

# Guidelines for Completing Individual Completion Planners (ICPs)

This document outlines procedures for advisors regarding Individual Completion Planners (ICPs) for advisees.

Completed ICPs for required advisees should be uploaded to SharePoint before grades are due at the end of each semester.

If you would like additional information or assistance uploading ICPs, please contact a SEM Team 4 co-chairs [Bryan Combs](#) at ext. 73044 or [Melinda Walters](#) at ext. 73511.

Sections of this document include:

- [Overview/Purpose](#)
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- [ICPs for Nonresponsive Advisees](#)
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## Overview/Purpose:

**Federal regulations for program applicability means that Federal Financial Aid cannot pay for classes that fall outside of program requirements.**

Program Applicability Guidance can be found at:

<https://kctcs.sharepoint.com/sites/academics/HCTCAdvising/Shared%20Documents/Program%20Applicability%20Guidance.pdf>

HCTC Strategic Enrollment Management (SEM) plan states in Goal #4 that “HCTC will provide students with an advising experience that is empowering, personal, and specific to their career goals. Strategies to meet this goal and program applicability requirements include ensuring that students will have an individual completion plan (ICP) in place by the end of their first semester of enrollment.

There are various tools that can be used for ICPs, including check sheets and PeopleSoft MyPlanner tool. Students and faculty advisors can use their preferred tool to create an individual completion that lists courses planned to graduation.

The students requiring an ICP are indicated on the advisement report sent by Student Services for the 2017-18 academic year and will be required for all credential-seeking students from the 2018-19 academic year forward.

## Options for Completing ICPs:

### **Option 1: PeopleSoft MyPlanner:**

The MyPlanner tool empowers students to create their own ICP while working with a faculty advisor. The MyPlanner is stored in PeopleSoft making it readily available and accessible to students.

**Note:** The creation of an academic plan using MyPlanner tool must be initiated by the student. Advisors can then review the student's plan and suggest any necessary revisions.

The PeopleSoft Planner Report for students using MyPlanner should be run by advisors and uploaded to SharePoint.

Instructions for both students and advisors using MyPlanner can be found at:

<https://kctcs.sharepoint.com/sites/academics/HCTCAdvising/Shared%20Documents/MyPlanner%20Instructions%20for%20Faculty%20and%20Students>

### **Option 2: Program Check Sheets:**

Program check sheets may be completed with a student as their ICP.

The program check sheet should include all courses required for the student's academic program through completion. The check sheet should also be emailed to the student upon completion and at the beginning of registration for continuing students. The check sheet ICP should be uploaded to SharePoint upon completion.

Program check sheets are available on the HCTC website at:

[https://hazard.kctcs.edu/faculty\\_and\\_staff/advising\\_resources\\_new/index.aspx](https://hazard.kctcs.edu/faculty_and_staff/advising_resources_new/index.aspx)

### **Option 3: Other ICPs:**

Alternatively, any other document may be used by advisors to complete an ICP with an advisee. The document should include student name, student ID, academic plan, courses required and semesters intended for completion. The document should be emailed to the student upon completion and at the beginning of registration for continuing students. These documented ICP should also be uploaded to SharePoint.

## ICPs for Nonresponsive Advisees:

If all attempts to contact a student, including via KCTCS email, personal email, and telephone, are unsuccessful and an advising session is not possible, advisors should complete an ICP for the student using a check sheet or alternative tool. The advisor completed ICP should then be emailed and post office mailed to the student.

A letter should accompany the ICP emailed and mailed to the student informing them of the ICP and encouraging them to contact their advisor. A sample letter that can be customized is available at:

<https://kctcs.sharepoint.com/sites/academics/HCTCAdvising/Shared%20Documents/Sample%20Letter%20for%20Nonresponsive%20Advisees.docx?d=w625b20201e934aeda176623abc2fd1f7>

Advisors should also upload the ICPs for nonresponsive student to SharePoint noting that the student was nonresponsive and documenting attempts made to contact the student. An asterisk (\*) should be included at the end of the filename for nonresponsive students before uploading to SharePoint.

Use the following file naming scheme to save the ICP before uploading to SharePoint:

***Last name, First Name Student ID Program ICP Semester Year\****

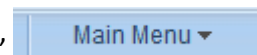
Example: Flintstone, Fred 001122334 AA ICP Fall 17\*

### How to Run an Academic Advisement Report (PeopleSoft):

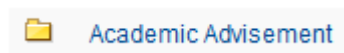
Advisement reports including the “Advising Transcript”, “Degree Progress Report”, and the “MyPlanner Report” are all available in PeopleSoft to assist with advisor no matter which option is chosen to complete student ICPs.

**NAVIGATION: PeopleSoft > Main Menu > Academic Advisement > Student Advisement > Request Advisement Report**

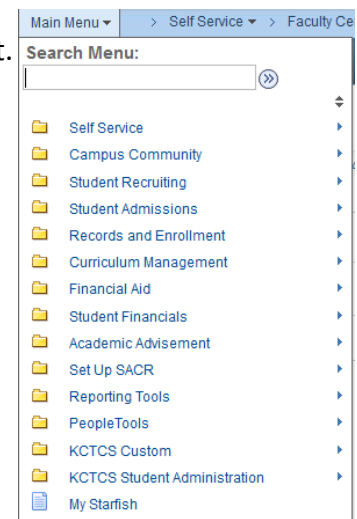
1. To view the Advisement report for a student, click “Main Menu”



2. Click “Advisement Report”



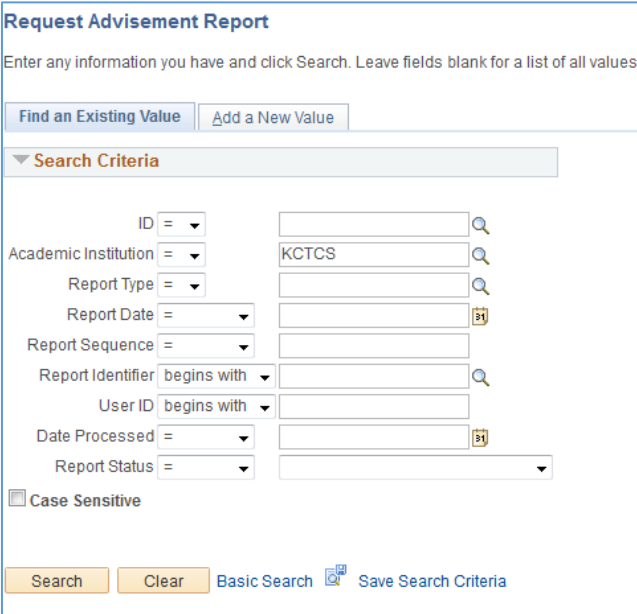
from the list.



3. Click “Student Advisement”





4. Click “Request Advisement Report”  Request Advisement Report


5. See this screen 


**Request Advisement Report**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**


ID =  

Academic Institution =  


Report Type =  

Report Date =  

Report Sequence =


Report Identifier begins with  

User ID begins with

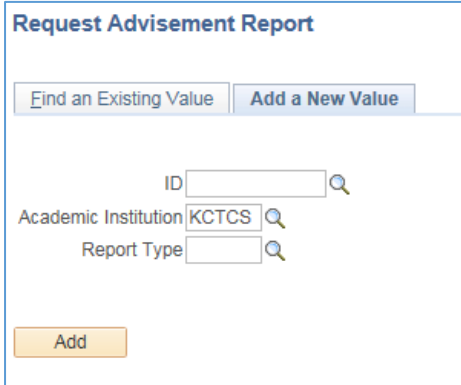
Date Processed =  

Report Status =


Case Sensitive





6. Click tab “Add a New Value”


7. See this screen 


**Request Advisement Report**

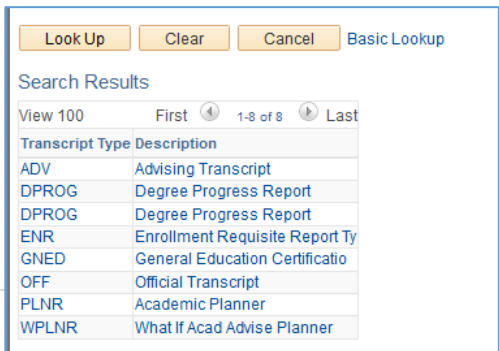
ID  

Academic Institution  

Report Type  

8. Enter the student’s EmplId under ID  

9. Click the magnifying glass next to “Report Type”  

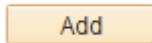
10. See this screen 

Search Results

View 100 First 1-8 of 8 Last

Transcript Type	Description
ADV	Advising Transcript
DPROG	Degree Progress Report
DPROG	Degree Progress Report
ENR	Enrollment Requisite Report Ty
GNE	General Education Certificatio
OFF	Official Transcript
PLNR	Academic Planner
WPLNR	What If Acad Advise Planner

11. Choose the report you would like to view.



12. Click "Add"

## How to Upload ICPs to SharePoint

**Completed ICPs for required advisees should be uploaded to SharePoint before grades are due at the end of the semester.**

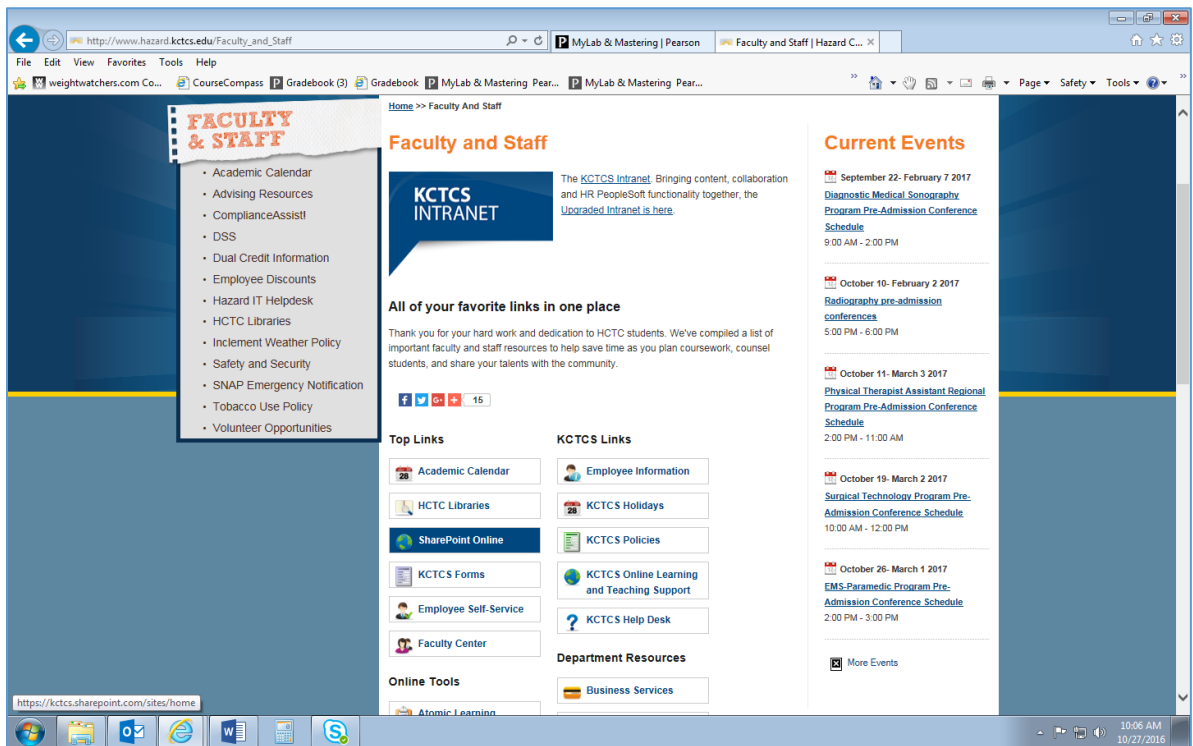
Use the following file naming scheme to save the ICP before uploading to SharePoint:

***Last name, First Name Student ID Program ICP Semester Year***

Example: Flintstone, Fred 001122334 AA ICP Fall 17

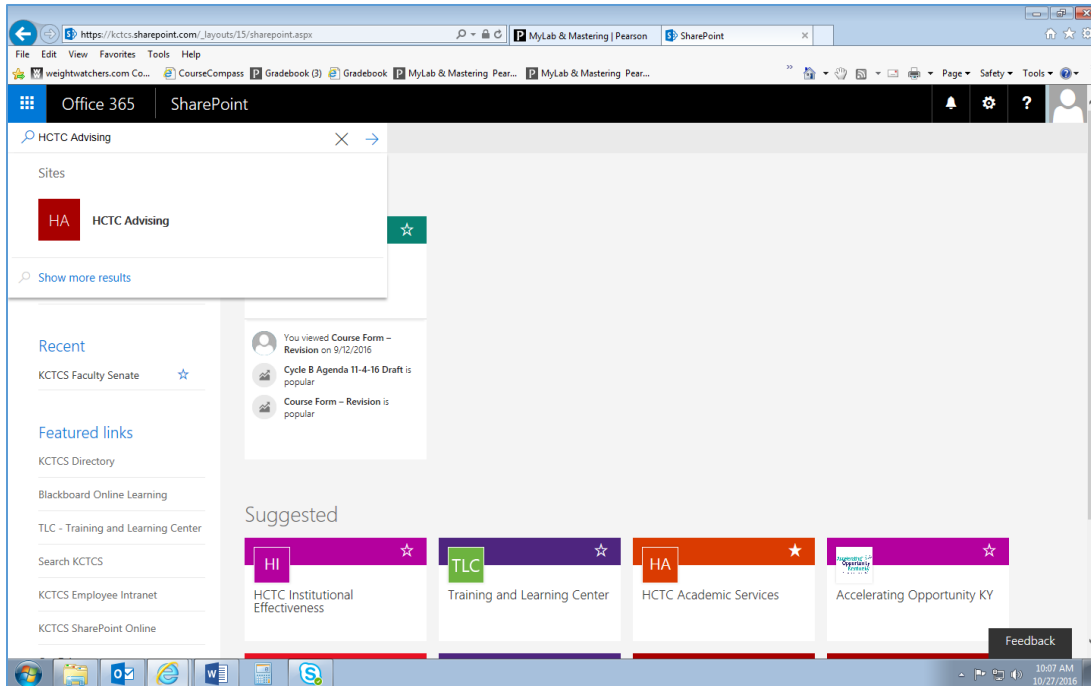
**Add an asterisk (\*) to the end of the filename if the advisee was nonresponsive and advisor completed the ICP.**

1. Go to [www.hazard.kctcs.edu](http://www.hazard.kctcs.edu).
2. Click on "Faculty/Staff", then click on "SharePoint Online".

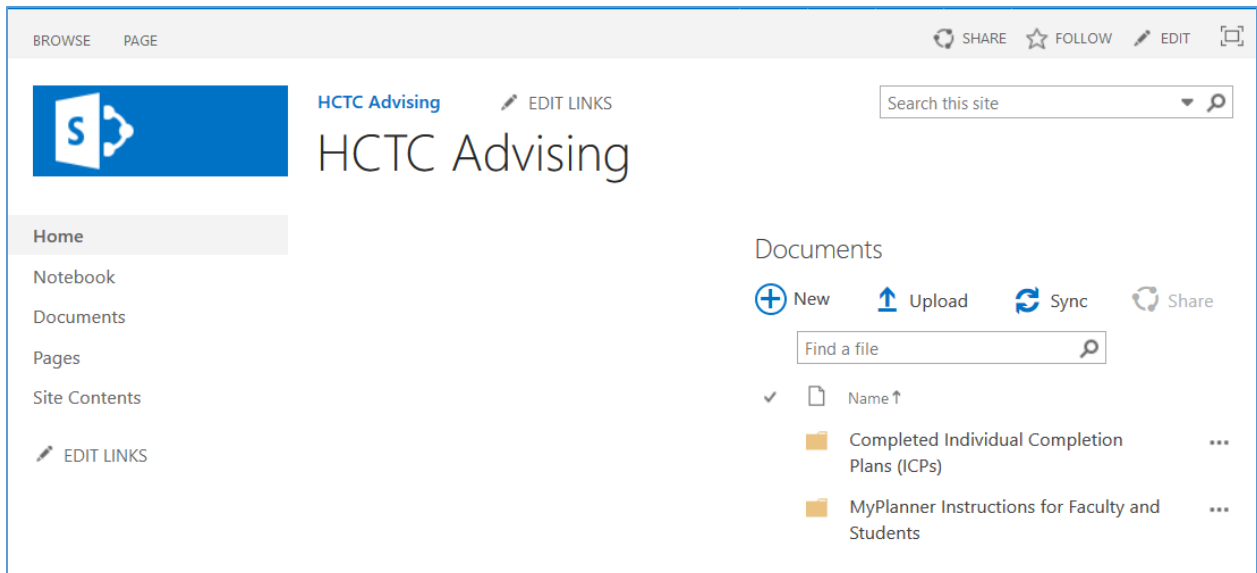


3. Search for HCTC Advising.

## Guidelines for Completing ICPs



4. Click on “HCTC Advising”. You will see folders on the right. Choose the folder “Completed Individual Completion Planners ICPs”.



5. Choose the folder of the student’s academic plan program.
6. Click “Upload”
7. Browse your computer for the file.
8. Click “OK”