


AIPs

Peoplesoft Advisors How Tos (rev. 10.2.16)

To release an Academic Improvement Plan (AIP) hold for a student:

- Log into “MyClarion”
- Click on **Faculty Center**
- Click on “Advisor Center Tab”
- Click on student’s name. (If the student’s name is not listed, then click “view data for other students,” and type student’s last name or student ID).
- Click the “General Information” tab at the top of the page.
- Scroll to the Service Indicators section
- In the service indicator box, click on  Academic Improvement Plan
- Click Release button on upper right hand side of screen
- Select OK (at the bottom of the screen) to confirm

To view an Academic Improvement Plan (AIP) for a student:

- Log into “MyClarion”
- Click on **“Campus Solutions”**
- Click on “Records and Enrollment”
- Click on “Custom SR”
- Click on “AIP Student Term Information”
- Type student’s last name or student ID.
- When the student’s name comes up, click on the current term
 - Terms are coded by MYYT (Millennium, last 2 digits of year, Term)
 - 1 = Spring, 8 = Fall
- Click on “AIP Attachments” tab near top of page