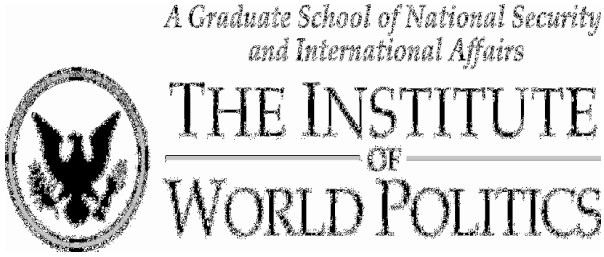

EMPOWER

Self-Service Portal
Student User Manual

by

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Registrar

[1] Adapted from the OASIS Student User Manual, July 2013, Benedictine College.

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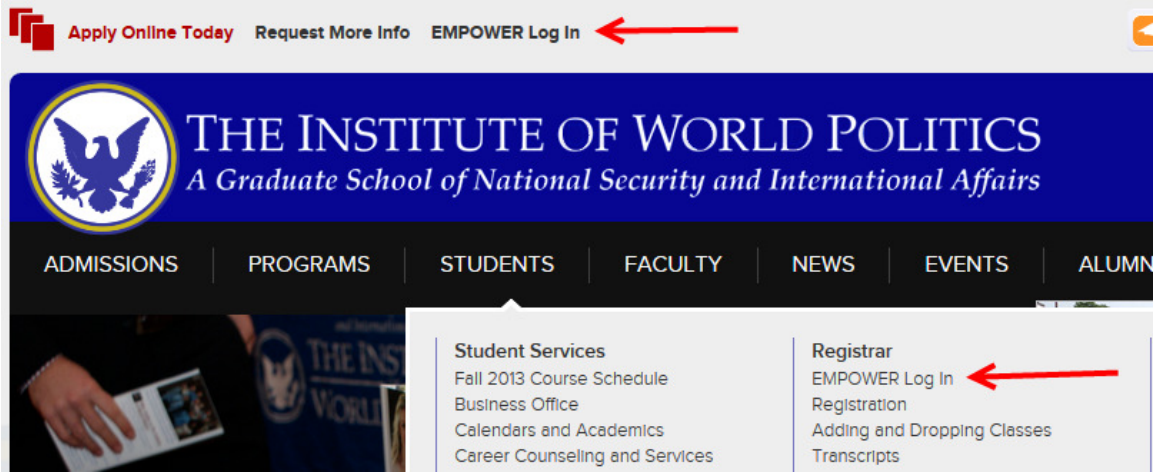
Every effort has been made to ensure that this document is accurate. If you notice any errors, please contact Hasanna Tyus at htyus@iwp.edu.

1. Introduction

The website for the EMPOWER self-service portal, is:_

https://iwp.empower-xl.com

There are also a links to this page on the IWP homepage.



The opening page of the website looks like this:

From here you can:

a) Have your password sent to you using the **Forgotten Password** tab
b) See all the courses offered in a given semester using the **Course Catalog** tab

(Note: you do not have to login to see the list of courses)

c) Download this EMPOWER Student User Manual

d) Login to your account using your name and password.

2. Accessing your account:

Enter your username in the textbox above the label: **username**.

Enter your password in the textbox.

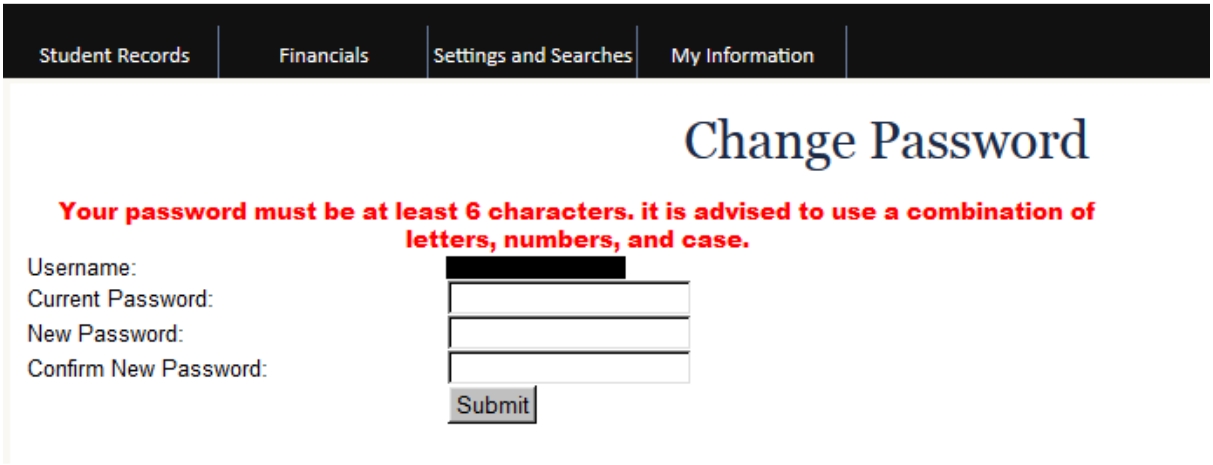
Your username and password should be typed using **all lowercase letters.**

After you enter your password and are logged in, you will see a screen similar to this one:

3. Changing your password

The first thing you should do the very first time you login to EMPOWER is to change your password using the **My Information** tab and selecting **Change Password**.

Follow the directions given to change your password to one you can easily remember.



4. Set the semester/term

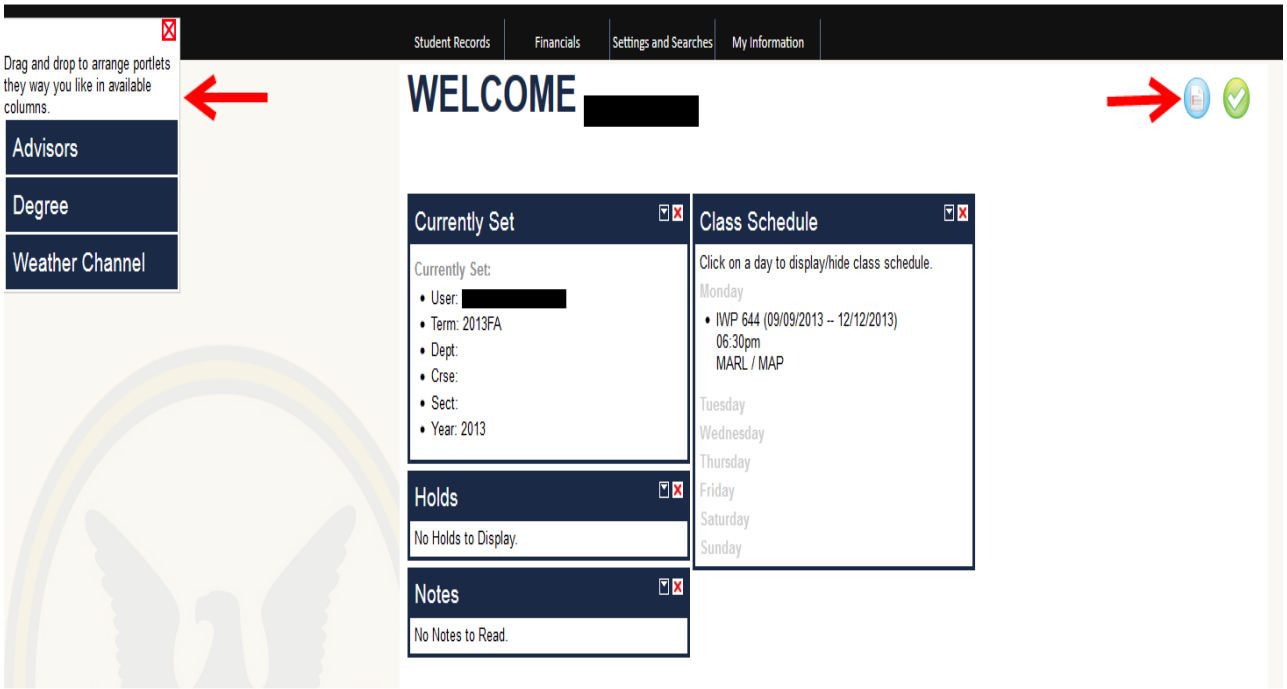
Select the **Settings & Searches** tab and **Global Variables**.

From the pull-down menu, select the term for the information you wish to view.

5. Setting up your Welcome Screen

If you click the blue circle in the upper right hand corner of the OASIS login page (shown below), you will have the option to personalize your home page of OASIS. After you set your term, you can view your schedule for the term if you have one.

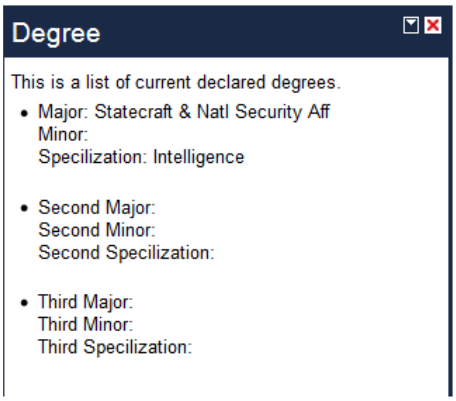
The **"Currently Set"** window will allow you to set the desired term more easily than the option described above.



Dragging the ***Degree*** option to your Welcome screen gives you the following information about your declared majors and minors. This may be handy to always have available as reference each time you login.

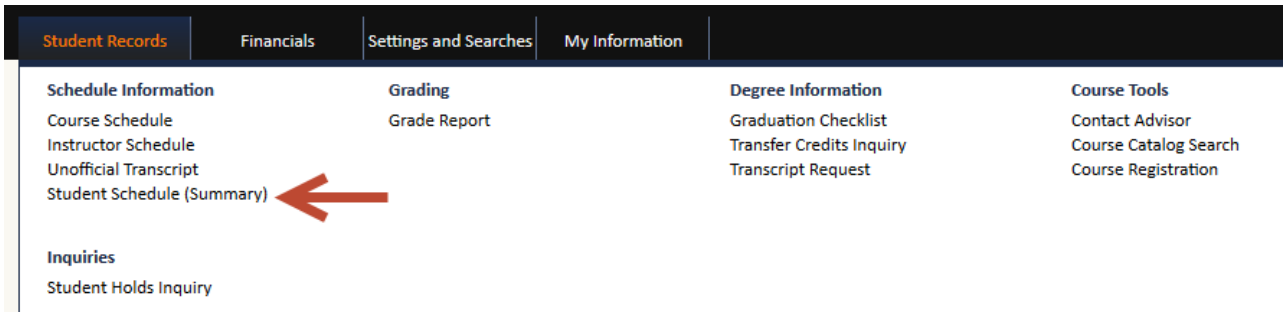
If there are menus on your Welcome screen that you do not want, click on the red "X" in the box to hide it.

Be sure to click on the Green check mark in the upper right hand corner to save any changes that you make.

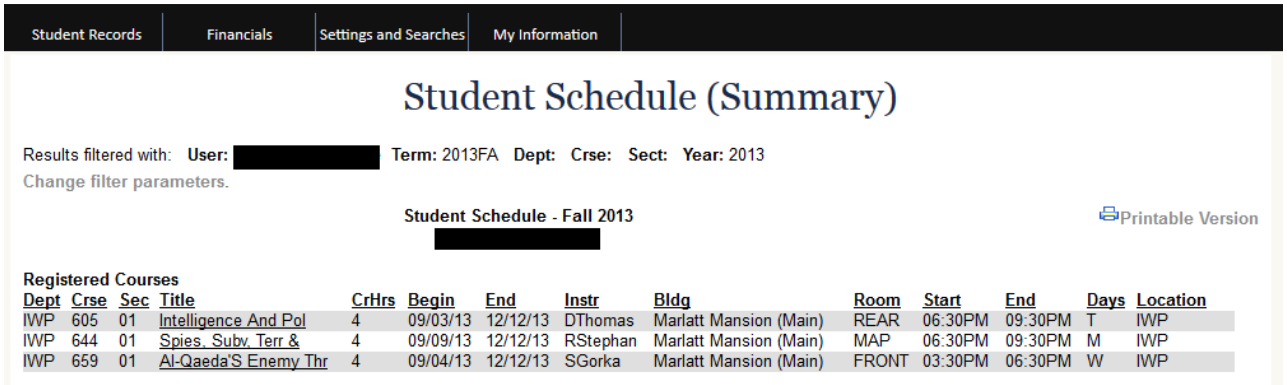


6. View and print your course schedule

Set your term for the appropriate semester (#4) if you have not already done so.
Select **Student Records** then under **Schedule Information** heading choose **Student Schedule (Summary)**.

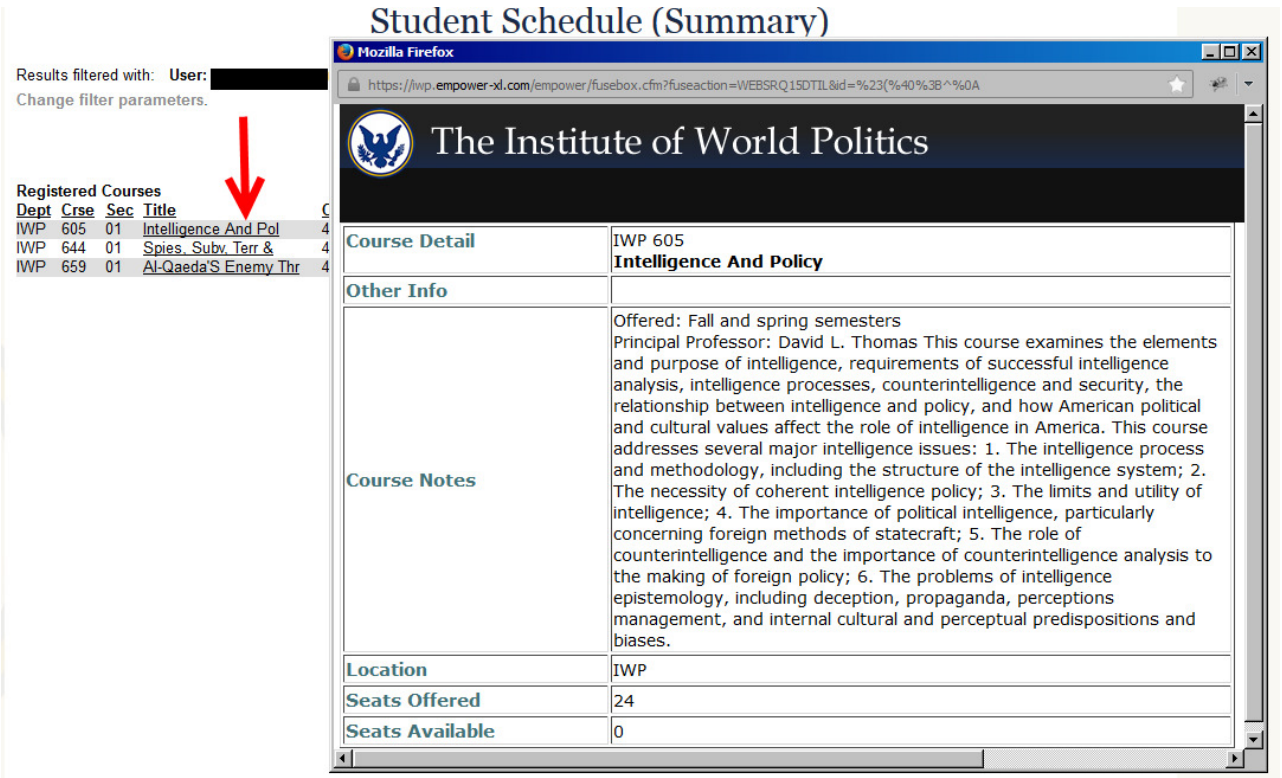


And here's what you will see….



Dept	Crse	Sec	Title	CrHrs	Begin	End	Instr	Bldg	Room	Start	End	Days	Location
IWP	605	01	Intelligence And Pol	4	09/03/13	12/12/13	DThomas	Marlatt Mansion (Main)	REAR	06:30PM	09:30PM	T	IWP
IWP	644	01	Spies, Subv, Terr &	4	09/09/13	12/12/13	RStephan	Marlatt Mansion (Main)	MAP	06:30PM	09:30PM	M	IWP
IWP	659	01	Al-Qaeda'S Enemy Thr	4	09/04/13	12/12/13	SGorka	Marlatt Mansion (Main)	FRONT	03:30PM	06:30PM	W	IWP

If you click on the underlined course name, you get the "**Details**" of the class. This is important because it tells you about additional course fees and additional materials that may be required in the class.

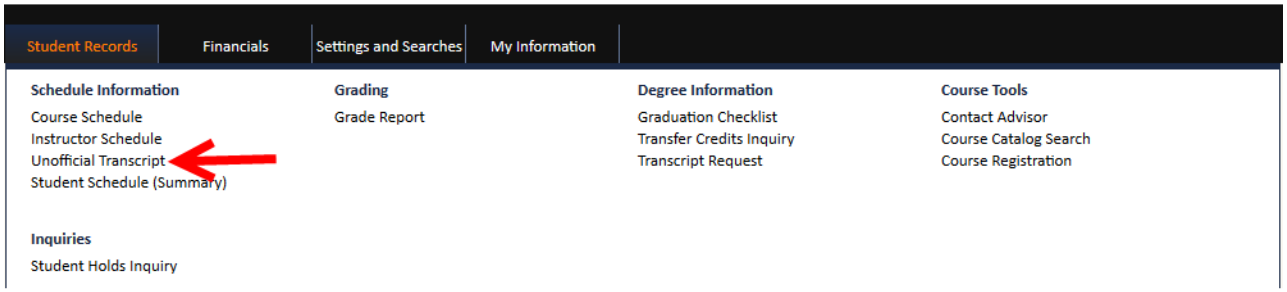


You can print this page or select the **Printable Version** (button in the upper right hand corner) and get a schedule that looks like the one below:

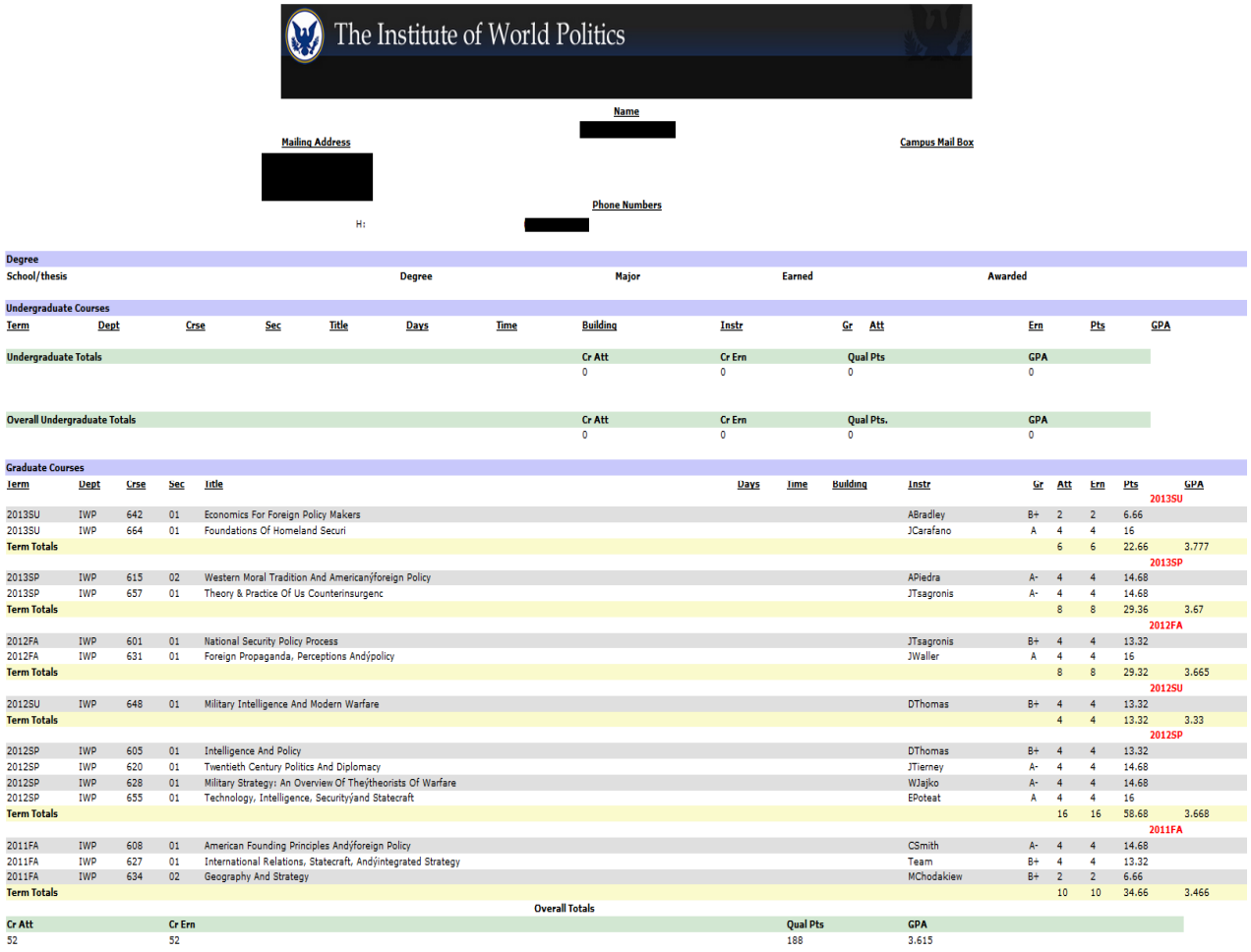
Dept	Crse	Sec	Title	CrHrs	Begin	End	Instr	Bldg	Room	Start	End	Days	Location
IWP	605	01	Intelligence And Pol	4	09/03/13	12/12/13	DThomas	Marlatt Mansion (Main)	REAR	06:30PM	09:30PM	T	IWP
IWP	644	01	Spies, Subv, Terr &	4	09/09/13	12/12/13	RStephan	Marlatt Mansion (Main)	MAP	06:30PM	09:30PM	M	IWP
IWP	659	01	Al-Qaeda'S Enemy Thr	4	09/04/13	12/12/13	SGorka	Marlatt Mansion (Main)	FRONT	03:30PM	06:30PM	W	IWP

7. View and print your unofficial transcript

Set your term for the appropriate semester (#4) if you have not already done so.
Select **Student Records** > **Schedule Information** > **Unofficial Transcript.**



This option lists all the classes that you have taken at IWP, all the classes that you may have transferred to IWP , and the classes you are enrolled in for the next semester. There is also a Printable Version so you can easily print an unofficial copy of your transcript. (see next page for an example of an unofficial transcript.) Your cumulative grade point average (gpa) is also listed on this unofficial transcript.



The Institute of World Politics

Name [redacted]

Mailing Address [redacted]

Campus Mail Box

Phone Numbers

H: [redacted]

Degree

School/thesis	Degree	Major	Earned	Awarded

Undergraduate Courses

Term	Dept	Crse	Sec	Title	Days	Time	Building	Instr	Gr	Att	Ern	Pts	GPA

Undergraduate Totals	Cr Att	Cr Ern	Qual Pts	GPA
	0	0	0	0

Overall Undergraduate Totals	Cr Att	Cr Ern	Qual Pts.	GPA
	0	0	0	0

Graduate Courses

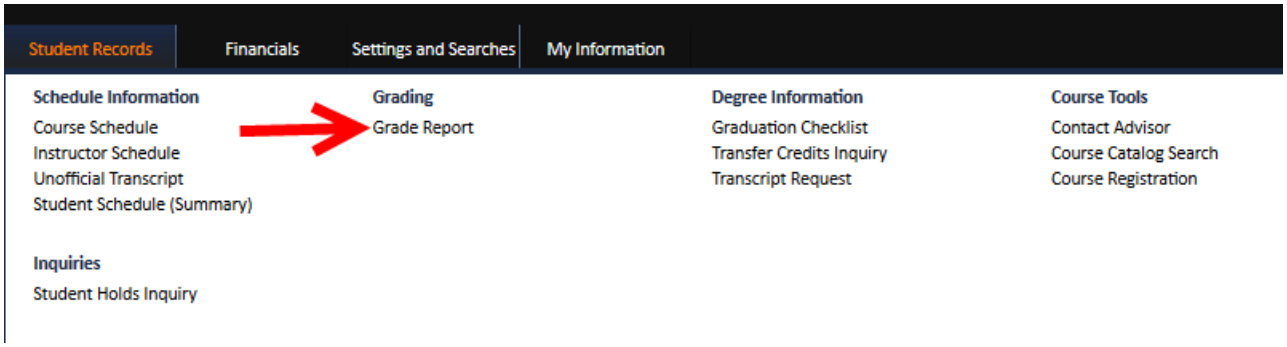
Term	Dept	Crse	Sec	Title	Days	Time	Building	Instr	Gr	Att	Ern	Pts	GPA
													2013SU
2013SU	IWP	642	01	Economics For Foreign Policy Makers				ABradley	B+	2	2	6.66	
2013SU	IWP	664	01	Foundations Of Homeland Securi				JCarafano	A	4	4	16	
Term Totals										6	6	22.66	3.777
													2013SP
2013SP	IWP	615	02	Western Moral Tradition And Americanýforeign Policy				APiedra	A-	4	4	14.68	
2013SP	IWP	657	01	Theory & Practice Of Us Counterinsurgenc				JTsagronis	A-	4	4	14.68	
Term Totals										8	8	29.36	3.67
													2012FA
2012FA	IWP	601	01	National Security Policy Process				JTsagronis	B+	4	4	13.32	
2012FA	IWP	631	01	Foreign Propaganda, Perceptions Andýpolicy				JWaller	A	4	4	16	
Term Totals										8	8	29.32	3.665
													2012SU
2012SU	IWP	648	01	Military Intelligence And Modern Warfare				DThomas	B+	4	4	13.32	
Term Totals										4	4	13.32	3.33
													2012SP
2012SP	IWP	605	01	Intelligence And Policy				DThomas	B+	4	4	13.32	
2012SP	IWP	620	01	Twentieth Century Politics And Diplomacy				JTierney	A-	4	4	14.68	
2012SP	IWP	628	01	Military Strategy: An Overview Of Theýtheorists Of Warfare				WJajko	A-	4	4	14.68	
2012SP	IWP	655	01	Technology, Intelligence, Securityýand Statecraft				EPoteat	A	4	4	16	
Term Totals										16	16	58.68	3.668
													2011FA
2011FA	IWP	608	01	American Founding Principles Andýforeign Policy				CSmith	A-	4	4	14.68	
2011FA	IWP	627	01	International Relations, Statecraft, Andýintegrated Strategy				Team	B+	4	4	13.32	
2011FA	IWP	634	02	Geography And Strategy				MChodakiew	B+	2	2	6.66	
Term Totals										10	10	34.66	3.466

Overall Totals

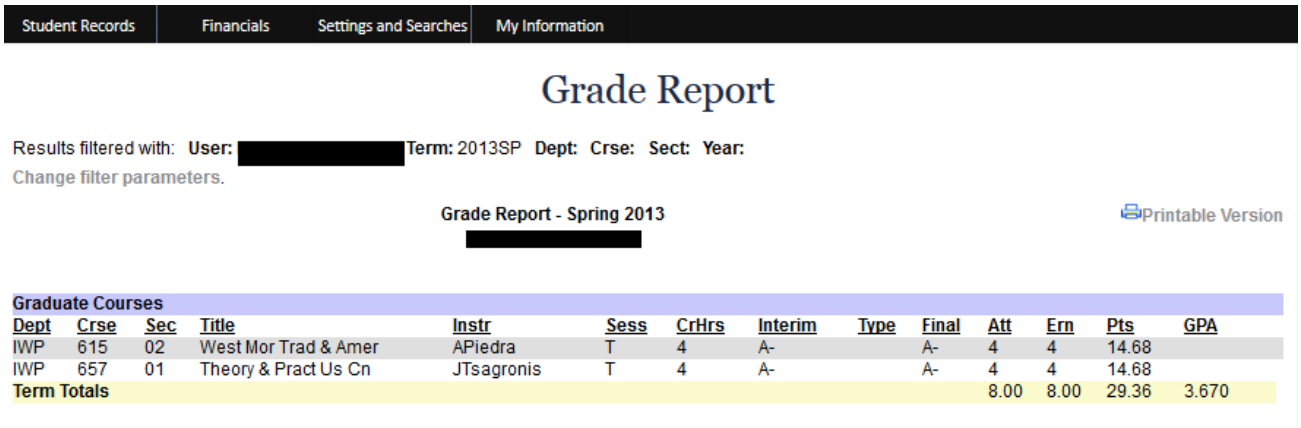
Cr Att	Cr Ern	Qual Pts	GPA
52	52	188	3.615

8. View your grade report

Select the term (#4).
Select **Student Records > Grading > Grade Report**.

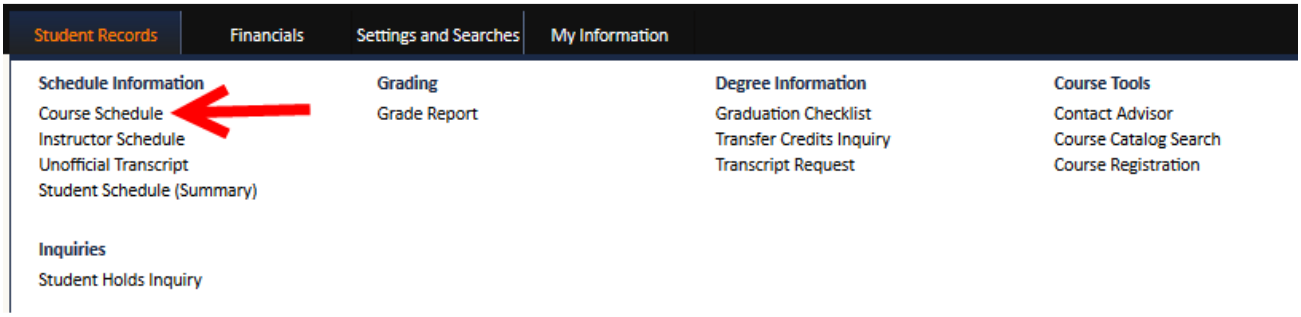


Here's a sample grade report. There is a **Printable Version** of this report, too.



9. List of courses being offered for a semester

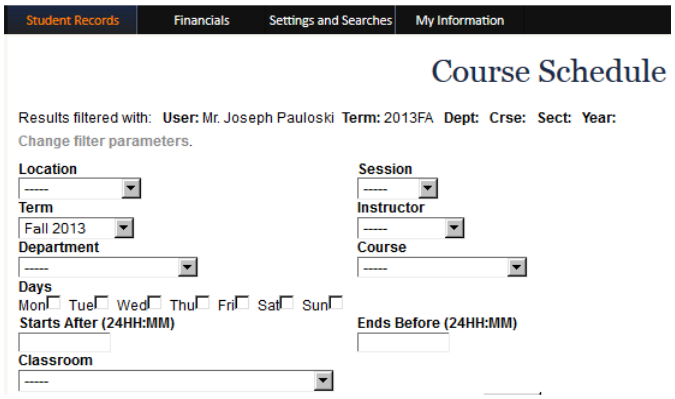
To obtain a list of courses being taught at Benedictine College in a given term, select **Student Records > Schedule Information > Course Schedule**.



At the right is the dialogue window that you'll get when you make this selection.

You must select a **Term**. The other selections are optional.

If you select only the term, this gives you a complete list of all classes taught at IWP.



You can look for courses taught at a certain time of day or on a specific day of the week, or those taught by a specific professor.

Choosing a selection on the **Session** option can be confusing unless you are looking for 2-credit courses that run for only 8 (weeks).

Term	Loc	Dept	Crse	Sect	Description	Cr	Bldg	Room	Start	Days	Time	Instructor	Off	Avail	
2013FA	IWP	IWP	601	01	Natl Security Policy	4	MARL	FRONT	09/03/2013	T	18:30/21:30	JTsagronis	18	6	Detail
2013FA	IWP	IWP	602	01	Nationalism And Isla	4							15	15	Detail
2013FA	IWP	IWP	605	01	Intelligence And Pol	4	MARL	REAR	09/03/2013	T	18:30/21:30	DThomas	24	0	Detail
2013FA	IWP	IWP	608	01	Amer Founding Princ	4	MARL	REAR	09/04/2013	W	18:30/21:30	JWood	24	2	Detail
2013FA	IWP	IWP	613	01	History Of Internati	4	MARL	FRONT	09/05/2013	R	14:30/17:30	JTierney	24	22	Detail
2013FA	IWP	IWP	615	01	West Mor Trad & Amer	4	MARL	REAR	09/09/2013	M	13:00/16:00	JWood	24	4	Detail
2013FA	IWP	IWP	615	02	West Mor Trad & Amer	4	MARL	FRONT	09/05/2013	R	18:30/21:30	APiedra	24	2	Detail
2013FA	IWP	IWP	620	01	Twentieth Cent Pol &	4	MARL	FRONT	09/09/2013	M	18:30/21:30	JTierney	24	4	Detail
2013FA	IWP	IWP	627	01	Int Rel, Statecraft	4	MARL	REAR	09/09/2013	M	18:30/21:30	Team	25	3	Detail
2013FA	IWP	IWP	627	02	Int Rel, Statecraft	4	MARL	REAR	09/04/2013	W	14:30/17:30	RFontaine	25	5	Detail
2013FA	IWP	IWP	628	01	Military Strategy: O	4	MARL	FRONT	09/03/2013	T	14:30/17:30	WJajko	20	12	Detail
2013FA	IWP	IWP	630	01	Chinese Grand Strate	4							20	20	Detail
2013FA	IWP	IWP	631	01	For Prop, Percept, &	4	MARL	REAR	09/05/2013	R	18:30/21:30	DGlancy	24	2	Detail
2013FA	IWP	IWP	633	01	Terrorism And Counte	4	MARL	MAP	09/03/2013	T	18:30/21:30	CHarmon	20	15	Detail
2013FA	IWP	IWP	634	01	Geography And Strate	2	BENT	REAR	08/27/2013	T	14:30/17:30	MChodakiew	15	1	Detail
2013FA	IWP	IWP	634	02	Geography And Strate	2	BENT	REAR	08/27/2013	T	18:30/21:30	MChodakiew	15	0	Detail
2013FA		IWP	639	01	U.S.-African Relatio	4							20	19	Detail
2013FA	IWP	IWP	641	01	Political Warfare: P	4	BENT	2FL-1	09/04/2013	W	18:30/21:30	DGlancy	15	6	Detail
2013FA	IWP	IWP	642	01	Eco For Forn Pol Mak	2	MARL	FRONT	09/09/2013	M	14:30/17:30	ABradley	15	7	Detail
2013FA	IWP	IWP	642	02	Eco For Forn Pol Mak	2							15	7	Detail
2013FA	IWP	IWP	644	01	Spies, Subv, Terr &	4	MARL	MAP	09/09/2013	M	18:30/21:30	RStephan	15	8	Detail

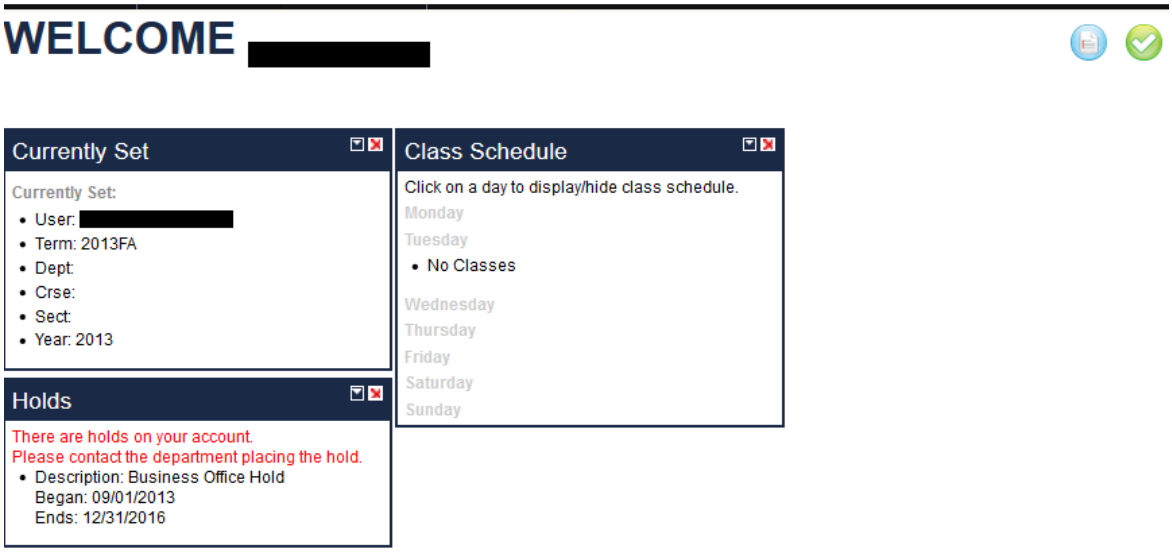
The red dot on the left side means that the class is full.

The **Detail** link on the right side of the screen provides important information about the class as shown here.

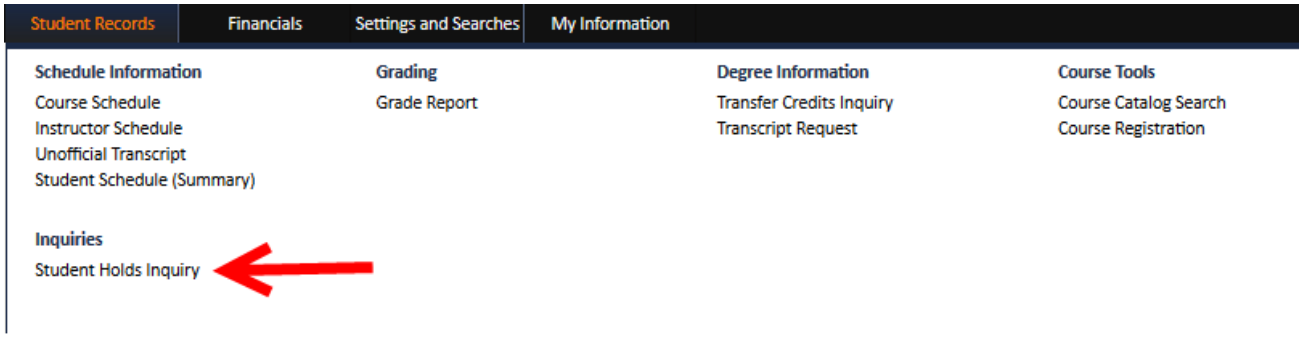
The **Detail** lists information like class fees, additional course requirements, or special information about the class such as instructor consent required to take the class.

10. Information about holds

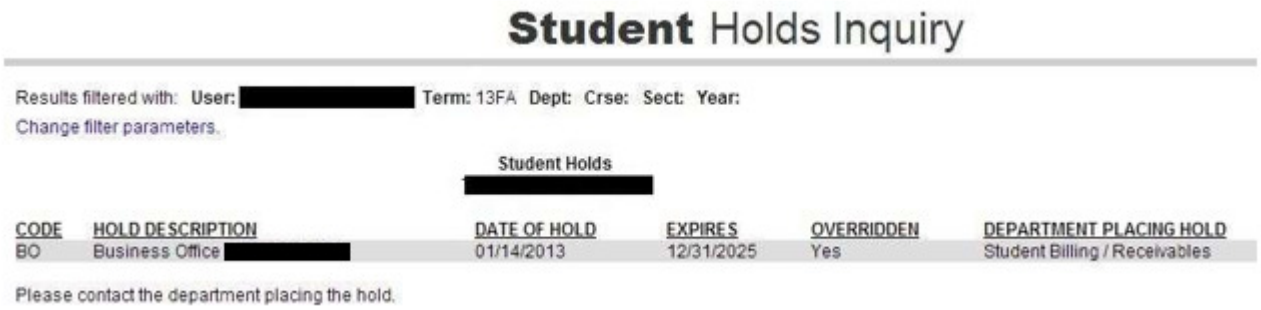
If there is currently a hold on your account, you will not be able to drop or add a class, view your grades, or get a copy of your transcript. Current holds are listed on the Welcome page when you log in to EMPOWER. The holds are shown here on the left side of the Welcome page, but it may be in a different location if you have personalized your Welcome page.



There is also the option to see a history of all your holds by selecting **Student Records > Inquiries > Student Holds Inquiry**.

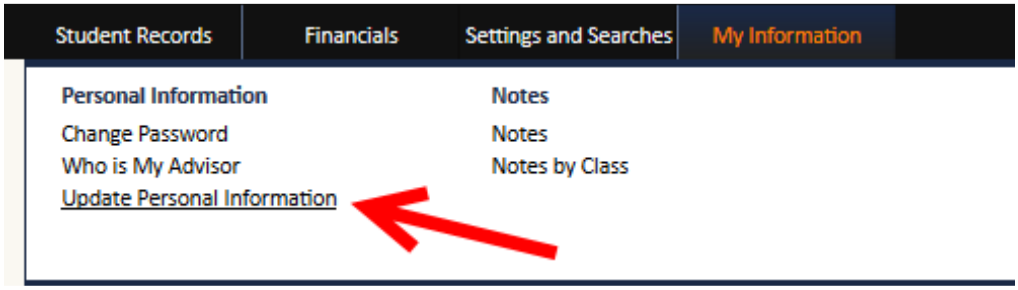


A Student Holds Inquiry looks like this. Notice in this example, there was once a hold on this student's account but it was overridden. This student has no current, active holds on their account.

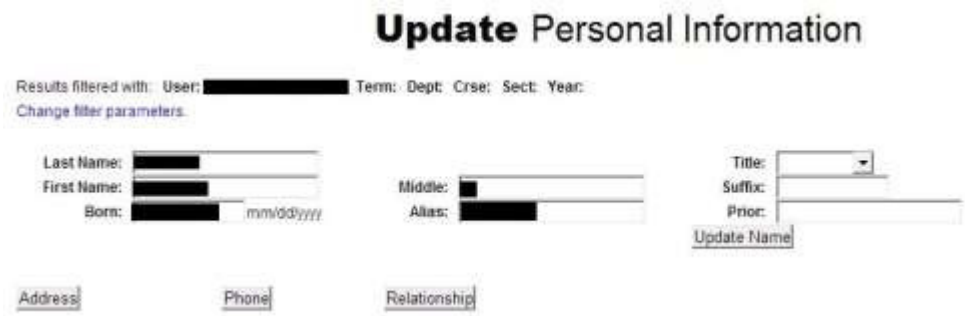


11. Update personal information

If you have a change of address, get a new phone number, etc., you need to update your personal information. **Select My Information > Personal Information > Update Personal Information**.



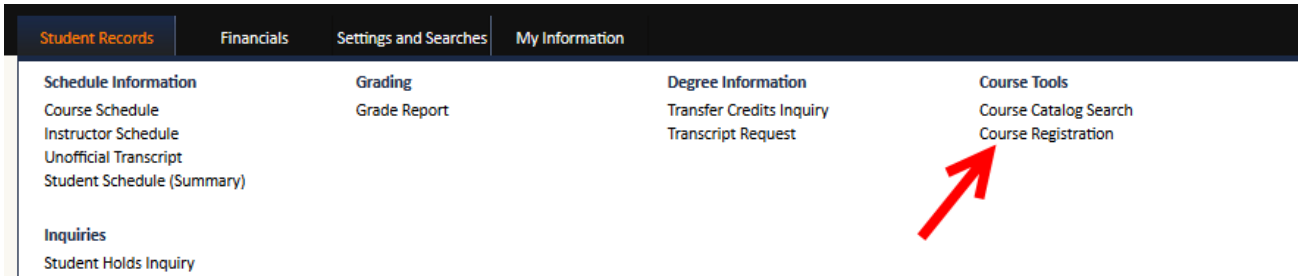
We do not allow students to update their name without bringing official notification of a name change to the Office of the Registrar.



Notice that you can select to update your address, phone, or employment information as stored in EMPOWER and these will be reviewed up and updated.

12. Student Self-Registration Guide

Choose **Student Records > Course Tools > Course Registration**.



The main EMPOWER screen for Course Registration will then appear. This shows the current

status of your schedule for the next semester.

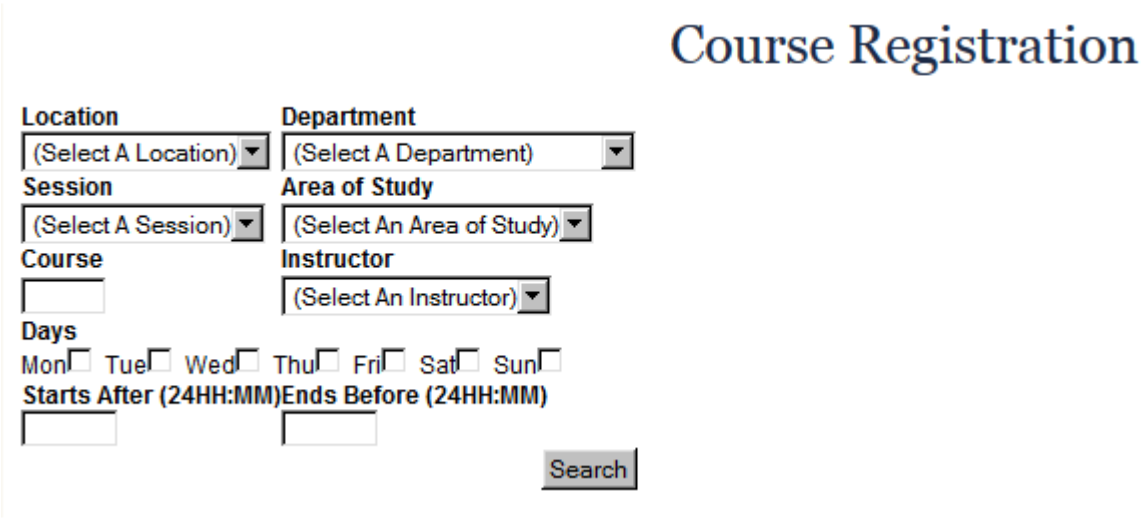
The courses listed below the heading **"Successful Registration"** are those in which you are currently enrolled. The courses listed below the heading **"Pending Registration"** are just that—pending. You are NOT enrolled in any of these courses until some specific action is taken.

Clicking on the **DROP** link will remove that course from your schedule. There is no warning given—the course is just dropped! **WARNING:** If you click **DROP** and remove yourself from a class that is full, you will not be able to get back into the class without seeing the instructor for special permission.

To Add a Class

To enroll in a class, click on the **"Add Courses"** button.

This screen below now appears. Select as many options as desired to narrow the number of courses displayed. If no options are selected, all the courses offered by IWP that term will be displayed.



To enroll in a course, click the box on the left. Click on **Detail** to find out about course fees or additional expenses associated with the course or if the course requires consent of the instructor (See #9 above for example).

After selecting the courses in which to enroll, click the **Register** button. (The **Register** button at the top of the list and the one at the bottom of the list both perform the same function—just use the one that is handiest for you.) The result is shown below.

Click on **See Detail** to return to the **Course Registration** screen. After we return to the Registration home screen, right now we'll just look at the **Pending Registrations** since they are the ones that need attention. Remember that the classes above this line in the **Successful Registration** area are those you are enrolled in for the next semester.

Notice that the reasons why you were unable to enroll in these classes. For the examples shown, the reasons include: (Note that this is not an exhaustive list of reasons.)

1. *Course requisites not met* – you have not completed the prerequisites so you can't this this class.
2. *Time conflict* – will either have to drop this class or the class you're already enrolled in since both meet at the same time.
3. *Duplicating course* – you have already taken this course or are currently enrolled in the class. If you need to repeat the class due to a low grade, complete a paper registration form and contact the Dean for permission to be added to this class.

Another reason a course could be pending is that it is waiting for consent from the instructor. If this is the case, you need to contact the instructor and ask him or her to approve you for the course. After the instructor gives approval, you must return to this screen and hit the "**Reprocess Pending"** button. The course will then move from **Pending** to **Successful Registration** if there are seats available in the class and all pre-requisites have been met.

Clicking on the **Delete** link will remove these courses.

To add another class, just click on **Add Courses** and repeat the process as above. You can do this as many times as you wish.

W**ait list Information**

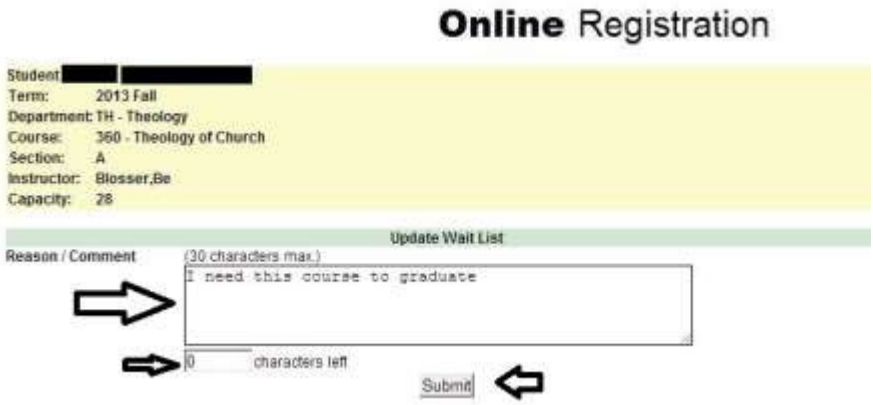
All of these **Pending** courses shown in this example (see next page) have the **WL** symbol to show that the student is currently on the wait list for each of these courses.

Click **Student Wait List** button in the upper right to view the following screen. This screen provides important information about the wait lists a student is on for this semester.

Current Position shows you the number of students on the waitlist and what number you are on that list.

Click on **REMOVE** to remove the class from the wait list. The class will remain on the pending list. (To remove the course from the **Pending** list, see above.)

Click on **UPDATE** to see the following screen. This allows you to add a comment giving the Registrar information about why you want/need to take this class.



Note that this comment is viewable by more than just you and the Registrar, so use discretion in what you say in your comment.

To Print the Schedule

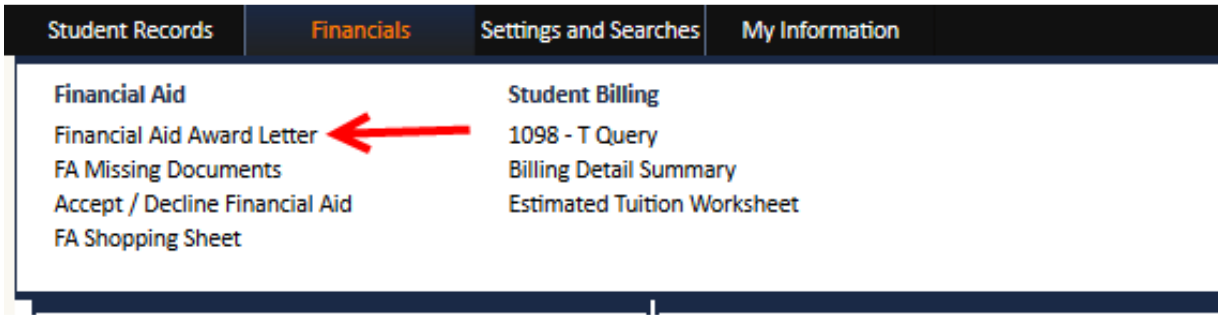
From the **Online Registration Screen**, select **Print Schedule** option. If needed, see #6 above for more information about printing.

Don't forget to log out when you finish with changing your schedule. This is especially critical if you are using a public computer.

You also use EMPOWER to access your Financial Aid and Billing information.

13. Financial Aid award letter

To view your Financial Aid award letter, select **Financials > Financial Aid > Financial Aid Award Letter.**



You will be prompted to select the academic **Award Year** (shown on right). After selecting the academic year, you will be able to view your complete financial aid package as shown below.

Financial Aid Award Letter

Results filtered with: **User:** [redacted] **Term:** 2013FA **Dept:** **Crse:** **Sect:** **Year:** 2013

Change filter parameters.

Award Year ***

***

2013-14

Financial Aid Award Letter

Results filtered with: **User:** [redacted] **Term:** 2013FA **Dept:** **Crse:** **Sect:** **Year:** 2013

Change filter parameters.

Award Year 2013-14

2013-14
07/01/2013-06/30/2014
ISIR Trans#:1
Award Letter#:2
REVISED

The Institute of World Politics is pleased to assist you in financing your education. Financial Aid offered is considered to be supplemental to the resources of yourself and other sources.

	2013SU	2013FA Full Time (>12)	2014SP Full Time (>12)	2014SU	Total	
Gift Aid						
Institutional Scholarship		$ 4,400.00			$ 4,400.00	
					Subtotal:	$ 4,400.00
Self Help						
Federal Grad Plus Loan		$ 2,962.00			$ 2,962.00 **	
Stafford UnSubsidized Loan		$ 10,250.00			$ 10,250.00 **	
					Subtotal:	$ 13,212.00
					Total:	$ 17,612.00

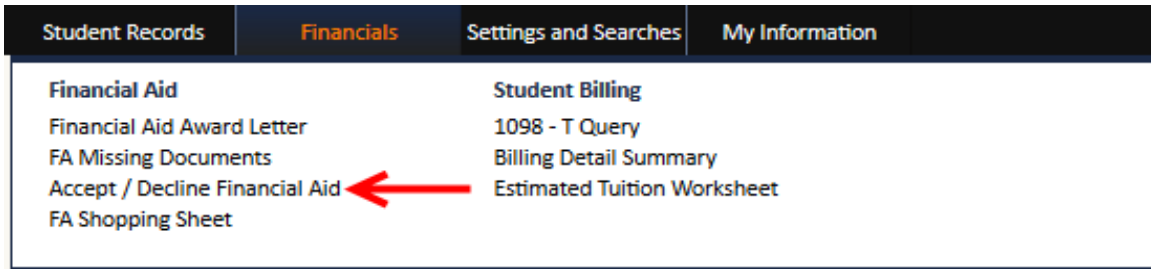
** An origination/guarantee fee will be subtracted by agency before disbursement
Your Total Award will be credited in two equal amounts (Fall semester/Spring semester) to help cover your bill.

Sincerely,

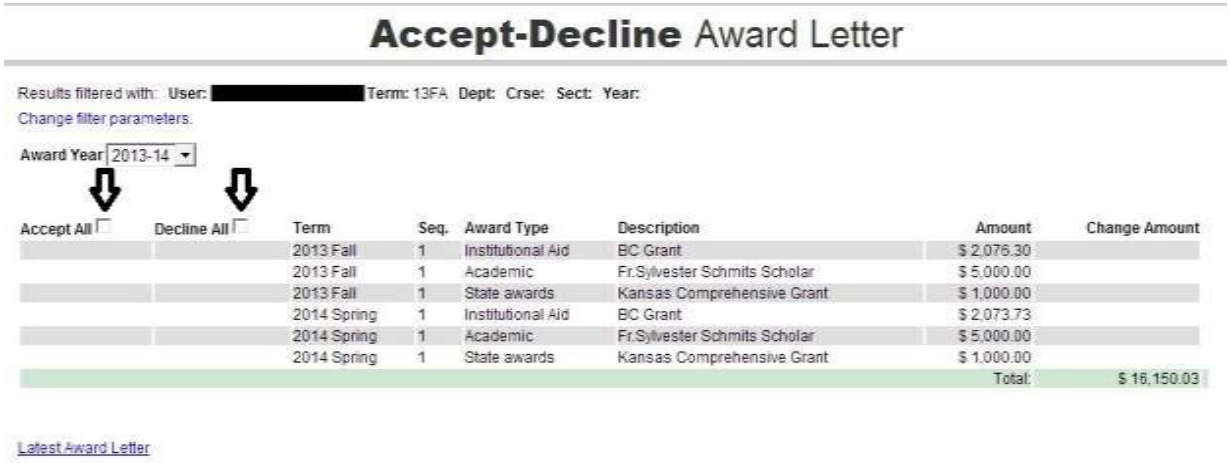
Office of Financial Aid
Accept / Decline Financial Aid

14. Accepting or declining your financial aid

You have the option to Accept or Decline your financial aid when you view your financial aid award letter (click on the link on the lower left-hand corner) of the letter or you can select **Financials > Financial Aid > Accept-Decline Award Letter**.
(Do not do this until you are notified by the Financial Aid Office for the 2014-2015 aid year)

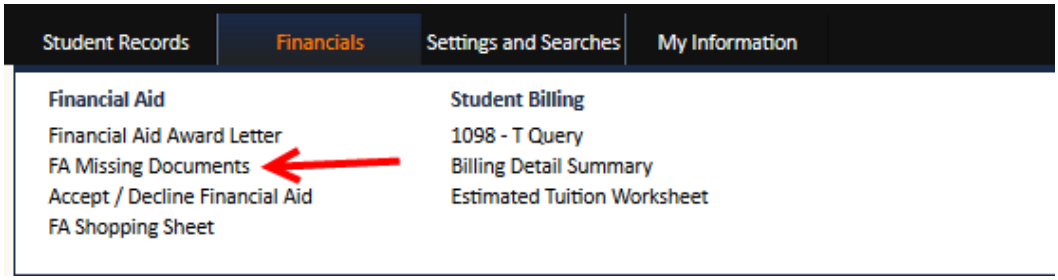


After selecting the award year, you can see your financial aid award for the year. You can accept or decline the financial aid package that has been prepared for you by checking the appropriate box. You must formally accept your award before any funds can be credited to your account.



15. Missing Financial Aid documents

To make sure you have all your financial aid documents completed, select **Financials > Financial Aid > Missing Documents.**



The Financial Aid office cannot complete your financial aid package until you have submitted all your documents to them.

This is what a report looks like for a student who is still missing some documents.

FA Missing Documents

Award Year 2013-14

2013-14

We are unable to progress until we receive the following documents:

Required Documents:

Documents	Date Requested	Date Needed	Due Date	Addl Info
Loan counseling for Stafford borrowers. Go to www.studentloans.gov	09/13/2013	09/13/2013		

Documents we would like to receive:

Documents	Date Requested	Date Needed	Due Date	Addl Info
NSLDS indicated reaching Loan Limits	09/03/2013	09/03/2013	09/03/2013	

16. Financial Aid Shopping Sheet

This page allows you to get a realistic look at the cost of your college education for the current year. The first part of this "Shopping Sheet" is shown below. The information along the left side is your personal information and the information along the right side of the page gives you information such as IWP's graduation rate and loan default rate.

Shopping Sheet

Award Year 2013-14

[redacted]

Printable Version

Costs in the 2013-14

Estimated Cost of Attendance	**$ 45,800.00** / yr
Books and Supplies	$ 1,000.00
Fees	$ 400.00
Personal Expenses	$ 1,000.00
Room and Board	$ 16,000.00
Transportation	$ 1,000.00
Tuition	$ 26,400.00

These costs reflect Direct Costs and Cost of Living at IWP

Grants and scholarships to pay for college

Total Grants and Scholarships (Gift Aid - no repayment needed)	**$ 0.00** / yr

What will you pay for college

Net Costs	**$ 45,800.00** / yr

(Cost of attendance minus total grants and scholarships)

Options to pay net costs

Loan Options*

Federal Direct Un-Subsidized Loan	$ 20,500.00
Federal Grad/PLUS Loan	$ 25,300.00

* Recommended amounts shown here. You may be eligible for a different amount. Contact your financial aid office.

Remaining Unmet Cost

Graduation Rate

Percentage of full-time students who graduate within 6 years

85%

Low | Medium | High

Loan Default Rate

Percentage of borrowers entering repayment and defaulting on their loan

8% — This Institution

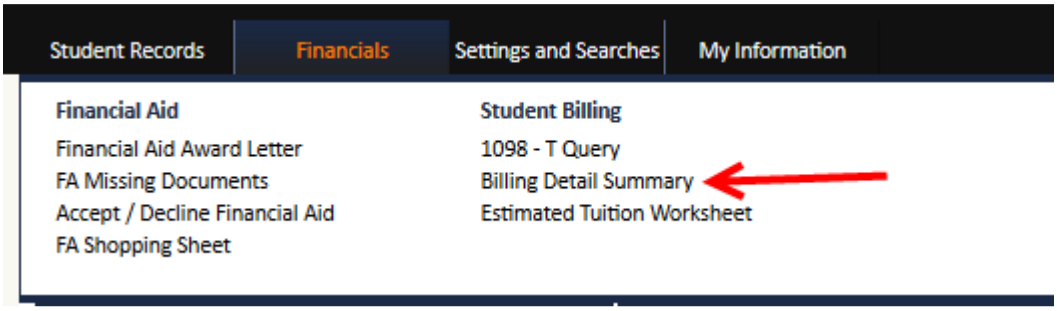
9.8% — National

Median Bollowing

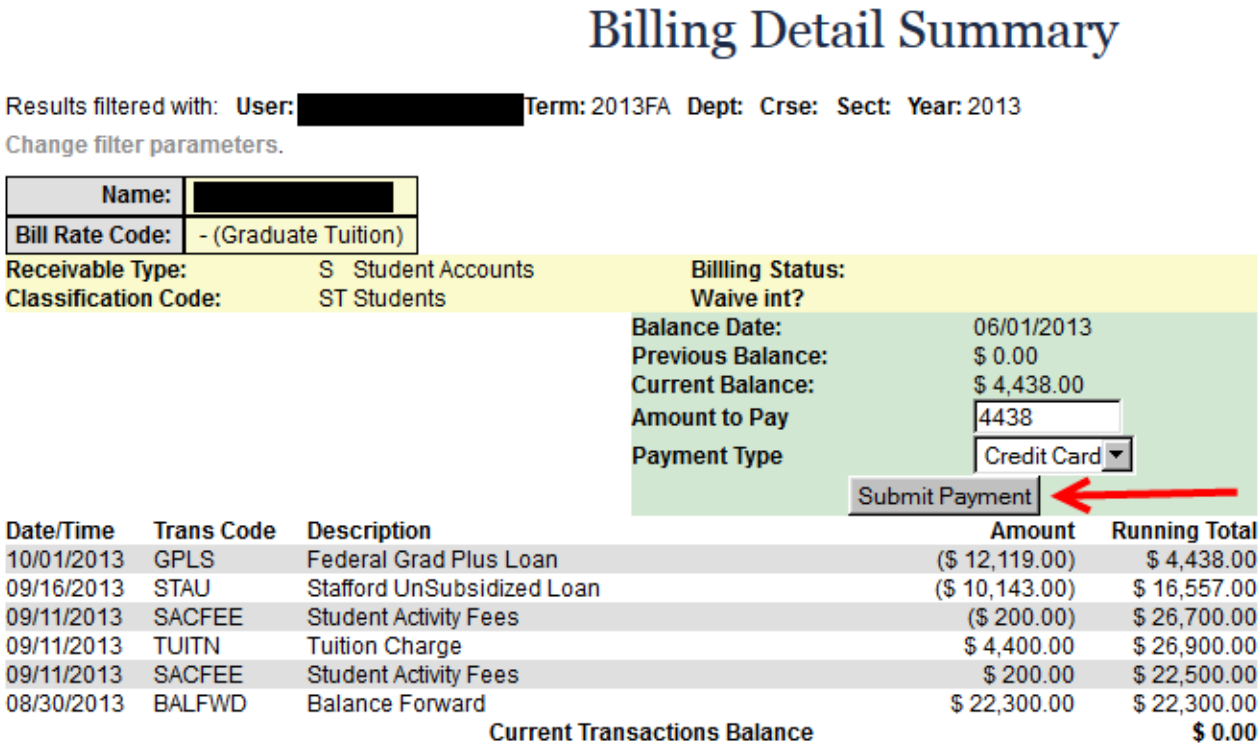
Students at this school typically borrow $10,000.00 in Federal loans for their undergaduate study. The Federal loan payment over 10 years for this

17. Current tuition bill

To view your current tuition bill for the semester, select **Financials > Student Billing > Billing Detail Summary.**



Here you can view your billing statement and pay your bill by selecting the **Submit Payment** button.



Billing Detail Summary

Results filtered with: **User:** [redacted] **Term:** 2013FA **Dept:** **Crse:** **Sect:** **Year:** 2013

Change filter parameters.

Name:	[redacted]
Bill Rate Code:	- (Graduate Tuition)

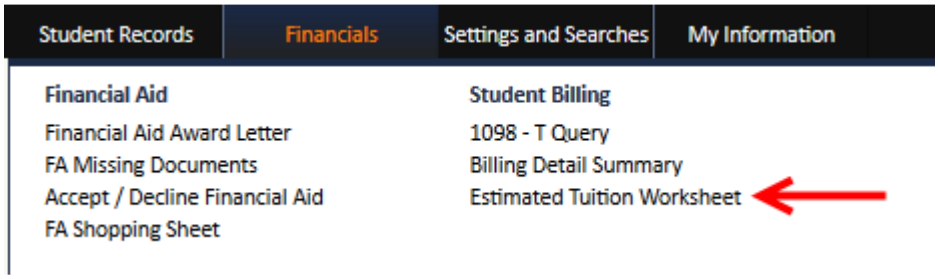
Receivable Type:	S Student Accounts	**Billling Status:**	
Classification Code:	ST Students	**Waive int?**	
		Balance Date:	06/01/2013
		Previous Balance:	$ 0.00
		Current Balance:	$ 4,438.00
		Amount to Pay	4438
		Payment Type	Credit Card

Submit Payment

Date/Time	Trans Code	Description	Amount	Running Total
10/01/2013	GPLS	Federal Grad Plus Loan	($ 12,119.00)	$ 4,438.00
09/16/2013	STAU	Stafford UnSubsidized Loan	($ 10,143.00)	$ 16,557.00
09/11/2013	SACFEE	Student Activity Fees	($ 200.00)	$ 26,700.00
09/11/2013	TUITN	Tuition Charge	$ 4,400.00	$ 26,900.00
09/11/2013	SACFEE	Student Activity Fees	$ 200.00	$ 22,500.00
08/30/2013	BALFWD	Balance Forward	$ 22,300.00	$ 22,300.00
		Current Transactions Balance		**$ 0.00**

18. Estimated tuition for upcoming semester

To get an estimated bill for the upcoming semester, select **Financials > Student Billing > Estimated Tuition Worksheet**.

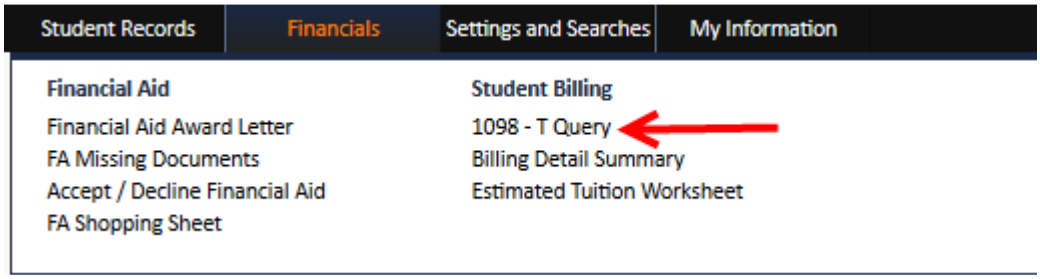


Select the term and then click **Get Estimated Invoice**.

As with the Billing Detail Summary (#19 above), you can also submit your payment from this web page, too. There is a **Printable Version** if that is needed for some reason .

19. 1098T report

When it is time in January/February, you can print your copy of the 1098T report that is needed for an income tax report. Select **Financials > Student Billing > 1098T Query** (as shown below).



20. Degree Audit

A degree audit allows you to see you're the courses you've taken and how they fulfill core education, specialization, and elective requirements. You can access your degree audit by selecting **Student Records > Degree Information > Degree Audit.**
Before you run your degree audit, be sure to Set the Term to "blank" or to your first semester at IWP. For instructions on how to Set the semester/term, see page 5 of this manual.

IMPORTANT DISCLAIMER

This is not an official degree audit. It is meant as a useful tool. You should keep track of the classes that you have taken and plan to take the core education requirements, electives, and the requirements for your specialization (if applicable).

This audit is set up to keep track of the 52 credit hours you are required to take. It may not reflect any course substitutions or waivers that you have been approved to take.

Classes that you take for audit will appear on here as if they are for credit, but they are NOT and will not fulfill ANY graduation requirement.

If you find errors in your degree audit, please contact the Registrar right away. We would like to correct any mistakes so that this is a more reliable tool for students to use.

Click on **Degree Audit** button to view your degree audit. ***Even though there is a printable version, please do not print this report as it will be 18 or more pages long!***

There is a note at the bottom of the screen that says you can request an updated degree audit, but this is incorrect. We will run an audit update for all students sometime during the first week of each month.

Since the audit is so large, it has a show/hide option. Please click Show for each section you'd like to see.

(Hide/Show Major)

(Show/Hide Totals)

(Show/Hide Audit Class)

(Show/Hide Electives)

The Major area will list your major, catalog year, and specialization.

The Totals area will display your cumulative totals (credits, GPA, etc.) and will also let you know if all graduation requirements have been met.

The Audit Class area will have subgroups that you can also click on to Show or Hide. Each subgroup that you view (Core Courses, areas of Specialization, or Electives) will show you whether you've met the requirements of that group. You can show "NeedHave" in each of these areas to see which courses are required for this area and which of the required courses you've completed.

The *Elective* courses are listed at the very bottom of the degree audit. These may be actual electives or extra courses that you've taken that may not "fit" within your degree requirements. If you've been approved for a course substitution or waiver, these courses may appear as well.

Study this degree audit carefully. There is a lot of information here that can be helpful when planning your future semesters at IWP.

Every effort has been made to ensure that this document is accurate. If you notice any errors, please contact the Registrar, Hasanna Tyus at htyus@iwp.edu.