

Helpful Links

Title	Description	Link/URL	Primary User	Resources/Notes	Access Needed?
Academic Advising Council (AAC)	Establishes and maintains various systems and policies designed to support effective as well as cohesive campus-wide advising. Their webpage includes information regarding the CS Advisor Training Manual, professional training and development, overrides/course permits, and information on AAC as a whole.	https://emas.illinoisstate.edu/aac/	Advisor	<ul style="list-style-type: none"> Advisors are elected by their advising peers to the council each year. Includes representatives from University College, School/Department advisors, and special populations advisors. 	NO
Academic Calendar	Calendar of all important academic deadlines (i.e., graduation application due date, drop dates, registration dates, etc.).	https://events.illinoisstate.edu/academic-calendar/	Advisor Student		NO
Admissions, Office of	The Office of Admissions handles all university-wide recruitment efforts such as open houses and prospective student visits. The Office of Admissions is accountable for determining which students are offered and denied admission to the University. They also process newly admitted students.	http://admissions.illinoisstate.edu/	Advisor Student	<ul style="list-style-type: none"> Application status Admission status Campus visits Open Houses Transfer Student Admission 	NO
ALEKs Math Placement Assessment	The ALEKS exam is the math placement assessment tool ISU uses to determine math competency. This link provides necessary information	http://universitycollege.illinoisstate.edu/testing/aleks/	Advisor Student		YES Bryan Hays

	regarding the exam and how to register to take the exam.				
Application for Majors/Minors	<p>Students can apply for a major or minor program through their My Illinois State student portal. Students can access the application system by following these directions:</p> <ul style="list-style-type: none"> - Login to My.illinoisstate.edu with ULID and password - Navigate to Academics tab - Select "Apply to major/minor" - Follow instructions in application portal <p>Students can also find application information and deadlines for each major and minor from the Find Your Major (http://illinoisstate.edu/majors/) or Find Your Minor (http://illinoisstate.edu/minors/) websites.</p>	https://my.illinoisstate.edu/	Advisor Student	<ul style="list-style-type: none"> • Can be found in the Academics tab in My Illinois State 	
Appointment Manager	Tool used across campus for students to schedule, modify, and cancel appointments online with their advisor. This tool connects directly to your Outlook calendar. Access request needed for activation.	https://appointment.illinoisstate.edu/am/Default.aspx?ReturnUrl=%2fam%2fMain.aspx	Advisor Student		YES Submit a ticket to the help desk
Campus Solutions	The web-based student information system which houses information pertaining to a student's record including course history, transcripts,	https://cs.illinoisstate.edu	Advisor Student		YES Submit a ticket to

	transfer credit, progress towards degree, academic advisor history, comprehensive list of all advisees, etc.				the Help Desk
Career Center	Center for student career readiness, job searching, internship fairs, career fairs, and student/faculty resources for career preparedness.	http://careercenter.illinoisstate.edu/	Student	<ul style="list-style-type: none"> • Business cards • Mock interviews • Career Fairs • Internship Fairs • Resume/Cover letter reviews • Job postings 	NO
Center for Teaching, Learning, and Technology (CTLT)	Holds seminars and workshops devoted to providing instructors with ReggieNet support, information on ordering and processing opscans, and protecting student information while posting grades amongst other things.	http://ctlit.illinoisstate.edu/	Advisor	<ul style="list-style-type: none"> • Teaching & Learning Symposium • Summer Institute • Awards/Grants 	NO
Cognos	Cognos is a tool that can be used to pull or filter data such as 10 th day census data, number of students in a major or minor, students meeting certain eligibility criteria, etc.	https://insight.illinoisstate.edu/ibmcognos/bi/?perspective=home	Advisor	<ul style="list-style-type: none"> • Training is available for Cognos and can be found at https://data.illinoisstate.edu/training/ 	YES Submit a ticket to the Help Desk
Course Articulation Guides	PDF documents with detailed information regarding how courses will transfer to ISU (B.S., AMALI, IAI, GEN ED, etc.) from all community colleges in Illinois.	http://registrar.illinoisstate.edu/transfer/course.shtml	Advisor Student		NO
Course Finder	A search engine used to find courses. Includes course descriptions, prerequisite information, and upcoming course offerings.	http://coursefinder.illinoisstate.edu/	Advisor Student		NO

Course Permit Request (Override)	Used to request an override in a class if the course is closed, major blocked, or if the student is receiving an error upon registering.	https://my.illinoisstate.edu/coursepermit-request/university	Student Advisor		YES AAC
Data Request (PRPA)	The University is able to pull additional and more complex data beyond what can be filtered in Cognos (such as, number of students needing a particular class in a major, historical data, etc.). Complete this form to request more advanced data sets. Note that these data requests typically have a 10-day turnaround period.	http://prpa.illinoisstate.edu/request_info/	Advisor		NO
Dean of Students Office	The Dean of Students Office is designed to help student succeed during their collegiate career by providing advocacy, problem resolution, crisis intervention, and notary services for both students and staff. The Dean of Students website includes helpful links to involvement & leadership opportunities, services for student life, information regarding resolving conflict, and support for faculty and staff.	http://deanofstudents.illinoisstate.edu/	Advisor Student	<ul style="list-style-type: none"> • Well-being checks • Alternative breaks • Dean on Duty • Involvement • Legal advice • Conflict resolution • Student Disciplinary resources 	NO
Employee Discount	Location to find all of the employee discounts that have been negotiated around Bloomington-Normal for Illinois State University employees.	http://cscouncil.illinoisstate.edu/activities/discounts.php	Advisor		NO
Financial Aid	The Financial Aid Office assists students with all things related to the financial obligation of their education (i.e. grants, loans, financial aid, etc.).	https://financialaid.illinoisstate.edu	Student	<ul style="list-style-type: none"> • Financial aid status • Financial aid counselor 	NO

	Each student is assigned a Financial Aid councilor.				
Grades First/Midterm Grades	A web-based student performance monitoring system that provides a connection between the faculty, student, and advisor. If a student is at risk of failing a course, the system will alert the student and the advisor.	No direct link. Web-based system will e-mail advisors	Advisor	<ul style="list-style-type: none"> Monitors at-risk groups only 	YES Contact Amy Roser
Graduation Services	Facilitates and organizes everything related to commencement. It manages the ordering of regalia, registering for commencement, and many other commencement-related tasks.	https://graduationervices.illinoisstate.edu	Student		NO
Health Promotion and Wellness	Provides students and staff various health resources and information regarding the Student Wellness Ambassador Team (SWAT), stress management, and health screenings.	http://wellness.illinoisstate.edu/	Advisor Student	<ul style="list-style-type: none"> SEVEN Fresh FAVs/Nutrition Consults Ergonomic Reviews Massages Lifestyle Enhancement Program 	NO
Human Resources	Provides students and staff information regarding university policies and procedures, iPeople resources, employment information, and benefits.	http://hr.illinoisstate.edu/	Advisor	<ul style="list-style-type: none"> Retirement Counseling FMLA leaves 	NO
iPeople	The employee portal. Here you can submit your timecard, view leave balances, view paychecks, view W-2s and other tax documents.	https://tools.illinoisstate.edu/	Advisor		NO
iTransfer	An external portal that helps advisors determine how their courses will transfer to Illinois State University from a variety of institutions. Advisors	http://www.itransfer.org/	Advisor		NO

	can use iTransfer to look up IAI course descriptions and to see if transfer electives can be sub-waivered as an IAI course.				
ISU Homepage	Illinois State's homepage for searches and access to all information published on ISU's website.	www.ilstu.edu www.illinoisstate.edu	Advisor Student	<ul style="list-style-type: none"> You can find Plans of Study for all majors and minors from this page 	NO
ISU Traditions	Learn about the many traditions ISU has adopted over the years.	https://universitymarketing.illinoisstate.edu/umc/	Advisor Student	<ul style="list-style-type: none"> Founders Day Festival ISU Fight Song Homecoming Gamma Phi Circus 	NO
MyISU/My.Illinoisstate	MyISU or My.Illinoisstate.edu is the portal used by students to access various information including course registration, email, course offerings, financial aid information, student accounts, override request form, Redbird ID, grade history, final exam and weekly course schedules, applying to a major/minor, GPA estimator, etc.	https://my.illinoisstate.edu/	Advisor Student	<ul style="list-style-type: none"> Advisors can find the major/minor application portal, TDAS, and Petitions for Graduation Exceptions here. 	NO
Office 365 Email and Calendar	Remote access to your email. If you ever need to log on to your email or calendar from home or another location, this link allows you to do so.	office365.illinoisstate.edu	Advisor Student		NO
Office of the University Registrar	The Office of the University Registrar is responsible for student records. They house departments such as Evaluations, graduation audits and deficiency notifications, transcript processing, graduation applications,	http://registrar.illinoisstate.edu/	Advisor Student	<ul style="list-style-type: none"> Graduation Information Registration Clearance Permit Calendars Academic Scheduling Transfer Credit Enrollment Verification 	NO

	registration services, testing office, course articulations, etc.				
Petition for Graduation Exceptions	Portal for advisors to submit a request for an exception from graduation requirements at the major, minor, or University level.	http://registrar.illinoisstate.edu/RegistrarForms/SubWaiver/SubWaiverAddEdit.aspx	Advisor	<ul style="list-style-type: none"> • Questions about IAI course transferability contact Sally Parry • Questions about Gen Ed or Bachelor of Science credit contact Jonathan Rosenthal • Questions about AMALI credit contact Jess Ray 	YES Submit a ticket to the Help Desk
Project Success Advisor Conference Form	After an appointment with a Project Success participant, advisors need to complete this form to verify the advisor meeting took place and to document the conversation with the Project Success coordinators.	http://universitycollege.illinoisstate.edu/projectsuccess/materials/ https://forms.illinoisstate.edu/forms/advisor_conference_form	Advisor		YES Contact Michelle Schuline
Redbird Care Team	The Redbird Care Team is a group of professionals on campus through the Division of Student Affairs that assists in helping students or individuals on campus that display unhealthy or dangerous behaviors. If you encounter someone that you believe may need some extra help on campus, you can complete this form and the team will check on the individual.	https://studentaffairs.illinoisstate.edu/who/safety/rct.php	Advisor		NO
ReggieNet	ISU's web-based course management system.	https://reggienet.illinoisstate.edu/	Student	<ul style="list-style-type: none"> • CTLT offers classes on how to use this system • Used for communication, assignment submission, 	NO

				tests/quizzes, class discussion, etc.	
Student Accounts	Manages all the billing to students' records including tuition, tickets, study abroad expenses, etc.	https://studentaccounts.illinoisstate.edu/	Student	<ul style="list-style-type: none"> • Can place holds on students record preventing registration 	NO
Student Access and Accommodation Services	Formerly known as Disability Concerns, this office handles all special accommodations for students on campus including additional testing time, note takers, aids, exemptions from certain courses due to medical conditions, etc. Students can register/document an accommodation with the University at this office.	https://studentaccess.illinoisstate.edu/	Student		NO
Student Health Services	Provides various medical services to students including a pharmacy, a medical clinic, doctor appointments, health insurance, etc.	https://healthservices.illinoisstate.edu/	Student		NO
Student Counseling Services	Assists students with their mental health and stability while they are a student at Illinois State University.	http://counseling.illinoisstate.edu/	Student	<ul style="list-style-type: none"> • Group and Individual Counseling • Psychological Emergency Services 	NO
Study Abroad	While some departments host their own study abroad programs in their majors in conjunction with the Office of International Studies (OISP), OISP also offers over 100 study abroad programs in nearly every country. Students can learn about programs, costs, locations, course work, get advice from past participants, and get	http://studyabroad.illinoisstate.edu/ http://studyabroad.illinoisstate.edu/academics/courses/ (Study Abroad Course Equivalencies)	Student Advisor	<ul style="list-style-type: none"> • First Steps Information Session • Scholarships • Academic Planning Form 	NO

	prepared to study abroad by visiting this link.				
Technology Support Center (Help Desk)	Most departments will have their own internal IT services. However, for general security access issues or if “this just isn’t working”, you can submit an IT request here.	https://isu.cherwellondemand.com/CherwellPortal/ISUSelfService	Advisor Student		NO
Transfer Day Appointment System (TDAS)	Transfer student appointment portal. Used to schedule all new incoming transfer student appointments. All new transfer appointments must be entered into this system to notify the University that the student is attending. This also alerts the Registrar’s Office to evaluate the student’s transcripts and enter the information into Campus Solutions.	https://emasintranet.illinoisstate.edu/transfer/	Advisor	<ul style="list-style-type: none"> • Contact Debbie Brown for training of this portal 	YES Submit a ticket to the Help Desk
Transferology	Find the courses that transfer between institutions, degree requirements your courses satisfy and different majors that institutions offer. Has some out of state courses.	https://www.transferology.com/	Advisor Student	<ul style="list-style-type: none"> • Academic Advisors can get access to Transferology Lab. 	YES Samantha Meranda
University Catalog	Electronic location of the current and all archived University Catalogs.	http://illinoisstate.edu/catalog/	Advisor Student	<ul style="list-style-type: none"> • Some catalogs have supplemental attachments 	NO
University College	University College primarily advises all freshman and undeclared students. University College also provides students with information regarding tutoring, support programs, workshops, and placement exams.	http://universitycollege.illinoisstate.edu/	Student	<ul style="list-style-type: none"> • Julia N. Visor Center • Project Success • TRiO 	NO

University Housing Services	Facilitates all the housing-related tasks on campus. This includes student life, places to live, apartments sponsored by ISU, housing contracts, roommate situations, move in etc.	https://housing.illinoisstate.edu/	Student	<ul style="list-style-type: none"> • Incoming students will have housing holds on account • Students are expected to live on on-campus their first two years. 	NO
University Marketing & Communications (UMC)	In-house marketing and communication department. They design and create various marketing materials (brochures, pamphlets, banners, etc.) for departmental use. UMC can facilitate projects in photography, multimedia, printing, etc.	https://universitymarketing.illinoisstate.edu/umc/	Advisor	<ul style="list-style-type: none"> • Great resource for recruitment events 	NO