



**IAIA**  
INSTITUTE of  
AMERICAN INDIAN ARTS

**EMPOWER.IAIA.EDU**

Institute of American Indian Arts

# **STUDENT MANUAL**

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# 1. Introduction

The website address for EMPOWER WEB is: <https://empower.iaia.edu>.

Once you enter the website, you will go to a page that looks like this:



From here you can:

- 1) **Access the course catalog** – by clicking on the link
- 2) **Get your password sent to your email** – by clicking the link
- 3) **Access your account** – by entering your username and password

## 2. Access your account

Enter your username in the textbox next to the label 'Username.' Your username is NOT case sensitive. Then enter your password next to the label 'Password.' Your password is case sensitive.

Once you entered your password you will see a screen similar to the one below.

### 3. General Menu

Admissions	<b>General</b>	Fin Aid	Billing	Records
Change Password				
Preferences				

#### a. Change Password

**Your password must be at least 6 characters. it is advised to use a combination of letters, numbers, and case.**

Username:

Current Password:

New Password:

Confirm New Password:

#### b. Currently Set – Preferences

[Clear Settings](#)

Global ID

Term

Department

Course

Section

### 4. Admissions Menu

<b>Admissions</b>	General	Fin Aid	Billing	Records
Contact Advisor				

#### a. Contact Advisor

Your Advisor:

All Advisors:

Message to give to advisor:



Cc:

required and  optional

### 5. Financial Aid Menu

Admissions	General	Fin Aid	Billing	Records
		FA Missing Documents		
		Financial Aid Award Letter		


## a. FA Missing Documents

Award Year **2006-07**   
*academic year* **\*\*\***  
 2008-09   
 2007-08  
 2006-07

**Required Documents:**

Documents	Date Requested	Date Needed	Due Date
Verification Worksheet - I	02/13/2007	02/13/2007	02/13/2007
Code to be used temporarily until dependency status is determined.	02/13/2007	02/13/2007	02/13/2007
Financial Aid Data Form	02/12/2007	02/12/2007	02/12/2007

## b. Financial Aid Award Letter

Award Year **2008-09**   
**\*\*\***  
 2006-07  
 2007-08  
 2008-09

**No Letter Text available**  
**Return this form by April 3, 2009**

	Decline?	08FA Full Time (>12)	09SP Full Time (>12)	Total
<b>Gift Aid</b>				
American Indian Services	<input type="checkbox"/>	\$ 500.00		\$ 500.00
Federal Pell Grant	<input type="checkbox"/>	\$ 2366.00	\$ 2365.00	\$ 4731.00
IAIA AICF (3104)	<input type="checkbox"/>	\$ 750.00		\$ 750.00
IAIA Tuition Scholarship(3101)	<input type="checkbox"/>	\$ 500.00	\$ 500.00	\$ 1000.00
NM Student Incentive Grant	<input type="checkbox"/>	\$ 500.00	\$ 500.00	\$ 1000.00
Tribal Scholarship	<input type="checkbox"/>	\$ 2500.00		\$ 2500.00
			<b>Subtotal:</b>	<b>\$10481.00</b>
<b>Self Help</b>				
Stafford Loan Subsidized Loan	<input type="checkbox"/>	\$ 1960.00	\$ 1960.00	\$ 3920.00
			<b>Subtotal:</b>	<b>\$ 3920.00</b>
			<b>Total:</b>	<b>\$14401.00</b>

STUDENT ACCEPTANCE STATEMENT:  
 I understand that this award is subject to revision. I have read and reviewed this award.

\_\_\_\_\_  
 Student's Signature Date

## 6. Billing Menu

### a. Statements by Term

From:	<input type="text" value="06/01/2008"/> (MM/DD/YYYY)	To:	<input type="text" value="07/31/2008"/> (MM/DD/YYYY)	<a href="#">Get Invoice</a>
				<a href="#">Printable Version</a>
<b>Bill to:</b>	<i>student name</i> 83 Avan Nu Po Road Santa Fe NM 87505			Student ID: 100 Date: 08/13/2009 Term: Summer 2008
TERM	DESCRIPTION	CHARGES (CREDITS)	TOTAL	
	<b>BALANCE FORWARD</b>		<b>\$50.00</b>	
08SU	Payment on Account - 06/16/2008	(\$2,826.59)		
	<b>Subtotal Receipts</b>		<b>(\$2,826.59)</b>	
08SU	Tuition Charge	\$1,200.00		
	06/20/2008 Flat Rate Adjustment      \$0.00			
	06/20/2008 NMAR 398 01 Tuition Charge    \$1,200.00			
	<b>Subtotal Tuition</b>		<b>\$1,200.00</b>	
08SU	Misc. Private Agency Award	(\$3,000.00)		
	06/16/2008 Misc General Private Agency Aw    (\$3,000.00)			
08SU	Federal Pell Grant	(\$2,155.00)		
	06/16/2008 Federal Pell Grant    (\$2,155.00)			
08SU	Vocational Rehabilitation	\$0.00		
	06/16/2008 NM Vocational Rehabilitation    (\$2,826.59)			
	06/19/2008 NM Vocational Rehabilitation    \$2,826.59			
08SU	Stafford Loan Subsidized Loan	(\$2,462.50)		
	06/26/2008 Stafford Loan Subsidized Loan    (\$2,462.50)			
	<b>Subtotal Financial Aid</b>		<b>(\$7,617.50)</b>	
08SU	Books & Supplies Estimate	\$3,473.23		
	06/16/2008 JourneyEd.com    \$389.98			
	06/16/2008 PL Studios Inc.    \$3,083.25			
08SU	Financial Aid Disbursement	\$5,720.86		
	06/20/2008 Financial Aid Disbursement    \$3,258.36			
	06/27/2008 Financial Aid Disbursement    \$2,462.50			
	<b>Subtotal Other</b>		<b>\$9,194.09</b>	
	<b>Total for Summer 2008</b>		<b>(\$50.00)</b>	
	<b>AMOUNT DUE</b>		<b>\$0.00</b>	

## 7. Billing Menu

Admissions	General	Fin Aid	Billing	<b>Records</b>
				Activity Participant Roster
				Grade Report
				Query Course Schedule
				School Activities Inquiry
				Student Complete Schedule
				Student Holds Inquiry
				Student Schedule
				Transfer Credits Inquiry
				Who Is Your Advisor Inquiry

### a. Activity Participant Roster

Coming Soon

### b. Grade Report

Grade Report - <i>TERM</i>											<a href="#">Printable Version</a>		
<i>student name</i>													
Undergraduate Courses													
Dept	Crse	Sec	Title	Instr	Sess	CrHrs	Interim	Type	Final	Att	Ern	Pts	GPA
ARTM	201	01	Business of Art	Coots	S1	3	A	Midterm	C	3	3	6	
ENGL	102	02	English Comp. II	McDonnell	S1	3	C-	Midterm	B	3	3	9	
FUND	100	02	Studio Fundamentals	Herndon Ma	S1	2	B	Midterm	B	2	2	6	
FUND	221	01	Figure Drawing	Teters Cha	S1	3	C	Midterm	A	3	3	12	
JEWL	452	01	Senior Project II:	Herndon Ma	S1	5	A	Midterm	A+	5	5	20	
<b>Term Totals</b>										16.00	16.00	53.00	3.31

### c. Query Course Schedule

<b>Location</b>	<b>Session</b>
----- <input type="button" value="v"/>	----- <input type="button" value="v"/>
<b>Instructor</b>	
----- <input type="button" value="v"/>	
<b>Days</b>	
Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>	
<b>Starts After (24HH:MM)</b>	<b>Ends Before (24HH:MM)</b>
00:00 <input type="text"/>	23:59 <input type="text"/>
<input type="button" value="Search"/>	

Term	Loc	Dept	Crse	Sect	Description	Cr	Bldg	Room	Start	Days	Time	Instructor	Off	Avail	
09SP	C	ARTH	212	01	Native American Art	3	LIBCTR	SMC1	01/20/2009	T R	13:00/14:15	Meredith	20	0	DETAIL
09SP		ARTH	222	01	European History	3	LIBCTR	LCRM	01/26/2009	M	18:00/20:15	Carver	20	10	DETAIL
09SP	C	ARTH	300	01	Cont.Native Am. Art	3	LIBCTR	LCRM	01/21/2009	M W	15:45/17:00	Fadden Ste	20	13	DETAIL
09SP		ARTH	412	01	Dialogues Art & Poli	3	LIBCTR	LCRM	01/21/2009	W	18:00/20:00	Fadden Ste	20	12	DETAIL
09SP	C	ARTM	301	01	Writing About Art	3	LIBCTR	SMC2	01/21/2009	M W	14:15/15:30	Carver	15	10	DETAIL
09SP	C	ARTM	402	01	Portfolio	3	LIBCTR	LCRM	01/21/2009	M W	14:00/15:15	Coots	10	2	DETAIL
09SP	C	BOTN	101	01	Ethnobotany in the S	3	HOGAN	HOGN	01/23/2009	F	09:00/12:00	Baillon	15	3	DETAIL
							HOGAN	HOGN	01/24/2009	S	09:00/13:00	Baillon	15	3	DETAIL

## d. School Activities Inquiry

Coming Soon

## e. Student Complete Schedule

[Printable Version](#)

<u>Name</u> <i>Name</i>	<u>Mailing Address</u> <i>Address</i>	<u>Campus Mail Box</u>
	<u>Phone Numbers</u> <i>phone number</i>	
PRIM:		

Degree				
School/thesis	Degree	Major	Earned	Awarded
Undergraduate Transfer Courses				
School	Course/Our Course	Course Name	Grade	Credits
Santa Fe Community College	ANTH112	Nature of Culture	T	3
	IS 100	Indigenous Studies		
Santa Fe Community College	ART113L	2D Design	T	3
	VISC 105	Graphic Design II: C		
Santa Fe Community College	ENG112	Comp & Literature	T	3
	ENG 102	English Composition		


Undergraduate Courses												
Term	Dept	Crse	Sec	Title	Days	Time	Building	Instr	Att Ern Pts	Gr		
09SP	FUND	100	01	Studio Fundamentals	T	02:00/05:00	FACILI	SCST Herndon Ma	<b>START:</b> 01/20/2009			
09SP	FUND	103	01	Color Theory and Practice	M W	06:00/07:30	ACABDG 2DST	Lomahaftew	<b>START:</b> 01/21/2009			
<b>Term Totals</b>									0	0	0	0
<b>Spring 2009</b>												
08SP	NMAR	310	01	Moving Images: Post Production	T R	02:30/05:00	LIBCTR	OVRM Begay, Sha	0	0	0	W
08SP	NMAR	410	01	Senior level projects are designed to allow student to pursue subject areas taht they feel are of pa	T R	02:30/05:00	LIBCTR	OVRM Begay, Sha	0	0	0	W
<b>Term Totals</b>									0	0	0	0

<b>Undergraduate Totals</b>					<b>Cr Att</b>	<b>Cr Ern</b>	<b>Qual Pts</b>	<b>GPA</b>				
					34	35	120.02	3.53				
<b>Overall Undergraduate Totals</b>					<b>Cr Att</b>	<b>Cr Ern</b>	<b>Qual Pts</b>	<b>GPA</b>				
					34	65	120.02	3.53				
<b>Graduate Transfer Courses</b>												
<b>School</b>	<b>Course/Our Course</b>				<b>Course Name</b>		<b>Grade</b>	<b>Credits</b>				
<b>Graduate Courses</b>												
<b>Term</b>	<b>Dept</b>	<b>Crse</b>	<b>Sec</b>	<b>Title</b>	<b>Days</b>	<b>Time</b>	<b>Building</b>	<b>Instr</b>	<b>Att</b>	<b>Ern</b>	<b>Pts</b>	<b>Gr</b>
					<b>Overall Totals</b>							
<b>Cr Att</b>			<b>Cr Ern</b>		<b>Qual Pts</b>			<b>GPA</b>				
0			0		0			0				
<b>Waiting List</b>									Not on the Wait List for any future courses.			

## f. Student Holds Inquiry

<b>Student Holds</b>						
<i>Student name</i>						
<b>CODE</b>	<b>HOLD DESCRIPTION</b>	<b>DATE OF HOLD</b>	<b>EXPIRES</b>	<b>OVERRIDDEN</b>	<b>DEPARTMENT</b>	<b>PLACING HOLD</b>
SA	Student Accounts Hold More 750	01/01/2009	01/01/2011	No	Student Billing / Receivables	
Please contact the department placing the hold.						

## g. Student Schedule

<b>Student Schedule - Spring 2009</b>												 <a href="#">Printable Version</a>	
<i>Student Name</i>													
<b>Registered Courses</b>													
<b>Dept</b>	<b>Crse</b>	<b>Sec</b>	<b>Title</b>	<b>CrHrs</b>	<b>Beqin</b>	<b>End</b>	<b>Instr</b>	<b>Bldg</b>	<b>Room</b>	<b>Start</b>	<b>End</b>	<b>Days</b>	<b>Location</b>
FUND 100	01		Studio Fundamentals	2	01/20/09	05/15/09	Herndon Ma	SCST		02:00pm	05:00pm	T	Central Campus
FUND 103	01		Color Theory and Pra	2	01/21/09	05/15/09	Lomahaftew	2DST		06:00pm	07:30pm	M W	Central Campus

## h. Transfer Credits Inquiry

<b>Transfer Credits Spring 2009</b>						
<i>Student Name</i>						
<b>FROM SCHOOL</b>	<b>TRANSFER COURSE</b>	<b>DESCRIPTION</b>	<b>APPLIED TO TERM</b>	<b>DEPARTMENT</b>	<b>COURSEDESCRIPTION</b>	<b>CREDIT HOURS</b>
Santa Fe Community College	ANTH112	Nature of Culture	Transfer Term	Indigenous Studies	100 Indigenous Studies	3.00
Santa Fe Community College	ART113L	2D Design	Transfer Term	Visual Communications	105 Graphic Design II: C	3.00
Santa Fe Community College	ENG112	Comp & Literature	Transfer Term	English	102 English Composition	3.00
Santa Fe Community College	HIST161	US Hist to 1877	Transfer Term	Indigenous Studies	101 Indigeonous Perspect	3.00
Santa Fe Community College	MA280	Adobe Photoshop	Transfer Term	Studio Arts	111 Drawing I	3.00
Santa Fe Community College	MART121	Adobe Illustrator	Transfer Term	Visual Communications	111 Drawing for Designer	3.00
Santa Fe Community College	MART191	Media and Culture	Transfer Term	Visual Communications	330 History of Graphic D	3.00
University of Utah	ENGL101	Written Composition	Transfer Term	English	101 English Composition	3.00
University of Utah	MATH105	College Algebra	Transfer Term	Math	102 Geometry: Artist's P	3.00
University of Utah	PHIL150	Intr to Phil	Transfer Term	Indigenous Studies	102 Indigenous Perspecti	3.00

## i. Who Is Your Advisor

<b>Who Is Your Advisor? Spring 2009</b>			
<i>Student Name</i>			
<b>FOR TERM</b>	<b>1ST MAJOR ADVISOR</b>	<b>2ND MAJOR ADVISOR</b>	<b>3RD MAJOR ADVISOR</b>
Spring 2009	McDonnell, Anne H.	McDonnell, Anne H.	