WELCOME TO NEW STUDENT ORIENTATION!

Today, we’re providing all of the tools to help you have a successful start at Ivy Tech.

Your success...is up to you!
Information Covered...

1. General College Overview
2. College Resources
3. Campus Technology
4. Student’s Rights and Responsibilities
5. Campus Policies and Procedures
1963: Indiana Vocational Technical College

1968: Indiana Vocational Technical College - Lafayette Campus

1995: Ivy Tech State College

2005: Ivy Tech Community College of Indiana

College History Overview
Lafayette Region

Serves Tippecanoe County
Plus seven surrounding counties
Your Degree Options

Certificate Program (CT) 18-27 credits

Technical Certificate (TC) 30+ credits

Associate of Applied Science (AAS) 60-89 credits

Associate of Science (AS) 60-89 credits

Associate of Arts (AA) 60-89 credits
School of Applied Science and Engineering Technology
Griffin Hall, (765) 269-5740

Agriculture, AAS, AS
Biotechnology, AAS, AS
Chemical Technology, AAS
  - Chemical Lab Technician
  - Forensics Lab Technician
Mechanical Engineering Technology, AS

School Notes:
For program information contact the School to schedule a meeting with the appropriate Program Chair.
Accounting, TC, AAS, AS
Business Administration, TC, AAS, AS
Computer Information Systems, TC, AAS, AS
  Database Management
  Programmer/Analyst
  Web Management
Computer Information Technology, AAS
  Networking
  PC Support/Administration

Certificate Programs:
  Bookkeeping
  Fundamental Payroll
  Microsoft Office Specialist
  Human Resource Management
  Java Programming
  Visual Programming
  Web Management
  Database
  Routing and Switching
  Network Administration
  PC Support and Administration
Early Childhood Education, TC, AAS, AS
Education, AS
  Elementary
  Secondary

School Notes:
For program information contact the School to schedule a meeting with the appropriate Program Chair.
Dental Assisting, TC
Health Care Support, AAS
  Clinical Support
  Therapeutic Massage
Health Information Technology, AS
Medical Assisting, TC, AAS
  Administrative
  Generalist
  Insurance Coding
Respiratory Care, AS
Surgical Technology, AAS

School Notes:
Review overview booklet for each program.
All programs except Health Care Support are competitive programs. Criminal background checks and drug/alcohol screening may be required.
General Studies, AA
Liberal Arts, AA, AS
  English and Communications
  Foreign Languages
  Humanities
  Life and Physical Sciences
  Mathematics
  Social and Behavioral Sciences
Nursing, AS
Practical Nursing, TC

School Notes:
Review overview booklet.
Attend information session.
Must meet with School of Nursing advisor in addition to Academic Advising.
Both programs are competitive programs.
Criminal background checks and drug/alcohol screening may be required.
Criminal Justice, AAS, AS
   Corrections
   Law Enforcement
   Youth Services
Human Services, TC, AAS, AS
   Direct Support Professional
   Generalist
   Gerontology
   Mental Health
   Substance Abuse
Library Technical Assistant, AS
   **Distance Education Only
   Children Services
   Library Technology
Paralegal Studies, AAS, AS

School Notes:
For program information contact the School to schedule a meeting with the appropriate Program Chair.
School of Technology
Griffin Hall, (765) 269-5740

Advanced Manufacturing, AAS
Automotive Technology, TC, AAS, AS
  Alternative Fuel Technician
  Automotive Service
  Automotive Service Management
Design Technology, TC, AAS, AS
  Architectural
  CAD/CAM
  Computer Graphics
  Mechanical
Industrial Technology, TC, AAS
  Heating, Ventilation, and Air Conditioning
  Maintenance
  Machining
  Welding
Sustainable Energy, AAS, TC
  Home Technology Integration
  Renewable Energy Systems Technology
  Wind Turbine Technology

School Notes:
For program information contact the School to schedule a meeting with the appropriate Program Chair.

Advanced Manufacturing Certificates:
  Manufacturing Operations
  Mechatronics Certifications Level I

Automotive Technology Certificates:
  Automotive Electrical/Electronics
  Brakes and Suspension
  Engine Performance
  Power Train

Manufacturing and Industrial Technology Certificates:
  Heating and Air Conditioning
  Machine Tool
  Fluid Power
  Welding
  Industrial Electrician
Important College Terms
<table>
<thead>
<tr>
<th>Credit Hour</th>
<th>Credit is described in <strong>semester hours</strong> (the number of credits taken per semester). A credit hour represents <strong>one hour of lecture</strong> or two hours of laboratory per week for the semester.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite</td>
<td>A course that must be <strong>satisfactorily completed</strong> before a higher-level course can be taken.</td>
</tr>
<tr>
<td>Academic Skills Advancement Courses</td>
<td>Brush-up courses. Provides instruction to help develop <strong>writing</strong>, <strong>reading</strong>, and/or <strong>mathematical</strong> skills to be successful in college-level courses.</td>
</tr>
<tr>
<td>Program-Ready</td>
<td>A student who is able to take <strong>college-level</strong> courses.</td>
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<tr>
<td></td>
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<tr>
<td>---------------</td>
<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Transfer Credits</strong></td>
<td>Credits awarded by Ivy Tech for successful completion of a course at another accredited institution.</td>
</tr>
<tr>
<td><strong>Distance Education</strong></td>
<td>Courses will utilize, in-whole or in-part, online technology. These courses are offered in one of three formats: online, video conferencing and hybrid.</td>
</tr>
<tr>
<td><strong>GPA</strong></td>
<td>Grade Point Average. A numerical indication of the student’s performance for courses in which quality points can be earned. The GPA is calculated by dividing the number of quality points earned by the number of credits earned.</td>
</tr>
</tbody>
</table>
Steps to Success

1. Apply for Admissions & Financial Aid
2. Attend New Student Orientation
3. Complete Assessment Process
4. See an Academic Advisor
5. Register for Classes
6. Pay Tuition & Fees
7. Acquire Books & Supplies
8. Attend Classes
Office of Financial Aid

Ivy Hall, 1138
Office Hours:
Monday 8am-6:30pm
Tuesday-Friday 8am-5pm
<table>
<thead>
<tr>
<th>Financial Aid Advisors</th>
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</thead>
<tbody>
<tr>
<td><strong>A – Cz</strong></td>
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<tr>
<td><strong>D - He</strong></td>
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<tr>
<td><strong>Hi - Me</strong></td>
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<tr>
<td><strong>Mi - Se</strong></td>
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<tr>
<td><strong>Sh - Z</strong></td>
</tr>
<tr>
<td><strong>MCIC</strong></td>
</tr>
<tr>
<td><strong>WCIC</strong></td>
</tr>
</tbody>
</table>


3 Types of Financial Aid

1. **Grants & Scholarships**
   Do not require repayment
   www.ivytechlafayettescholarships.com or www.fastweb.com

2. **Loans**
   Borrowed from US Department of Education; requires repayment of amount, fees, and interest
   www.studentloans.gov

3. **Work-Study Employment**
   Your paycheck from working on campus helps pay your tuition and fees
   See the Office of Financial Aid to apply
Apply early **each and every** year.

Apply at www.fafsa.ed.gov
School Code: 010039

Application is for the following academic year: August – July.

Deadline for IN State Grants:
March 10th for the following academic year.

Priority Deadlines for Ivy Tech:
  - Fall: August 1st
  - Spring: December 1st
  - Summer: May 1st

Check Campus Connect Account
Satisfactory Academic Progress

You must maintain a 2.0 Cumulative GPA and 67% completion rate to maintain financial aid eligibility.

*Your completion rate is based on all attempted courses.

Failing a class will effect your GPA and completion rate

Withdrawing from a class will effect completion rate only.
Maximum Time Frame

You have 150% of your program credits to receive your degree.

Example:
Many associate degree programs are 60 credit hours.

You would be eligible for financial aid for up to 90 credit hours.
You’re a typical teenager and want nothing from your parents. You live on your own; they don’t support you. Why do we need their tax info on your FAFSA?

**Independent Student:**
Age 24 by December 31st of the award year
Married
Has dependents other than a spouse
A Veteran of the U.S. Armed Forces
A graduate or professional student
An orphan or a ward of the court through the age of 18
2. You lose your job because your company is shut down. You decide to come back to school, but made a lot of money and don’t qualify for aid. What can we do for you?

Special Circumstances…

Come to the Financial Aid Office for more information
You have a great night job, so you can still come to school. Now, your estimated family contribution (EFC) is really high. You still need a loan for books, etc. Will you be able to get a loan?

Still eligible if…
Registered for 6 or more credit hours

Good academic standing

Have not defaulted on a previous student loan
In your first semester here, things happened and you failed all your classes. Now, this semester, you need to withdraw from a class. What will be the consequences?

Last semester put you on **probation**

If you withdraw/fail a class, you will be **terminated** from Financial Aid.

Talk to your Financial Aid advisor – options, consequences, maximum time frame
Good Job! You did everything right and received Pell and State grants as well as a Direct loan. Unfortunately, your job moved to Colorado in the middle of the semester. What will happen to all that money?

Return to Title IV
Some or all of the funds will be returned

You will likely owe money
You’ve completed 33 credits of Academic Skills Advancement courses and 30 credits as an undecided student. You find that you’re no longer eligible for Financial Aid. What happened?

Keep in Mind:

Maximum ASA classes – 30 credit hours

Maximum UND classes – 28 credit hours
You might have turned in that paper the Financial Aid office wanted… but you can’t remember. Is there somewhere you can check without calling and embarrassing yourself?

All of your financial aid information is online

Visit Campus Connect: http://cc.ivytech.edu
Assessment Center

Ivy Hall, 1135
(765) 269-5611

Office Hours:
Monday-Thursday 8am-8pm
Friday 8am-5pm
Saturday 8am-12pm
About the COMPASS Assessment...

Determines placement in appropriate classes.

Includes three sections: reading, writing & math

Not a pass/fail assessment— you may retake the assessment in order to receive a higher score.

COMPASS Assessment may be waived with prior college credit or ACT/SAT scores

About the Assessment Center...

COMPASS testing requires an appointment (24 hours in advance)

To schedule your COMPASS appointment call the Assessment Center at 765.269.5611

Assessment testing is also available at the MCIC and WCIC. Contact the Instructional Centers directly to schedule testing for these locations.

Must show a valid photo ID before taking an exam
Don’t Forget...

It’s important to **review** before taking the COMPASS Assessment!

**Practice Sites:**


- [https://web.gsc.edu/fs/mhorton/LSenglish/](https://web.gsc.edu/fs/mhorton/LSenglish/)
Academic Advising Center

Ivy Hall, 2117
(765) 269-5630

Office Hours:
Monday 8am-6:30pm
Tuesday - Friday 8am-5pm
The Academic Advising Center works with entering students as they navigate their first year at Ivy Tech. New students are required to meet with an advisor prior to registering for classes for their first semester.

Once students are taking courses specific to their major, they are referred to a faculty advisor to see them through to graduation.
**Full-time vs. Part-time**

**Full-time students**  →  12 or more credit hours per semester

**Part-time student**  →  11 or fewer credit hours per semester

**Things to Consider**

- Work schedule
- Family responsibilities
- Additional time commitments
- Costs (tuition, books, fee, supplies)
- Type of financial assistance
- Health insurance requirements
Additionally…

To give yourself the best opportunity for academic success, devote one to two hours of study time each week for every credit hour.

3 + 6 = 9

- Hours in class per week
- Hours spent outside of class studying per week
- Total hours per week per 3 credit class
Selecting Classes

Use your Plan of Study, also known as the Curriculum of Record.

Available in the College Catalog or at www.ivytech.edu

Lists classes you must successfully complete to earn your degree

Classes are grouped:
- General Education
- Professional/Technical
- Concentration
English Course Sequence – Summer 2011

ENGL 031 Reading I
COMPASS Reading 44-65

ENGL 032 Reading II
COMPASS Reading 66-79

ENGL 024 Writing I
COMPASS Writing 23-51

ENGL 025 Writing II
COMPASS Writing 52-69

ENGL 111
English Composition
COMPASS Reading 80+ (No Reading Brush-up)
COMPASS Writing 70+ (No Writing Brush-up)
English Course Sequence – Fall 2011

**ENGL 083 Reading**
COMPASS Reading 49-79

**ENGL 093 Writing**
COMPASS Writing 32-69

**ENGL 111 English Composition**
COMPASS Reading 80+ (No Reading Brush-up)
COMPASS Writing 70+ (No Writing Brush-up)
Mathematics Course Sequence

MATH 015 (5 credits)
*Fundamentals of Algebra I*
COMPASS Pre-Algebra 25-54

MATH 023 (3 credits)
*Essentials of Algebra I*
COMPASS Algebra 24-34 **OR**
Algebra 15-23 **AND**
Pre-Algebra 55+

MATH 035 (5 credits)
*Fundamentals of Algebra II*
COMPASS Algebra 35-51

MATH 043 (3 credits)
*Essentials of Algebra II*
COMPASS Algebra 52-65

College Level Math Course per Degree Program
Am I required to take a new student class?

If placed into **at least one Academic Skills Advancement course**, you must take a new student class during your **first semester** at Ivy Tech.

- **IVYT101** – First Year Seminar (1 credit)
- **IVYT120** – New Student Seminar (3 credits)

If placed into **three or more Academic Skills Advancement courses**, you must take **IVYT120**.
Choose the best class format for you

Traditional 16 week courses

1\textsuperscript{st} 8 week and 2\textsuperscript{nd} 8 week courses

10 and 12 week courses
When do classes meet?

<table>
<thead>
<tr>
<th>Mon/Wed/Fri</th>
<th>Tue/Thu</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF 7:30-8:20am</td>
<td>TR 7:30-8:45am</td>
</tr>
<tr>
<td>MWF 8:30-9:20am</td>
<td>TR 9:00-10:15am</td>
</tr>
<tr>
<td>MWF 9:30-10:20am</td>
<td>TR 10:30-11:45am</td>
</tr>
<tr>
<td>MWF 10:30-11:20am</td>
<td>TR 12:00-1:15pm</td>
</tr>
<tr>
<td>MWF 11:30-12:20pm</td>
<td>TR 1:30-2:45pm</td>
</tr>
<tr>
<td>MWF 12:30-1:20pm</td>
<td>TR 3:00-4:15pm</td>
</tr>
<tr>
<td>MWF 1:30-2:20pm</td>
<td>TR 4:30-5:45pm</td>
</tr>
<tr>
<td>MWF 2:30-3:20pm</td>
<td></td>
</tr>
<tr>
<td>MWF 3:30-4:20pm</td>
<td></td>
</tr>
<tr>
<td>MWF 4:30-5:20pm</td>
<td></td>
</tr>
<tr>
<td>Nights 6:00pm Start Times</td>
<td>Nights 6:00pm Start Times</td>
</tr>
</tbody>
</table>

*Standard 3-credit classes in Fall and Spring. Times vary otherwise (labs, late-start, etc.)
When is payment due for tuition and fees?

You must have your tuition paid for or have arranged to pay it by the payment deadline or you will be dropped from all registered classes.

What methods of payment do you accept?

Cash
Check
Money Order
Visa
MasterCard
Discover

Where do I make my payment?

Online via Campus Connect → Payment Gateway

Mail:
Cashier’s Office
Ivy Tech Community College
3101 S. Creasy Lane
Lafayette, IN 47905

In person:
Cashier’s Office, Ivy Hall 1152
MCIC or WCIC (checks and money order only)
Interested in a payment plan?

**Nelnet Business Solutions (NBS)**

If you are not expecting financial aid or the amount of your student aid or loans will not cover the full cost of your tuition, you can participate in the college’s Tuition Payment Plan offered through Nelnet Business Solutions.

**Charge your bank account, credit card, or debit card**

**$25 enrollment fee per semester**

**$25 late fee if payment is returned**

**Enroll online, via Campus Connect, for a monthly payment plan**
Higher One Ivy Tech Debit Card

After registering for classes, you will receive an Ivy Tech Debit Card in the mail. This card is the key to selecting the refund preference that best fits your needs. Refunds can be excess financial aid, student loans, or tuition on a dropped class.

Follow the directions with the card to make an election by going to:

www.ivytechdebitcard.com

You may:

1. Authorize the card for refunds to be loaded onto the card

2. Elect to have refunds deposited into your personal checking account

Questions? Call the Cashier’s Office: 765.269.5614
Distance education course books must be bought through the online bookstore. When purchasing your books at Follett’s, you will shop by course, not by book.

Visit www.rent-a-text.com for information on Ivy Tech’s new Rent-a-Text program.
Additional College Resources

...to help you achieve
Learning Resource Center

Ivy Hall, 1157
Office Hours:
Monday – Thursday 8am-9pm
Friday 8am-5pm
Saturday 8am-1pm

Drop-In Tutoring
Accounting
Computers
Economics
History
Math
Reading
Writing
Spanish
Anatomy and Physiology

Supplemental Instruction Classes
Library

Hours:
Monday – Thursday 8am-8pm
Friday 8am-5pm
Saturday 9:30am-5pm
Sunday 1pm-5pm

Campus Library
College resources on 2nd floor
Book collections
Public access computers/wireless access
Reference services
Photocopies/computer printouts
Student research help sessions
Inter-library loan
Magazine collection
Material request
Reciprocal borrowing
Study rooms

Virtual Library
Access through Campus Connect
Available 24/7
Full-text magazines, books, reference books, reports
Ask-a-Librarian
Links
Library catalogs

http://wwwcc.ivytech.edu/library/lafayette/index.html
Office for Student Life

Ivy Hall 1166
Office Hours:
Monday – Friday 8am-5pm

Eric VandeVoorde
Director for Student Life, Development & Leadership
765.269.5458
evandevoorde@ivytech.edu

Jim Cowgill
Assistant Director for Student Life, Development & Leadership
765.269.5170
jcowgill@ivytech.edu
Agriculture Club
American Chemical Society
Association for Computer Machinery
Circle K International
Club EV (Electric Vehicle)
Dental Assistant Society
Ivy Tech Wind Energy Association
Kappa Beta Delta International Honor Society
Latino Student Union
Paralegal Society
Phi Theta Kappa International Honor Society
Respiratory Care Society
S.E.R.V.E.
Students for Academic Success and Service
Student Government Association
Students for Nursing Excellence
Student Veterans Organization
Supports of Women in Science and Technology
Leadership Programs at Ivy Tech

Student Leadership Academy

Student Government Association

Campus Activities Board

Student Ambassador Program

Resume building

Enhanced leadership skills

Networking opportunities

Increased satisfaction with college

Meet new people and make friends

Being an Ambassador has been a great experience. I’ve had the chance to interact with both students and staff. It makes Ivy Tech really feel like home.

-Ben, Current Ambassador
Facebook
www.facebook.com/ivy.tech.lafayette
Student Life @ Ivy Tech - Lafayette

What’s happening on campus?

Campus TV screens
LED screens
Campus Connect
Campus Calendar
Preferred Partners

Apartments
Banks
City Bus
Entertainment
Lafayette Family YMCA
Purdue Convocations
Purdue Federal Credit Union
Restaurants
Other Services

http://www.ivytech.edu/lafayette/student_life/discounts.html
Change of Enrollment – add/drop classes; change in program/degree

Change of Name

Enrollment Verification

Transcripts
Unofficial → free on Campus Connect

Official → $5 fee

Request in person

Mail or fax request form with fee
www.ivytech.edu/lafayette

Registrar’s Office
Ivy Hall, 1146
You have a **right** to:

- Inspect and review information on educational record
- Challenge the contents of educational record
- Request a hearing if outcome of challenge is unsatisfactory
- Submit an explanatory statement for inclusion in educational record
- Prevent disclosure of personally identifiable information
- Secure a copy of institutional policy
- File complaint with Department of Education concerning our failure to comply
**Directory Information**
College may publish certain student information without written consent of student
Name, address, email, phone, dates of attendance, enrollment status
Previous institution(s) attended, major, awards, honors, degrees
Past and present participation in activities, date and place of birth

**Authorized Release of Student Information Forms**
College can release student records to persons listed on the form.
Must have expiration date
Must be signed by student in front of ITCC employee or be notarized
Forms available in the Registrar’s Office.

*Students may request the withholding of directory information by notifying the Registrar’s Office in writing.*
*Please request further information on FERPA if you have questions.*
Student Support Center

Counseling Services
Career Services
Disability Support Services

Ivy Hall, 1323
(765) 269-5120
Monday – Friday 8am-5pm
Career Services

Counseling Services

Academic Success Skills Advising

Personal Issues Advising

Career Services

Career exploration and planning
Resume drop-in clinic
Career fair information

Job zone
Interview stream
Online job search and professional development information

www.ivytech.edu/lafayette/career_services
Disability Support Services

Requesting Accommodations:

1. Make an appointment to meet with DSS representative and complete intake form.

2. Provide documentation of disability according to DSS guidelines.

3. Documentation will be reviewed. If determined eligible, student is required to pick up an accommodation packet to be presented to his/her faculty.

** This process must be completed every semester you wish to receive an accommodation.

(765) 269-5262
www.ivytech.edu/lafayette/dss
disabilitysvcs@lists.ivytech.edu
Veteran’s Affairs

- GIBILL Benefits
- Military Tuition Assistance
- Student Veterans Organization
- CAC Card Reader
- Transition Information

Jamie Richards
Veteran’s Affairs Coordinator
jrichards119@ivytech.edu
Ivy Hall 1349
Campus Connect Getting Started

Quick Guides to Campus Connect

Login
Username... Password...
Login Cancel

Login Help
- Forgot Username?
- Forgot Password?
- Reset Password
First Time Users

Helpful Links
- Submit a Helpdesk Ticket
- Frequently Asked Questions
- Student Message Board
- Quick Guide & Financial Aid
- Hours of Operation

Campus Connect Features
- E-mail
- College announcements
- Register for Classes
- View Grades
- Pay Tuition
- Student Schedule
- Manage Financial Aid
- Quick Links
- Campus Information
- Calenders
- Virtual Library
- Blackboard
- Bookstore
- Helpdesk

Access Your Classes?
This will take you directly to access your Blackboard

Parents or others who have been granted access to make payments.

Not an Ivy Tech Student?
Apply!
Personal Information

- View/Update Addresses and Phones
- View/Update Ethnicity and Race
- View/Update E-mail Addresses
- View/Update Emergency Contacts
- Name Change Information
- Social Security Number Change Information
Student

Registration
Check your registration status, class schedule and add or drop classes

Student Records
View your holds, grades and transcripts

Student Account
View your account summaries, statement/payment history and tax information

Purchase Books at eFollett
Link to eFollett Bookstore site.
Financial Aid

Step 1 Review your Student Status
Make sure you are admitted into a Degree or Certificate program. You must be fully admitted before your financial aid can be processed. Courses Only (CO), Diploma (Diploma), and Apprenticeship students are not eligible for most loans and most grants. Be sure the College has your official FINAL transcripts from your high school and any college transcripts on file.

Step 2 Complete your Free Application for Federal Student Aid (FAFSA)
To qualify for federal, state and institutional aid you need to complete the FAFSA as soon as possible. Ivy Tech awards many aid program funds on a first-come, first-served basis. To maximize your aid opportunities, please complete the FAFSA when you apply for admissions to the College. If you or your family have unusual circumstances (such as loss of employment), complete the FAFSA to the extent you can, submit the application via the federal website or by mail using the address on the application and consult the financial aid office.

Step 3 Complete your Requirements and Financial Aid Authorization Forms
Students selected for Verification will be required to complete a Verification Worksheet and submit additional financial forms before aid can be processed or disbursed. Be sure you turn in all required forms, to prevent delays. Review Financial Aid Holds that may prevent payment of awards and complete Financial Aid Authorizations if you wish to use your grant/loan funds to pay bookstore charges and other college fees.

Step 4 Review your Financial Aid Awards, Accept/Decline Loans
Decide whether you will accept the full amount, partial amounts or none of Federal and/or Alternative loans offered to you. This step must be completed or loan requests will not be processed. If you qualify for the Pell Grant or other scholarships or grant they will automatically be accepted for you.

Step 5 Monitor your Financial Aid Status
You are responsible for monitoring your status, including your financial aid academic progress. Check your admission, registration and financial aid status on Campus Connect Online Student Self Service frequently. Check for notifications on your Ivy Tech student email account. After your financial aid welcome letter is mailed to you, communications regarding your financial aid will come via your Campus Connect account and your Ivy Tech email account.

Other Resources
Financial Aid Resources and Scholarship Links
Links to the Financial Aid Application and information about outside scholarships and resources.

Ivy Tech Financial Aid Offices
Click here to get information for your regional Financial Aid Office.
Virtual Library - Start
Lafayette

Lafayette Library

Select the image above to open the Library.

Ask a Librarian

Library Spotlight

Library Catalogs

Got Research? Pronto Ask-a-Librarian Service is for You!

What's Pronto? Pronto is a real-time communications application. Registration and installation is free. Find the Pronto download in Blackboard under the Community tab. Pronto may already be installed on computers on campus. What's PALS? PALS is the Pronto Ask a Librarian Service available for reference and research questions. Once Pronto is installed, select the "School" tab to find PALS.

Reference and Special Collections

A-Z LIST

Use the link above to obtain an alphabetical listing of all of the resources available on the Lafayette Virtual Library website.
Campus Connect
Ivy Tech Email

Click the email icon and re-enter your username/password

A new pop-up window may open.

Enter your email account: yourusername@ivytech.edu

Check your Ivy Tech e-mail regularly!
Need help deciding if you are ready to take an online class?

Go to:  http://ivytech.readi.info

Username: itcc-lafayette
Password: itccreg4

The test takes about 45 minutes. The time it takes will help you know if you can sit at the computer for an extended period of time. Most online tests are 60-90 minutes.

Are you familiar with distance education courses and how they work:

Register to attend our Distance Education Orientation at  
https://am.ivytech.edu/ameonlinelf/GroupAppointments.aspx
Getting Started

Blackboard

dl.ivytech.edu
Blackboard
General Information

Your groups are listed under “My Organizations”

Courses you registered for are listed under “My Courses”
Questions or problems with online services?

Call:
1.877.IVY.TECH

Visit online:
Visit Campus Connect

Service Desk Hours:
Tuesday through Thursday 7:00am to 10:00pm
Friday 7:00am to 12:00am
Saturday through Monday 24 hour availability
Wireless Internet

Available on campus

Further educational purpose of the College

Peer-to-Peer Programs

Prohibited:

- Downloading material in which users do not have copyright
- Disclosure of data
- Spreading of malware (viruses, trojans, etc.)
- Theft of data
- Malicious intent
Ivy Tech Alert

www.ivytech.edu/alert

Be kept informed of campus closings and emergencies via text message and/or e-mail.

No cost - standard texting rates

Available for anyone
Students
Staff
Family
Friends
Community members
Student’s Rights and Responsibilities
**Satisfactory Academic Standing**

- Must maintain a 2.0 GPA to remain in good Academic Standing.

- If your cumulative GPA falls below 2.0 for two consecutive semesters you will have to sit out for a semester.

- You **MUST** have a cumulative GPA of 2.0 to graduate.
If you earn a D (1.0) or F (0) as a final grade in a course you may repeat the course to try and improve your GPA.

You will be charged for the course every time you take it.

An A (4.0), B (3.0) or C (2.0) earned the second time you take the course will replace the original D or F earned in your GPA calculations.

Both grades will always appear on your transcript.
Drop or Withdrawal?
Drop or Withdrawal?

1. Drop within specified drop period → DROP

2. Drop after specified drop period → WITHDRAWAL

Student initiated
How do I drop or withdraw from a class?

2. Contact Office of Financial Aid to discover impact on funding

Complete Change of Enrollment form
   Office of the Registrar or Campus Connect

Withdrawals are an academic attempt
Do I receive a refund if I withdraw?

Drop before end of specified drop period → 100% refund

Withdraw after specified drop period → 0% refund

Note: Flex-courses or short-term classes follow a different refund schedule

Always consult with a financial aid advisor before dropping/adding classes – can impact your financial aid
College Policies and Procedures
Ivy Tech promotes a healthy environment for students and employees.

Tobacco use (any type) is prohibited on campus.

All products must be extinguished and discarded prior to entering campus.

This includes smoking in vehicles when on college property.
Free

No need to register vehicle

Avoid library and employee parking

Tickets will be issued to students who park in prohibited areas

PLAN AHEAD & ARRIVE EARLY
**Food and Drinks**

**Culinary Concepts Café**

**Drinks**
- Lounges
- General classrooms
- Prohibited: unsealed

**Food**
- Lounges
- Meeting rooms
- Prohibited: halls, classrooms

Both food and drinks are prohibited in computer labs and in the auditorium.
Jim and Jan Shook Wellness Center

$10 per semester

Lockers
Weight machines
Exercise equipment
Shower facilities
Welcome at family events!

Children are not allowed:
- In class
- Learning Resource Center
- Assessment Center
- Anywhere unsupervised

Highly discouraged:
- Meetings with instructors
- Meetings with faculty or advisors
Campus Security

- Security patrol
- Escort service
- Surveillance cameras
- Lafayette Police Department

Reception/Information area of Ivy Hall
Bring photo ID and C#

Issued every semester
Beginning two weeks prior classes

Reprints $5

Bus pass
Access to ITCC library
Discounts

Student ID Card
Campus Weather Closings

Radio & TV Announcements

www.cancellations.com

Ivy Tech Alert

Please do not call campus
Being Successful in Class

Be on time

Attend all classes

Read the course syllabus

Participate in class discussion

Turn in assignments on time

Ask your instructor questions

Check Campus Connect & email regularly

Recognize it will be challenging

Let your instructor know if you can’t make it (in advance)
Important Dates to Remember:

Payment Deadlines:
Summer 2011: May 31st
Fall 2011:

Registration Dates:
Registration for summer and fall classes begins March 15th.

Financial aid can be used at the bookstore:
Summer: Beginning May 2nd
Fall: Beginning July 25th
Before Classes Start...

- Verify your financial aid through Campus Connect and turn in any needed documents.
- Make payment for classes if financial aid is not available by payment deadline.
- Authorize the bookstore to charge your financial aid account for books and supplies through Campus Connect.
- Get a student ID.
- Check your detailed schedule on Campus Connect to verify classes, times, start dates and locations.
- Make a practice run to campus before classes start to find classrooms.
- Read the student handbook found on Campus Connect.
Where do you go from here…
We look forward to having you as our student.

If you have any questions or need additional information over the material presented please contact:

Jeanise Buck
Assistant Director of Orientation and Student Success
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