myBLUEprint Best Practices
for Undergraduate Students
Registrar’s Office
May 21, 2018

1. **Catalog:** Degree requirements may be updated by each college and academic unit one time per academic year (after passing through the appropriate Purdue University Fort Wayne committees). A student’s catalog term is determined by his or her entry date into Purdue Fort Wayne. Students that re-enter or readmit into Purdue Fort Wayne enter into the catalog in place at the time of re-entry or readmission (See Regulations, Policies, Rights & Responsibilities – Degrees [http://pfw.edu/academics/bulletins](http://pfw.edu/academics/bulletins) in the 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://pfw.edu/academics/bulletins](http://pfw.edu/academics/bulletins) in the 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://pfw.edu/academics/bulletins](http://pfw.edu/academics/bulletins) in the 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 Undergraduate Catalog.

2. **Graduation:** In Fall 2016 the Registrar’s Office began certifying graduation on all 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_OSBOPKG9ymMC1VP](https://purdue.qualtrics.com/jfe/form/SV_OSBOPKG9ymMC1VP).

   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 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 Purdue Fort Wayne as soon as the course is completed at Ivy Tech.

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.

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.

A student has taken an AP or dual credit course that he or she has not transferred into Purdue Fort Wayne.

A student is taking SPAN 20401 in his or her final semester before graduation. He or she plans to apply for special credit for SPAN 11101, 11201, and 20301 when SPAN 20401 is completed.

3. Plans: In 2013, the Indiana General Assembly passed House Enrolled Act 1348-2013 which requires 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://www.in.gov/che/files/Degree%20Map%20Guidance%20for%20Indiana%20Public%20Colleges%20and%20Universities.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, PFW 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.pfw.edu/offices/registrar/policies/dreemap.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 Purdue Fort Wayne. 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: [https://www.pfw.edu/offices/registrar/student-services-information/myblueprint.html](https://www.pfw.edu/offices/registrar/student-services-information/myblueprint.html)
**Equivalency Update v. Articulation Update v. myBLUEprint Exception**

Wondering what is the best way to update to how transfer credit is being used in a student’s degree plan? Use the following information to help guide you.

**Articulation**: The transfer credit granted for a specific transfer course for a specific student.

**Equivalency**: The transfer credit granted for a specific transfer course for all students.

**Exception**: A course or requirement in the degree audit (myBLUEprint) that has been approved to meet a degree requirement for an individual student which is not designated as a requirement in the bulletin.

<table>
<thead>
<tr>
<th>Equivalency Update</th>
<th>Articulation Update</th>
<th>myBLUEprint Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td>- For all students going forward</td>
<td>- Case-by-case basis</td>
<td>- Case-by-case basis</td>
</tr>
<tr>
<td>- Courses are equivalent*</td>
<td>- Independent of major</td>
<td>- Dependent on major</td>
</tr>
<tr>
<td>- Major has no bearing on course equivalency</td>
<td>- Updates transfer credit on official record</td>
<td>- Affects degree audit, not official record</td>
</tr>
<tr>
<td>- Not retroactive unless students are identified</td>
<td>- Approval by Department Chair (or designee) or Dean</td>
<td>- Approval by Department Chair (or designee) or Dean</td>
</tr>
<tr>
<td>- Approved by Department Chair (or designee) or Dean</td>
<td>- Course will count as prerequisite for registration</td>
<td>- Course will not fulfill prerequisite requirements</td>
</tr>
</tbody>
</table>

Process: Request for Credit Transfer Update Form (Advisor tab in myBLUEprint)

Process: Request for Credit Transfer Update Form (Advisor tab in myBLUEprint)

Process: Contact designee in department/college: [https://www.pfw.edu/offices/registrar/student-services-information/myblueprint.html](https://www.pfw.edu/offices/registrar/student-services-information/myblueprint.html)

*Equivalency is determined based on comparable learning outcomes. The incoming course must be worth at least as many credit hours as the equivalent IPFW course.*

05/21/2018 transfer@pfw.edu
Purdue Fort Wayne Academic Advising Council has approved myBLUEprint as the campus wide resource for electronic academic records/advising notes. This myBLUEprint Notes Best Practices document outlines standards for consistency and sharing of information across campus.

FERPA:

The Family Education Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student’s educational records. It defines when and what information from a student’s educational record may be released to anyone outside of Purdue Fort Wayne.

It is important to know that advising notes, whether hard copy or electronic, are part of a student’s educational record to which the student under FERPA guidelines has a right to access and which can be subpoenaed.

Assume students, parents, or the general public will read anything and everything you have written. When in doubt, leave it out!

MyBLUEprint Notes:

Notes in myBLUEprint need to be factual information about the student that are concise and to the point. We have identified ten categories of notes in myBLUEprint that can be selected from the drop down menu. Notes may always be checked as not available to student [see #3 under How to input notes]. If you are printing an audit for a student, have the student log into their personal degree audit in order to keep those hidden. If you want to record a note that does not fit into one of these categories, you can add that note in a free text box.

1. Campus referrals:
2. Change/add major, minor, cert:
3. Course exceptions/approvals:
4. Course recommendations:
5. Future goals:
6. Plan:
7. Retention:
8. Transfer/AP/dual credit:
9. Athletic compliance: (primarily for MAP/Registrar)
10. GRADUATION CLEARANCE:

Sample notes as they may appear in myBLUEprint:

- Campus referrals: Referred to Dean of Students Office
- Change/add major, minor, cert: Added Political Science as second major
- Course exceptions/approvals: Chair waived BIOL 12000
- Course recommendations: F18 – ENGL 13100, MA 15300, PSY 12000, HIST 11300, GER 11100
- Future goals: Interested in study abroad Spr18
Plan: Created 5 year plan with student due to work schedule
Retention: Not returning to Purdue Fort Wayne, transferring to Purdue West Lafayette F18
Transfer/AP/Dual credit: Expecting AP credit for English Comp
GRADUATION CLEARANCE: Expecting transfer credit for SPAN 20401

What to Avoid:

- Including personal/confidential information about the student (Withdrew from classes due to pregnancy complication)
- Opinions or personal judgements about student or their progress (Eric seems to be lazy and won’t graduate if he doesn’t step it up)
- Requesting exceptions through the notes (PHYS UND from Ball State counts as PHYS 22000). These requests should be made in accordance with department policy.
- Writing in full sentences (Today Whitney came in to meet with me and we discussed her future career goals. She is interested in becoming a Forensic Psychologist. I recommended she think about a Criminal Justice minor in addition to her PSY major. She agreed and went to talk with Leslie Clark about adding the minor).
- Pasting email correspondence between advisor and advisees.

How to Input Notes:

1. Click on the note symbol located at the top of the myBLUEprint audit. Circled below in red.

2. The below window will pop up.
a. You can either select from the drop down list of predefined notes OR

b. Type in your own note in the large square below

3. If you check “Not available to student” the student will not be able to see the note. However, any Purdue Fort Wayne employee will be able to see the note. If another employee prints a PDF of the student’s myBLUEprint audit, the note will be listed on the printout.
4. Click “Save Note” to post it on the myBLUEprint audit.

The note will not appear until you click the button on “Worksheet page” of myBLUEprint.

5. You can Modify and Delete notes by clicking on the “Notes” Tab. (Note you can only Delete and Modify your own notes.)