



Monetary Award Program (MAP) Advising Data Collection

USER GUIDE

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Overview of Program Administration

Biennially (every two years) in the spring, the Gift Assistance Programs (GAP) Access portal is opened to collect Monetary Award Program (MAP) Advising data. Institutions are required to submit, on an annual basis, the following information about their MAP recipients:

- available advising and support programs (current academic year data)
- retention, completion and graduation rate (prior academic year data)

To help simplify the collection process, ISAC obtains some data from other sources, including the Illinois Community College Board (ICCB), which reduces the number of data elements that institutions must provide.

A deadline for each year's submission is announced at the time collection opens.

Purpose

The advising and support program information submitted via GAP Access is compiled and used to build a filterable repository of information about programs, that is updated biennially, that may be useful in enhancing the advising and support programs at MAP-approved institutions. This data, along with completion, retention, and graduation rate data, is also being used to communicate the positive outcomes of MAP to the Illinois legislature.

Using GAP Access to report the required information provides a streamlined and standardized process for submitting the data to ISAC. This guide will show the steps to completing the submission of MAP Advising Data.

Note: 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. In any case, for the purposes of comparing results, it is best if a consistent reporting approach is taken from one year to the next.

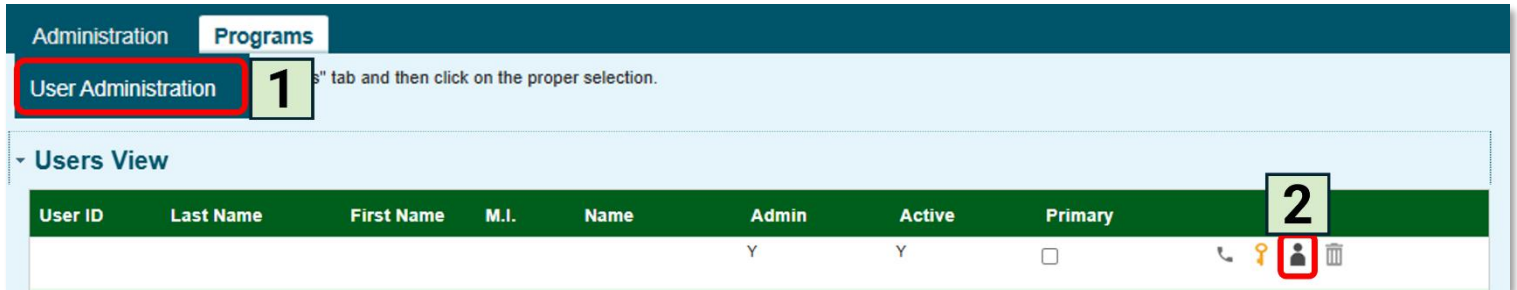
GAP Access Navigation & Privileges

Users must have the appropriate program privileges for all applicable programs to complete processes for MAP Advising Data. The user must have “**Update**” privileges for both “**MAP Adv Data**” and “**Budget**”. The Primary Administrator of the institution is responsible for granting appropriate access to all users (see the [GAP Access User Guide](#) for additional guidance on granting program privileges).

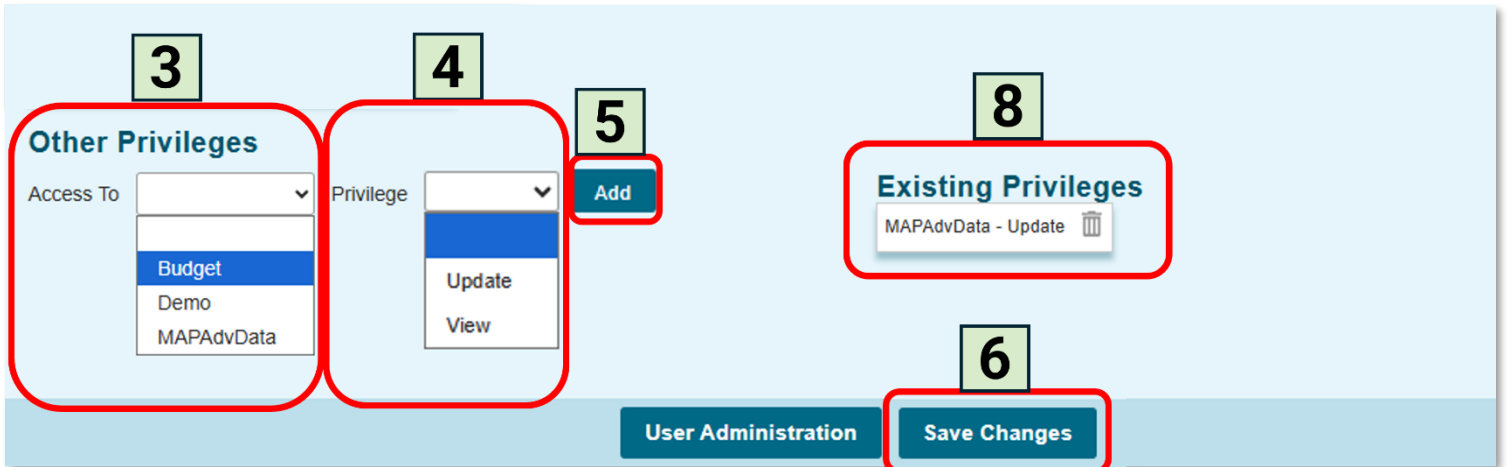
These privileges are assigned via the User Administration page:

1. Hover over the Administration tab at the top of GAP Access and click “**User Administration**”.

2. To assign program privileges, click on the **person icon** next to the name of the individual.



3. At the bottom, under the “Other Privileges” section, use the first drop-down to select the program:
 - a. **Budget** – privileges needed to update Budget and MAP Advising Data
 - b. **Demo** – privileges to update school demographics.
 - c. **MAPAdvData** – privileges needed to update MAP Advising Data.
4. Use the second drop-down next to select the level of privilege:
 - a. **Update** – can update but cannot certify information (certification is completed by the institutions Primary Administrator).
 - b. **View** – can view information but cannot edit.
5. Click “Add”.
6. Click “Save Changes”
7. Add any additional privileges needed using steps 3-6 above.
 - a. For MAP Advising Data, a user requires access to both **MAPAdvData** and **Budget** and must have “**Update**” privileges.
8. Existing Privileges to these “Other Privileges” are shown on the right side of the screen.
 - a. These privileges can be removed using the trash icon.



Entering MAP Advising Data

General Information

Once a user has been granted update privileges for the appropriate program(s), the user can log in to GAP and begin entering MAP Advising Data based on the current academic year's available programs.

1. Select the **"School"** tab from the top menu.
2. Click on the **"MAP Advising Data"** tab.
3. Complete the first three yes or no questions:
 - a. Does your school make academic advising available for all students?
 - b. Does your school require mandatory advising for first-year students?
 - c. Does your school require mandatory advising for students who are part of an at-risk population at your school?
4. Any additional comments can be put in the comments box provided in question 4.



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

Please answer all questions and/or provide information based on the most recent academic year, 2025-26, unless otherwise instructed to so do. Note that the data requested in the MAP Recipient Course Completion Data form must reflect the 2024-25 academic year.

Please answer the following three questions:

1. Does your school make academic advising available for all students?

- Yes
- No

2. Does your school require mandatory advising for first-year students?

- Yes
- No

3. Does your school require mandatory advising for students who are part of an at-risk population identified at your school?

- Yes
- No

4. Comments

Support Programs Offered Tab

1. Scroll down to the “**Program: Academic Support Center**” section and select the program for which data is being added from the “**Program Name**” dropdown.
 - a. Information about the program is displayed below in the “Program Type” section. Review this information and update if necessary.
 - b. If a new program needs to be added, use the “**Create Program Name**” box. Be sure to fully complete all questions for each program that is added.
 - Information about the program type, a narrative to describe the program and answers to all subsequent questions about the number of students served, delivery methods, frequency, results, etc. is required to add a new program.

- c. If a program needs to be deleted from this drop-down, please contact Partner Services at isac.schoolservices@illinois.gov.

Please supply data for the following forms:

Support Programs Offered | MAP Recipient Course Completion Data

Program: Academic Support Center

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.

If a program **1** needs to be deleted or if there are any questions, please contact Partner Services Representative by calling 866.247.2172 or by sending an e-mail to isac.schoolservices@illinois.gov. **1.b**

Program Name
Academic Support Center

Create Program Name
Add

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)

Program Link (if available):

If the program link URL you would like to include is too long for this field (150 characters), please use a URL shortening service like <https://bitly.com> to create a shorter URL to include here.

Narrative description of the program

"The Academic Support Center at Eastern Illinois University is dedicated to empowering students to achieve academic and personal success. We provide a student-centered environment where individuals can access essential academic skills, including test-taking, note-taking, organization, time management, and strategies for overcoming procrastination. Our team of caring and knowledgeable professionals and peer coaches is committed to supporting students in their transition to college and holding them accountable to their goals, fostering growth, and inspiring lifelong learning."

1.a

2. Scroll down to the “**Students served by this program**” section and report the total number of students served under the selected program.
3. After reporting the total number of students served, the counts of participants by non-exclusive groups must be entered:
 - a. Please indicate whether participation in this program is on a mandatory or voluntary basis for each reported group.
 - b. **Example:** A program serves a total of 30 students.
 - In the “**All Students**” category:
 - 10 students are served on a **mandatory** basis.
 - 20 students are served on a **voluntary** basis.
 - Of the 30 students, 20 may be **low-income**.
 - These 20 students should be further divided into how many were served on a **mandatory** basis and how many were served on a **voluntary** basis.
 - Of the 30 students, 20 may be **incoming freshmen**.
 - These 20 students should also be divided into how many were served on a **mandatory** basis and how many were served on a **voluntary** basis.

Students served by this program

Report the total number of students served under this program and then the counts of participants by non-exclusive groups. Please indicate whether participation in this program on a mandatory or voluntary basis for each reported group. A program might, for example, serve 30 total students, 10 on a mandatory basis and 20 on a volunteer basis. 20 of the 30 total students might be low-income (participating either mandatorily or voluntarily) and 20 of the 30 total students might be incoming freshmen (again participating either mandatorily or voluntarily).

Targeted Student Group	Number Served	Mandatory Basis	Number Served	Voluntary Basis
All students	75	<input checked="" type="checkbox"/>	500	<input checked="" type="checkbox"/>
Incoming freshmen	0	<input type="checkbox"/>	700	<input checked="" type="checkbox"/>
New students	75	<input checked="" type="checkbox"/>	900	<input checked="" type="checkbox"/>
Upperclassmen		<input type="checkbox"/>		<input type="checkbox"/>
Low-income students		<input type="checkbox"/>		<input type="checkbox"/>
First generation students		<input type="checkbox"/>		<input type="checkbox"/>
Specific racial or ethnic group		<input type="checkbox"/>		<input type="checkbox"/>
Students with disabilities		<input type="checkbox"/>		<input type="checkbox"/>
Academically underprepared students		<input type="checkbox"/>		<input type="checkbox"/>
International students		<input type="checkbox"/>		<input type="checkbox"/>
ESL students		<input type="checkbox"/>		<input type="checkbox"/>
Veterans		<input type="checkbox"/>		<input type="checkbox"/>
Students in Teacher Preparation Programs		<input type="checkbox"/>		<input type="checkbox"/>
Other (please identify)		<input type="checkbox"/>		<input type="checkbox"/>

2-3

4. After completing the the above, scroll down beneath the table and answer the questions below:

- a. On average, about how much time in total is spent in an academic year by an individual student participating in this program? Select the best answer.
- b. On average, about how often in an academic year would an individual student participate in this program? Select the best answer.
- c. What year did this program start? (e.g. 2014-15)

5. Scroll down to the “**Program Results**” section and complete the information required.

- a. Provide a narrative on program results.
- b. Provide a program contact:
 - Name
 - Phone
 - Email

4

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

30 minutes to 2 hours

Between 2 and 10 hours

Between 10 and 40 hours

Between 40 and 100 hours

More than 100 hours

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

Everyday

A couple of times or more a week

Once a week

A couple of times a month

Once a month

Once a term/quarter/semester

Once a year

Once

What academic year did this program start? (e.g. 2014-15)

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.

The Academic Support Center oversees the Academic Alert System, which is a just in time reporting system for faculty to alert the Center on students who need academic interventions. The ASC also oversees all remedial education, coaching and tutoring. No system data has been collected for several years, but a new Dean is focused on data-driven program evaluation, planning, redesign, and implementation.

Program contact name
Amber Webb

Program contact phone
2175816696

Program contact email
success@eiu.edu

MAP Recipient Course Completion Data Tab

Who Must Report

All MAP-approved institutions are required to submit course completion data through GAP Access. The only **exception is Illinois community colleges, which do not report this data directly**. Instead, ISAC will work with the Illinois Community College Board to compile and report course completion metrics on their behalf.

Which Students to Include

Institutions must report data **only for students who received MAP funding (paid MAP recipients)**. Students who were eligible but did not receive MAP funds should not be included.

Cohort Alignment with IPEDS

Institutions must use the same cohort methodology as reported to IPEDS.

- If your institution reports **Fall cohorts** for IPEDS, you must use Fall cohorts for this report.
- If your institution reports **Full-Year cohorts**, you must use Full-Year cohorts here as well.

Race and Ethnicity Breakdown

Institutions must report data by race and ethnicity using standard IPEDS categories. All course completion metrics should be disaggregated accordingly.

Course Completion Rate Definition

The course completion rate is calculated as:

- **Course Completion Rate = Course Credit Hours Earned ÷ Course Credit Hours Attempted**

For this reporting cycle:

- Credit hours **earned** are from Academic Year **2024–25**
- Credit hours **attempted** are from Academic Year **2024–25**

Inclusion of Credit Hours

When calculating course completion rates:

- Include **only credit-bearing courses**.
- Include **all credit hours after the institution's add/drop period** (typically after the first two weeks of the term).
- Exclude courses dropped before the add/drop deadline.

Reporting Requirements by Institution Type

Students must be first-time degree or certificate-seeking or new transfer degree-seeking MAP recipients to be included in the reported data.

Institution Type	First-Time Students	Transfer Students
4 – Year Institutions	Required	Required
2 – Year Institutions	Required	Not Required

Note: Definition of Certificate/Diploma (2-Year or Less Institutions) – For reporting purposes, a certificate or diploma program is defined as a program requiring **at least one academic year but less than two academic years** of study.

Enrollment Status Breakdown

All data must be disaggregated by enrollment intensity using IPEDS definitions:

- **Full-time students:**
 - 12 or more semester credits, or equivalent.
 - Defined by IPEDS as 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.
- **Part-time students:**
 - Fewer than 12 semester credits, or equivalent.
 - Defined by IPEDS as less than 12 semester or quarter credits, or less than 24 contact hours a week each term.

Data Entry in GAP Access

To submit course completion data:

1. Navigate to the “**MAP Recipient Course Completion Data**” tab in GAP Access.
2. Complete the required tables for each group of students. (4-year institutions will complete 4 tables in total. 2-year institutions will complete 2 in total).
 - a. **First-Time Degree or Certificate-Seeking Students** (4-year & 2-year Institutions)
 - Full-time
 - Part-time

Please supply data for the following forms:

2.a

Support Programs Offered MAP Recipient Course Completion Data

Individual community colleges are not required to provide course completion data; the Illinois Community College Board (ICCB) will collaborate with ISAC to compile these metrics on behalf of community colleges.

School Name

First-Time Degree- or Certificate-Seeking Students
Full-Time Students, Academic Year 20XX-XX Cohort:

Completion Rate = Course Credit Hours earned in Academic Year 20XX-XX / Course Credit Hours Attempted in Academic Year 20XX-XX

	# of Course Credit Hours Attempted in 20XX-XX	# of Course Credit Hours Earned in 20XX-XX	Course Credit Hour Completion Rate 20XX-XX
Hispanic/Latino:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
American Indian or Alaska Native:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Asian:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Black or African American:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Native Hawaiian or Other Pacific Islander:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
White:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Two or more races:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Race and ethnicity unknown:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Total:	0	0	0%

Part-Time Students, Academic Year 20XX-XX Cohort:

	# of Course Credit Hours Attempted in 20XX-XX	# of Course Credit Hours Earned in 20XX-XX	Course Credit Hour Completion Rate 20XX-XX
Hispanic/Latino:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
American Indian or Alaska Native:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Asian:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Black or African American:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Native Hawaiian or Other Pacific Islander:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
White:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Two or more races:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Race and ethnicity unknown:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Total:	0	0	0%

b. **Transfer Students (4-Year Institutions Only)**

- Full-time
- Part-time

Transfer Students
 Full-Time Students, Academic Year 20XX-XX Cohort:

2.b

	# of Course Credit Hours Attempted in 20XX-XX	# of Course Credit Hours Earned in 20XX-XX	Course Credit Hour Completion Rate 20XX-XX
Hispanic/Latino:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
American Indian or Alaska Native:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Asian:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Black or African American:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Native Hawaiian or Other Pacific Islander:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
White:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Two or more races:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Race and ethnicity unknown:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Total:	0	0	0%

Part-Time Students, Academic Year 20XX-XX Cohort:

	# of Course Credit Hours Attempted in 20XX-XX	# of Course Credit Hours Earned in 20XX-XX	Course Credit Hour Completion Rate 20XX-XX
Hispanic/Latino:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
American Indian or Alaska Native:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Asian:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Black or African American:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Native Hawaiian or Other Pacific Islander:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
White:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Two or more races:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Race and ethnicity unknown:	<input type="text"/>	<input type="text"/>	<input type="text"/> %
Total:	0	0	0%

3. All required fields must be completed for each applicable student group. Once completed, review information for accuracy.
 - a. A print icon is available in the upper right-hand corner of the screen to print copies of the data for review before submission and/or for records after the submission process is completed.

Certifying MAP Advising Data

Once all advising data has been reviewed and updated and course completion data has been entered and saved, the data submission process can be completed:

1. Click the “**Certify MAP Advising Data**” button at the bottom of the MAP Advising Data Collection screen. This can be accessed from either available tab and will be a blue clickable button once all required data has been entered.
 - a. **Please do not click the “Certify MAP Advising Data” button until entry for all sections is complete and you are ready to submit the information to ISAC.**
2. A red message will display at the upper right of the MAP Advising Data screens that states “MAP Advising Data was certified for Academic Year: 20XX by Username (person who completed certification) on YYYY-MM-DD (Date)”.
3. A print icon is available in the upper right-hand corner of the screen to print copies of the data for records after the submission process is completed.

The screenshot shows the 'MAP Advising Data Collection' interface. At the top, there are navigation tabs: 'School Demographics', 'Add School', 'School Budget', and 'MAP Advising Data'. A green box with the number '3' highlights a print icon in the top right corner. A red box with the number '2' highlights a message: 'MAP Advising Data was certified for Academic Year :2026 by updt1633 on 2026-04-02'. The main content area contains instructions from ISAC and three questions with radio button options. A green box with the number '1' highlights the 'Certify MAP Advising Data' button at the bottom right.

School: MAP Advising Data Collection

School Demographics Add School School Budget **MAP Advising Data**

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

Please answer all questions and/or provide information based on the most recent academic year, 20XX-XX, unless otherwise instructed to so do. Note that the data requested in the MAP Recipient Course Completion Data form must reflect the 20XX-XX academic year.

Please answer the following three questions:

1. Does your school make academic advising available for all students?
 Yes
 No
2. Does your school require mandatory advising for first-year students?
 Yes
 No
3. Does your school require mandatory advising for students who are part of an at-risk population identified at your school?
 Yes
 No

4. Comments

Certify MAP Advising Data