



User Guide:

MAP Advising

**Advising and Support Programs**



# MAP Advising – Advising and Support Programs

MAP Advising – Advising and Support Programs submission is administered by schools using the ISAC’s Gift Assistance Programs (GAP) Access portal at <https://isacportal.isac.org>. Advising and Support Programs entry is accessed by logging into GAP Access and selecting the School tab near the top of the screen after the school user has successfully logged in. Click the “MAP Advising Data” tab to navigate to the MAP Advising Main Screen.

## GAP Access Login

### Login

\* User ID  [Forgot User ID?](#) \*Indicates required field

\* Password  [Forgot Password?](#)

Login

Not registered yet? [Register here.](#)

**GAP Access**  
ISAC Gift Assistance Programs

Bruce Rauner, Governor,  
State of Illinois

UATTEST3 UATUPDT3 (Logout)

School Administration MAP ING

## GAP Access Login

### Login is Successful

Welcome, UATTEST3 UATUPDT3  
Last Login: 2015-09-04 09:46:08.9

Update Profile

**GAP Access**  
ISAC Gift Assistance Programs

Bruce Search using Yahoo  
State of Illinois

UATTEST3 UATUPDT3 (Logout)

School Administration MAP ING

## School: Details

School Demographics Budget **MAP Advising Data**

Please note that the system will time out after prolonged inactivity. The following message will appear to allow you to save your data:

Warning! Due to inactivity, your session has expired. Please save any data you may have entered before refreshing the page.

# Introduction to MAP Advising

## Background

The MAP Advising Working Group was formed at the direction of the Illinois General Assembly as an “offshoot” of the MAP Task Force. The Working Group’s final report was filed in February of 2014, and recommendations from the report were approved by the Illinois Student Assistance Commission at its April, 2014 meeting.

Ultimately, as formalized by [ISAC Administrative Rules](#) effective July 1, 2015, MAP-approved institutions are required to submit to ISAC retention, completion and graduation data, as well as advising and support program information **for MAP recipients\*** on an annual basis.

## Benefits

The advising and support program information submitted via GAP Access will be compiled and used build a repository of programs that may be useful in enhancing advising at their institutions – a best practices resource. GAP Access provides a streamlined and standardized process to report information about available advising and support programs at each institution. Please use this guide to assist you in entering data into the GAP Access system.

In general, advising and support program submission is due by November 6.

*\* ISAC Administrative Rules require the submission of advising data for MAP recipients. However, this requirement does not preclude schools from submitting data for all students (MAP recipients and non-MAP recipients) at the school if desired.*

# MAP Advising Main Screen

The MAP Advising and Support data entry is divided into 4 sections: 1 - MAP Advising Main Screen 2 - Freshman/First-year Academic Advising Activities 3 - General Academic Advising Activities 4 - Support Programs Offered

The MAP Advising Main Screen is used to complete Section 1- MAP Advising Main Screen (3 questions). It also provides the navigation to the other sections.

## School: MAP Advising Data Collection

School Demographics

Budget

MAP Advising Data

## MAP Advising Main Screen

ISAC is required to ensure that schools are fulfilling their obligations with regard to providing advising to their students.

Please answer the following three questions:

1. Does your school make academic advising available for all students?
2. Does your school require mandatory advising for first-year students?
3. Does your school require mandatory advising for students who are part of an at-risk population identified at your school?

Enter Data For:

Freshman/First-year Academic Advising Activities

General Academic Advising Activities

Support Programs Offered

Save This Data

Certify MAP Advising Data

Next, click the dropdown box under the “Enter Data For:” portion of the screen. All 3 selections from the dropdown box need to be completed, one option at a time. After completing each section, you will be returned to this screen to select and navigate to the next section.

To Navigate to Section 2 - Freshman/First-year Academic Advising Activities, select that option from the dropdown box.

**WARNING!:** Do not click the Certify MAP Advising Data box until entry for all sections is complete and you are ready to submit the information to ISAC.

# Freshman/First-year Academic Advising

The survey questions for **MAP-recipient** Freshman/First-year Academic Advising are displayed over the next 2 pages.

The first question asks how academic advising activities are delivered to students. Consider your freshman/first year academic advising activities. The second section asks who the student interacts with on campus.

The total of each section should be 100%.

## School: MAP Advising Data Collection

School Demographics

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### Freshman/First-year Academic Advising Activities

Please provide information regarding your freshman/first-year academic advising activities. Your freshman/first-year advising activities may consist of several programs. Please consider the whole of your freshman/first-year academic advising efforts as a single program.

With regard to freshman/first-year academic advising in particular, how is this service delivered to the students?	Percent of an individual student's time spent (on average)
One-on-One	<input type="text"/> %
Group presentation	<input type="text"/> %
Online	<input type="text"/> %
Social media	<input type="text"/> %
Cell phone app	<input type="text"/> %
Email	<input type="text"/> %
Printed materials	<input type="text"/> %
Total:	0%

With regard freshman/first-year academic advising in particular, who do student advisees interact with for this program?	Percent of an individual student's time spent (on average)
Teaching staff/Professor	<input type="text"/> %
Academic advisor	<input type="text"/> %
Professional counseling staff	<input type="text"/> %
Financial aid staff	<input type="text"/> %
Peer/near peer	<input type="text"/> %
Total:	0%

# Freshman/First-year Academic Advising

Answer the next two questions regarding the frequency of MAP-recipient Freshman/First-year Academic Advising activities. Then, provide contact information and click the “Save This Data...” button to return to the MAP Advising Main Screen.

With regard to freshman/first-year academic advising in particular, about how much time in total, on average, is spent in an academic year by an individual student participating in this activity?

<input type="radio"/> Less than 30 minutes
<input type="radio"/> 30 minutes to 2 hours
<input type="radio"/> Between 2 and 10 hours
<input type="radio"/> Between 10 and 40 hours
<input type="radio"/> Between 40 and 100 hours
<input type="radio"/> More than 100 hours

With regard to freshman/first-year academic advising in particular, about how often in an academic year, on average, would an individual student participate in this activity?

<input type="radio"/> Every day
<input type="radio"/> A couple of times or more a week
<input type="radio"/> Once a week
<input type="radio"/> A couple of times a month
<input type="radio"/> Once a month
<input type="radio"/> Once a term/quarter/semester
<input type="radio"/> Once a year
<input type="radio"/> Once

Freshman/first-year academic advising activities contact name:

Freshman/first-year academic advising activities contact phone:

Freshman/first-year academic advising activities contact email:

[Save This Data and Return to the MAP Advising Main Screen](#)

# Navigate to General Academic Advising Activities

Once back to the MAP Advising Main Screen, click the drop-down arrow in the “Enter Data For:” section. Then, highlight and click the “General Academic Advising” option from the drop-down menu to navigate to that section of the survey.

## School: MAP Advising Data Collection

School Demographics

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MAP Advising Data

## MAP Advising Main Screen

ISAC is required to ensure that schools are fulfilling their obligations with regard to providing advising to their students.

Please answer the following three questions:

1. Does your school make academic advising available for all students?
2. Does your school require mandatory advising for first-year students?
3. Does your school require mandatory advising for students who are part of an at-risk population identified at your school?

Enter Data For:

- Freshman/First-year Academic Advising Activities
- General Academic Advising Activities
- Support Programs Offered

Certify MAP Advising Data

# General Academic Advising Activities

The survey questions for MAP-recipient General Academic Advising are displayed over the next 2 pages.

The first question asks about how academic advising activities are delivered to students. Consider all of your general academic advising activities. The second section asks about who the student interacts with on campus.

The total of each section should be 100%.

Delivery mechanism: (check all that apply)	Percent of an individual student's time spent (on average)
One-on-One	<input type="text"/> %
Group presentation	<input type="text"/> %
Online	<input type="text"/> %
Social media	<input type="text"/> %
Cell phone app	<input type="text"/> %
Email	<input type="text"/> %
Printed materials	<input type="text"/> %
Other (please specify) <input type="text"/>	<input type="text"/> %
Total: 0%	

Who do student recipients interact with for this program? (check all that apply)	Percent of an individual student's time spent (on average)
Teaching staff/Professor	<input type="text"/> %
Academic advisor	<input type="text"/> %
Professional counseling staff	<input type="text"/> %
Financial aid staff	<input type="text"/> %
Peer/near peer	<input type="text"/> %
Other (please specify) <input type="text"/>	<input type="text"/> %
Total: 0%	

# General Academic Advising Activities

Answer the next two questions regarding the frequency of MAP-recipient General Academic Advising activities. Then, provide contact information and click the “Save This Data...” button to return to the MAP Advising Main Screen.

With regard to general academic advising, about how much time in total, on average, is spent in an academic year by an individual student participating in this activity?

<input type="radio"/> Less than 30 minutes
<input type="radio"/> 30 minutes to 2 hours
<input type="radio"/> Between 2 and 10 hours
<input type="radio"/> Between 10 and 40 hours
<input type="radio"/> Between 40 and 100 hours
<input type="radio"/> More than 100 hours

With regard to general academic advising, about how often in an academic year, on average, would an individual student participate in this activity?

<input type="radio"/> Every day
<input type="radio"/> A couple of times or more a week
<input type="radio"/> Once a week
<input type="radio"/> A couple of times a month
<input type="radio"/> Once a month
<input type="radio"/> Once a term/quarter/semester
<input type="radio"/> Once a year
<input type="radio"/> Once

General academic advising activities contact name:

General academic advising activities contact phone:

General academic advising activities contact email:

[Save This Data and Return to the MAP Advising Main Screen](#)

# Navigate to Support Programs Offered

Once back to the MAP Advising Main Screen, click the drop-down arrow in the “Enter Data For:” section. Then, highlight and click the “Support Programs Offered” option from the drop-down menu to navigate to that section of the survey.

## School: MAP Advising Data Collection

School Demographics

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MAP Advising Data

## MAP Advising Main Screen

ISAC is required to ensure that schools are fulfilling their obligations with regard to providing advising to their students.

Please answer the following three questions:

1. Does your school make academic advising available for all students?
2. Does your school require mandatory advising for first-year students?
3. Does your school require mandatory advising for students who are part of an at-risk population identified at your school?

Enter Data For:

- Freshman/First-year Academic Advising Activities
- General Academic Advising Activities
- Support Programs Offered

Certify MAP Advising Data

# Support Programs Offered

To begin, type the program name in the box next to the Add A New Program button. Then click Add a New Program. The program's name will then appear in the Program heading and the Program Name box. Next, proceed to fill out the questions related to the program.

The entry for this section differs from the previous sections in that this section should be fully completed **for each program** that is included. So, you will need to complete this screen for each of the programs included following the instructions over the next 5 pages to enter and add programs.

**School: MAP Advising Data Collection**

School Demographics Budget MAP Advising Data

**Program : SELECT**

Support Programs Offered

Please provide information on other support programs targeted at student retention and completion about which you wish to report. Please remember that the purpose of collecting this information is to share data with other schools about successful programs that can increase student success.

Program Name SELECT  Add A New Program

**School: MAP Advising Data Collection**

School Demographics Budget MAP Advising Data

**Program : Test1**

Support Programs Offered

Please provide information on other support programs targeted at student retention and completion about which you wish to report. Please remember that the purpose of collecting this information is to share data with other schools about successful programs that can increase student success.

Program Name Test1  Add A New Program

# Support Programs Offered

Next, check the Program Type and then type a brief narrative of the program.

## Program type: (check all that apply)

- Non-academic/life issue advising
- Degree mapping/Path to a Degree
- Completion
- Tutoring
  - Math
  - English/Writing
  - Study Skills
  - Other
- Mentoring
- Transition/Orientation
- Student/Faculty Interaction
- Learning community
- Scholarship
- Tracking/Early Warning
- Other (please describe)

## Narrative description of the program:

# Support Programs Offered

Indicate the students served by the program entered on the previous page.

## Students served by this program

Report the number of students served and whether they participate in this program on a mandatory or voluntary basis

Who is the targeted group of students for this program?	Number Served	Mandatory Basis	Number Served	Voluntary Basis
All students	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Incoming freshmen	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
New students	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Upperclassmen	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Low-income students	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
First generation students	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Athletes	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Specific racial or ethnic group	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Students with disabilities	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Academically underprepared students	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
International students	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
ESL students	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Veterans	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Students in a particular degree program. Which program? <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Other (please identify) <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

# Support Programs Offered

Fill in the information as requested.

Delivery mechanism: (check all that apply)	Percent of an individual student's time spent (on average)
One-on-One	<input type="text"/> %
Group presentation	<input type="text"/> %
Online	<input type="text"/> %
Social media	<input type="text"/> %
Cell phone app	<input type="text"/> %
Email	<input type="text"/> %
Printed materials	<input type="text"/> %
Other (please specify) <input type="text"/>	<input type="text"/> %
Total: 0%	

Who do student recipients interact with for this program? (check all that apply)	Percent of an individual student's time spent (on average)
Teaching staff/Professor	<input type="text"/> %
Academic advisor	<input type="text"/> %
Professional counseling staff	<input type="text"/> %
Financial aid staff	<input type="text"/> %
Peer/near peer	<input type="text"/> %
Other (please specify) <input type="text"/>	<input type="text"/> %
Total: 0%	

# Support Programs Offered

Respond to the questions below.

On average, about how much time in total is spent in an academic year by an individual student participating in this program?

Less than 30 minutes	<input type="radio"/>
30 minutes to 2 hours	<input type="radio"/>
Between 2 and 10 hours	<input type="radio"/>
Between 10 and 40 hours	<input type="radio"/>
Between 40 and 100 hours	<input type="radio"/>
More than 100 hours	<input type="radio"/>

On average, about how often in an academic year would an individual student participate in this program?

Everyday	<input type="radio"/>
A couple of times or more a week	<input type="radio"/>
Once a week	<input type="radio"/>
A couple of times a month	<input type="radio"/>
Once a month	<input type="radio"/>
Once a term/quarter/semester	<input type="radio"/>
Once a year	<input type="radio"/>
Once	<input type="radio"/>

What academic year did this program start?  E.g.:2014-15

What is the estimated annual academic year cost for this program? Please focus on identifiable direct costs including estimated staff salaries and benefits, food, supplies, and contractual. This is intended to give other schools an idea of the expenses that might be need to replicate this program.

\$

What is the estimated number of weekly staff hours on average required for this program?

# Support Programs Offered

Enter any program results in the box and provide contact information for this program. To continue entering programs, click the Save and Enter Data for Another Support Program button. Then, follow the instructions on page 10 to complete information for that program.

Otherwise, click the “Save This Data and Return to the MAP Advising Main Screen” button to return to the MAP Advising Main Screen.

## Program Results:

Please provide a narrative description of how the effectiveness of this program is monitored and/or tracked and whether you have found this program to be generally effective.

Program contact name:

Program contact phone:

Program contact email:

[Save and Enter Data for Another Support Program](#)

[Save This Data and Return to the MAP Advising Main Screen](#)

In subsequent years, program information that is saved will automatically display. Only updates to current programs and the addition of new programs will need to be data entered.

Once all data entry is completed and verified, the financial aid director may certify the data by clicking the [Certify MAP Advising Data](#) button on the MAP Academic Advising Main Screen.