SMOKING POLICY
This is a tobacco free campus; smoking and use of tobacco products are prohibited on campus.

STUDENT EMAIL
http://cc.ivytech.edu (Campus Connect)
Click the “First Time Users” link to set up your account and establish your password.

BLACKBOARD 9.1
http://online.ivytech.edu

IVY TECH ONLINE
http://ivytech.edu/online

ONLINE SERVICES HELPDESK EMAIL
1-888-IVY-LINE: http://www.ivytech.edu/help

STUDENT SUCCESS/HELP CENTER
1-888-IVY-LINE: http://www.ivytech.edu/help

LIBRARY WEBSITE
http://wwwcc.ivytech.edu/library/columbus/

ONLINE BOOKSTORE
http://www.ivytech.bkstr.com

COLLEGE CALENDAR
http://www.ivytech.edu/columbus

WEATHER EMERGENCIES
Closings due to weather are reported to these radio stations: WKKG 101.5 / The River 106.1 / QMIX 107.3 / WCSI 1010 AM. Television stations are NOT notified. Automatic notifications to cell phones and e-mails are available through the free ALERTS system, www.IvyTech.edu/alert.

OTHER QUESTIONS
General information and questions
1-888-IVY-LINE: http://www.ivytech.edu/help
Course materials and assignments
Contact your instructor.
Scheduling a proctored exam
Contact your instructor.
Copy of your class schedule
http://cc.ivytech.edu
Schedule an appointment with an advisor
http://www.ivytech.edu/advising
Tutoring
Go to the Library (located in Columbus Learning Center).
Looking for a job
http://www.ivytech.edu/career-services/
Student rights and responsibilities
http://www.ivytech.edu/catalog (College Services)
Access final class grades
http://cc.ivytech.edu
Request an official transcript
http://ivytech.edu/registrar/transcripts.html
Summer 2015 Important Semester Dates (Sunday - Saturday)

Week 1: May 24-30
May 25—NO SCHOOL, Memorial Day holiday
May 26—10-week classes begin

Week 2: May 31-June 6
Week 3: June 7-13
Week 4: June 14-20
Week 5: June 21-27
Week 6: June 28-July 4
June 8—8-week classes begin

Week 7: July 5-11
Week 8: July 12-18
July 18—Last day to withdraw from 8 & 10 week classes
Week 9: July 19-25
Week 10: July 26-Aug 1
August 1—Last day of summer term

Commencement—Saturday, May 9, 2015 at 10:00 a.m.
(Fall 2014, spring 2015 and summer 2015 graduates participate in the May 2015 commencement)

DROP/TUITION & FEE REFUND DATES

<table>
<thead>
<tr>
<th>10-Week Classes</th>
<th>1st – 6th day</th>
<th>(Refund period begins on the first day the course meets)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-Week Classes</td>
<td>1st – 4th day</td>
<td>(Refund period begins on the first day the course meets)</td>
</tr>
</tbody>
</table>

Please Note: There are NO REFUNDS AFTER THE 100% REFUND PERIOD!!!

Tuition & Fee Payment Due Date: 11:59 pm EST, Friday, May 22, 2015

Tuition and fees are refunded to students only if the class is dropped on or before the refund cutoff date. 100% of tuition and fees are refunded if the class is dropped before the cutoff. No refund is provided for tuition or fees if the student withdraws from the class after the cutoff date.

Refunds are calculated on business days regardless of holidays. Business days are considered to be Monday through Friday. Business days are considered to be Monday through Friday. Technology fees, consumable fees, and tuition are refunded at the same rate noted above. For purposes of the refund period, the “first day” is calculated differently for terms of 12-weeks or more and for terms of less than 12-weeks. For terms of 12-weeks or more, the refund period would begin on Monday of the first week of classes that a particular course meets. For terms of less than 12-weeks, the refund period would begin on the first day the course meets. If a class begins on a Saturday, the refund period would begin on the following Monday.

To avoid being dropped from class(es), you must pay the total due, pay 1st payment on deferral agreement through Nelnet, or verify financial aid eligibility. Filing the Financial Aid (FAFSA) form does not fulfill this requirement; you must verify your eligibility and aid with the Financial Aid department.

Note: It is the responsibility of the student to make sure their fees are satisfied by the fee payment deadline even if they do not receive an invoice in the mail. A late fee will be assessed to all students who register or pay on or after the start of the semester.

You must drop your classes before classes start or within the 100% refund period (see above) listed on the college calendar to receive a 100% tuition refund. You may drop classes via Campus Connect, in person at the Express Enrollment Center or by calling 812-374-5152. PLEASE SEE YOUR ADVISOR AND FINANCIAL AID BEFORE DROPPING A CLASS.

Updated: February 19, 2015
<table>
<thead>
<tr>
<th>Duration</th>
<th>Day</th>
<th>POT</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Last day for 100% refund</th>
<th>No-show reporting due</th>
<th>Midterm Grades Due By</th>
<th>Last day to Withdraw</th>
<th>Grades due by midnight</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Weeks</td>
<td>Monday</td>
<td>10M</td>
<td>26-May</td>
<td>1-Aug</td>
<td>2-Jun</td>
<td>3-Jun</td>
<td>30-Jun</td>
<td>18-Jul</td>
<td>4-Aug</td>
</tr>
<tr>
<td></td>
<td>Tuesday</td>
<td>10T</td>
<td>26-May</td>
<td>1-Aug</td>
<td>2-Jun</td>
<td>3-Jun</td>
<td>30-Jun</td>
<td>18-Jul</td>
<td>4-Aug</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>10W</td>
<td>27-May</td>
<td>1-Aug</td>
<td>3-Jun</td>
<td>9-Jun</td>
<td>30-Jun</td>
<td>18-Jul</td>
<td>4-Aug</td>
</tr>
<tr>
<td></td>
<td>Thursday</td>
<td>10R</td>
<td>28-May</td>
<td>1-Aug</td>
<td>4-Jun</td>
<td>9-Jun</td>
<td>30-Jun</td>
<td>18-Jul</td>
<td>4-Aug</td>
</tr>
<tr>
<td></td>
<td>Friday</td>
<td>10F</td>
<td>29-May</td>
<td>1-Aug</td>
<td>5-Jun</td>
<td>9-Jun</td>
<td>30-Jun</td>
<td>18-Jul</td>
<td>4-Aug</td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>10S</td>
<td>30-May</td>
<td>1-Aug</td>
<td>8-Jun</td>
<td>9-Jun</td>
<td>30-Jun</td>
<td>18-Jul</td>
<td>4-Aug</td>
</tr>
<tr>
<td></td>
<td>Distance</td>
<td>10M</td>
<td>26-May</td>
<td>1-Aug</td>
<td>2-Jun</td>
<td>3-Jun</td>
<td>30-Jun</td>
<td>18-Jul</td>
<td>4-Aug</td>
</tr>
<tr>
<td>8 Weeks</td>
<td>Monday</td>
<td>81M</td>
<td>8-Jun</td>
<td>1-Aug</td>
<td>11-Jun</td>
<td>16-Jun</td>
<td>6-Jul</td>
<td>18-Jul</td>
<td>4-Aug</td>
</tr>
<tr>
<td></td>
<td>Tuesday</td>
<td>81T</td>
<td>9-Jun</td>
<td>1-Aug</td>
<td>12-Jun</td>
<td>16-Jun</td>
<td>6-Jul</td>
<td>18-Jul</td>
<td>4-Aug</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>81W</td>
<td>10-Jun</td>
<td>1-Aug</td>
<td>15-Jun</td>
<td>16-Jun</td>
<td>6-Jul</td>
<td>18-Jul</td>
<td>4-Aug</td>
</tr>
<tr>
<td></td>
<td>Thursday</td>
<td>81R</td>
<td>11-Jun</td>
<td>1-Aug</td>
<td>16-Jun</td>
<td>23-Jun</td>
<td>6-Jul</td>
<td>18-Jul</td>
<td>4-Aug</td>
</tr>
<tr>
<td></td>
<td>Friday</td>
<td>81F</td>
<td>12-Jun</td>
<td>1-Aug</td>
<td>17-Jun</td>
<td>23-Jun</td>
<td>6-Jul</td>
<td>18-Jul</td>
<td>4-Aug</td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>81S</td>
<td>13-Jun</td>
<td>1-Aug</td>
<td>18-Jun</td>
<td>23-Jun</td>
<td>6-Jul</td>
<td>18-Jul</td>
<td>4-Aug</td>
</tr>
<tr>
<td></td>
<td>Distance</td>
<td>81M</td>
<td>8-Jun</td>
<td>1-Aug</td>
<td>11-Jun</td>
<td>16-Jun</td>
<td>6-Jul</td>
<td>18-Jul</td>
<td>4-Aug</td>
</tr>
<tr>
<td>APP</td>
<td>N/A</td>
<td>APP</td>
<td>26-May</td>
<td>1-Aug</td>
<td>2-Jun</td>
<td>3-Jun</td>
<td>N/A</td>
<td>18-Jul</td>
<td>4-Aug</td>
</tr>
<tr>
<td>NST</td>
<td>N/A</td>
<td>NST</td>
<td>26-May</td>
<td>1-Aug</td>
<td>2-Jun</td>
<td>3-Jun</td>
<td>N/A</td>
<td>18-Jul</td>
<td>4-Aug</td>
</tr>
<tr>
<td>ZDC</td>
<td>N/A</td>
<td>ZDC</td>
<td>26-May</td>
<td>1-Aug</td>
<td>2-Jun</td>
<td>3-Jun</td>
<td>N/A</td>
<td>18-Jul</td>
<td>4-Aug</td>
</tr>
</tbody>
</table>