myBLUEprint Best Practices
for Undergraduate Students
Registrar’s Office
July 10, 2017

1. **Catalog:** Degree requirements may be updated by each college and academic unit one time per academic year (after passing through the appropriate IPFW committees). A student’s catalog term is determined by his or her entry date into IPFW. Students that re-enter or readmit into IPFW enter under the catalog in place at the time of re-entry or readmission (See Regulations, Policies, Rights & Responsibilities – Degrees [http://bulletin.ipfw.edu/content.php?catoid=46&navoid=1285](http://bulletin.ipfw.edu/content.php?catoid=46&navoid=1285) in the IPFW Undergraduate Catalog for more information).

   (a) **Students changing catalog term:** In consultation with an advisor, students may elect to move to any newer catalog (this does not need to be the most recent catalog). However, students may not move back to an older catalog (See Regulations, Policies, Rights & Responsibilities – Degrees [http://bulletin.ipfw.edu/content.php?catoid=46&navoid=1285](http://bulletin.ipfw.edu/content.php?catoid=46&navoid=1285) in the IPFW Undergraduate Catalog for more information). This change is made with a Form 42 submitted online to the Registrar’s Office.

   (b) **Double majors, minors, certificates:** A student must follow the same catalog term for all majors, minors, and certificates he or she is pursuing. This term can be found in Banner and myBLUEprint (See Regulations, Policies, Rights & Responsibilities – Minors [http://bulletin.ipfw.edu/content.php?catoid=46&navoid=1285](http://bulletin.ipfw.edu/content.php?catoid=46&navoid=1285) in the IPFW Undergraduate Catalog for more information).

   (c) **Updating catalog requirements in myBLUEprint:** It is recommended that the Degree Audit Advisory Committee (DAAC) representative in each College sit as a non-voting member on the College Curriculum Committee. This is very beneficial in making sure appropriate changes are programmed in myBLUEprint. It is critical that myBLUEprint programming matches the IPFW Undergraduate Catalog.

2. **Graduation:** In Fall 2016 the Registrar’s Office began certifying graduation on all IPFW undergraduate students. For graduation purposes, advisors and departments must maintain degree requirements in myBLUEprint, advise students based on myBLUEprint requirements, and enter exceptions to degree requirements in a timely fashion. Exceptions will be entered by DAAC members or advisors given Exception entry permission. Advisors may request an exception to a degree requirement by submitting the Substitution and Waiver form: [https://purdue.qualtrics.com/jfe/form/SV_0SB0PKG9ymMC1VP](https://purdue.qualtrics.com/jfe/form/SV_0SB0PKG9ymMC1VP).

   In addition, all notes related specifically to graduation and graduation requirements must be entered in myBLUEprint. This will allow the Registrar’s Office and other interested parties to view important information related to graduation. Examples of notes relating to graduation may include, but are not limited to, those noted below. The information below is important to include in any semester, but especially the semester before graduation.

   (a) A student is taking an Ivy Tech course in the Spring semester of his or her graduation. The Ivy Tech transcript will need to be provided to IPFW as soon as the course is completed at Ivy Tech.
(a) A student is enrolled in a study abroad program in his or her final semester before graduation. It is important to document how many credits the student is expected to transfer and how the courses will transfer (what courses will the student receive credit for) from the study abroad experience.

(b) A student is working with an instructor to finish an incomplete course. “I” grades are not included in the student’s total credits toward graduation in myBLUEprint.

(c) A student has taken an AP or dual credit course that he or she has not transferred into IPFW

(d) A student is taking SPAN S204 in his or her final semester before graduation. He or she plans to apply for special credit for SPAN S111, S112, and S203 when SPAN S204 is completed.

3. Plans: In 2013, the Indiana General Assembly passed House Enrolled Act 1348-2013 which required that public institutions provide a degree map to all new first-time full-time associate and bachelor degree seeking students enrolling in the semester of Fall 2014 or later. For additional information see the following link: https://secure.in.gov/che/files/Degree_Map_Guidance_for_Indiana_Public_Colleges_and_Universities.pdf

The Registrar’s Office cohorts these students and provides a Cognos report that Departments can use to track these students. The report can be found in Cognos at the following path (Public Folders, IPFW Shared Reports, Registration Reports, Degree Map Cohort List for myBLUEprint Plans). This report is available beginning the second week of classes each semester. Colleges are responsible for determining how advisors will comply with this mandate and monitoring compliance in their area. See more information about degree maps at the Registrar’s website: https://www.ipfw.edu/offices/registrar/policies/degreemap.html.

Template 4 and 2 year plans are maintained in myBLUEprint by DAAC representatives. Batch templates can be loaded on students by Christa Van De Weg or Crystal Milton (SIS Business Analysts) as requested. In order to load batch templates, colleges/departments must provide the following information: student catalog term, program code, major code, template number, and starting term for the plan. Colleges must determine how to communicate with departments to make sure that template plans stay current.

(a) Degree Plan Student Process:

i) Students are introduced to the myBLUEprint Worksheet (audit) at the point of entry into IPFW. A standard 4 year plan (or 2 year plan in the case of associate students) is given at that time.

ii) Students are introduced to the myBLUEprint electronic plan. A customized myBLUEprint plan is provided to the student or a student creates his or her customized plan in a classroom setting. It is recommended that a Placeholder requirement be added to the final semester of courses in the plan that reminds students to “Apply for Graduation.” (Advisor/Department)

iii) Plans are updated each semester before or during registration. Holds are not required; however, advisors should proactively encourage students to set appointments to update their plans. (Advisor)
iv) Exceptions to degree requirements and Notes related to graduation are documented in myBLUEprint as they occur. These should be done well in advance of graduation. (Advisor/DAAC representative)

v) Student registers for final degree requirements and applies for graduation.

vi) A preliminary review of the student’s degree requirements is completed and the College’s graduation representative is notified if requirements are not met. (Registrar’s Office/College)

vii) Graduation is based on the student’s myBLUEprint audit. A College representative should be available to address questions that may arise in the final stages of certification of graduation. (College/Registrar’s Office)

4. **Training**: DAAC representatives are responsible for myBLUEprint training of faculty and advisors in their area. Christa Van De Weg and Crystal Milton (SIS Business Analysts) are available to assist DAAC members with training.

5. **Questions or Concerns**: If you have questions or concerns about myBLUEprint, contact the DAAC (Degree Audit Advisory Committee) representative in your area. DAAC representatives can be found at the following website: [http://www.ipfw.edu/offices/registrar/services/myblueprint-contacts](http://www.ipfw.edu/offices/registrar/services/myblueprint-contacts).