deadline (August 1 following freshman year)
- Meet with your advisor each term
- Follow your plan of study
- Register for courses during priority registration
- Apply for graduation by October 1 of your senior year
- Email stayontrack@indstate.edu if there are any issues (i.e., a course you need is full, a critical course is not offered during the term you need to take it)

The tracking indicators in the plan are not necessarily indicative of your Graduation Guarantee status. The other factors mentioned above (i.e., credit hours earned, academic standing) are also key factors with regard to your status in the Sycamore Graduation Guarantee program. However, all critical indicators are important components of your SGG status.

At the end of May each year, SGG participants are notified of their status. If you are in the program and are off-track, you will be informed how you can get back on track. Letters are sent
(and emailed) at the end of the academic year to inform you of your status. Your annual status “report” can be found in the Plan note and will be available as of June 1.
GPA CALCULATORS

There are three types of GPA calculators you can use to predict your GPA or find out what it takes to reach your desired GPA. Please note that these calculators do not account for ISU’s grade improvement policy. They are intended to be informational only and results are not guaranteed. To access the Graduation Calculators, click on the GPA Calc Tab and select the appropriate calculator.

There are three types of graduation calculators you can use: Graduation Calculator, Term Calculator, and an Advice Calculator.

Graduation Calculator

The graduation calculator allows you to indicate your desired GPA upon graduation and to see what GPA you would need to earn based on the number of credit hours remaining in your degree program. Your cumulative GPA prepopulates in the Current GPA field. Fill in your Desired GPA. Credits Remaining (number of credits left until you graduate) and Credits Required (total credits required for graduation, in most cases, 120) are available on the Worksheet Tab under the Bachelor’s/Degree Block:

To identify the number of credits remaining in your degree, check the Degree Block on the Worksheet Tab. Please note that you may need more than 120 credit hours to meet graduation requirements. If so, you should put in the total number of credits left (Credits Remaining) and the total number of credits you will need in order to graduate (Credits Required), which may
exceed 120.

Fill in the fields with the respective data and click the “Calculate” button.

The system performs the calculation and provides the following:

In the example below, it is not possible for this student to graduate with a 3.8 GPA if s/he only completes 58 additional credits. (Keep in mind that students may retake courses for grade improvement, so it may be possible, depending on circumstances.) You need to see your advisor to discuss what is feasible given your circumstances.
Term Calculator

The term calculator calculates your cumulative GPA based on estimates of course grades for courses you are currently enrolled in. If you are currently enrolled in a term, each course and its respective credit hours prepopulate, so you can select your expected grades from the drop down menus. (Those courses/credits can be deleted or replaced, if desired). Additional Classes and Credits can also be added. Once the information has been filled in, click “Calculate” to see the results. The system shows your expected cumulative GPA.

Advice Calculator

The advice calculator provides information about how many credit hours it would take to achieve a particular GPA. The Current GPA and Credits Earned automatically populate based on
your degree audit. Fill in the Desired GPA and click Calculate.

The system provides the following advice:

To achieve your desired GPA, you need one of the following:

- 27 Credits at 4.00 (A+) grade average
- 27 Credits at 4.00 (A) grade average

Note: Results that would require you to take more than 150 Credits have been omitted.