

# 3

## Get the IAP approved by the Advisor

### STEP 1: Submit your IAP.

When you have assigned ALL the courses you plan to take to a specific quarter or semester term *up until the time you graduate*, you are ready to submit your IAP.

Click “SAVE PLANNER”.

Click “VIEW AS PDF” to view all the courses you’ve selected in PDF form.

[Goto What-if Report](#)

SAVE PLANNER

VIEW AS PDF

Click “SUBMIT IAP” to submit an IAP to an advisor for approval. A pop up will confirm your submission, and you will also receive an email confirmation.

The screenshot displays the Cal State L.A. IAP submission interface. On the left, there is a 'Current Academic Objective' table with the following details:

Field	Value	Term
Career:	Undergraduate	Fall Semester 2015
Program:	Business & Economics	Spring Quarter 2009
Plan:	Bus Adm-BS-MKT	Spring Quarter 2009
Sub-Plan:	Opt in Marketing Management	Spring Quarter 2009

Below this table, it shows 'Expected Grad Term: Summer Quarter 2011' and 'Graduation Status: Major & GE Courses not Met 2'. To the right, a 'Current Academic Summary' box displays: 'Last Term Registered: Spring Quarter 2011', 'Academic Standing: Good Standing', 'Overall GPA: 2.402', and 'CSULA GPA: 2.089'. A 'Message' pop-up window is centered on the screen, containing the text: 'Confirmation Pop-Up during submitting an IAP (31500.2). Your individualized Advisement Plan (IAP) has been submitted. Please make an appointment with your advisor to have your IAP approved.' with an 'OK' button. At the bottom of the interface, a table titled 'Unassigned Courses' lists two courses: ACCT 211 (Principles of Managerial Acct) and ECON 201 (Prin of Economics I: Micro). A notification banner at the top of the course list states 'CIS 100 has been moved to Fall Semester 2016.'

### STEP 2: An advisor will approve or return your IAP.

- If approved, you will be notified via email and a pop up message will appear when you log into GET. The IAP will be dated and stamped on the PDF you viewed before, and “Individual Advisement Plan” will be removed from your “To Do List.” **Congratulations, you’re done!** From here, you will continue to enroll and complete the courses necessary to graduate as planned. *Note: the IAP does*

*not automatically enroll you in courses.* Please follow usual procedures for class enrollment.

- If returned, you will be notified via email and a pop up message will appear when you log into GET. Return to your IAP and review the comments provided by your advisor. Then make the necessary changes. Finally, resubmit for an advisor to again review. Once you receive approval via email or pop up message in GET, the IAP will be dated and stamped on the PDF you viewed before, and “Individual Advisement Plan” will be removed from your “To Do List”. **Congratulations, you’re done!**

**STEP 3:** From here, you will continue to enroll and complete the courses necessary to graduate as planned. *Note: the IAP does not automatically enroll you in courses.* Please follow usual procedures for class enrollment. **Consult with the Advisor periodically if any changes accrue.**

