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. Steps to Success
3. College Resources
4. Campus Technology
5. Student’s Rights and Responsibilities
6. 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
White County Instructional Center
Monticello, IN

Montgomery County Instructional Center
Crawfordsville, IN

Renaissance Place
Downtown Lafayette, IN
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
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
School of Education
Griffin Hall, (765) 269-5730

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.
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>
</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>----------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------</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-Thursday 8am-5pm
Friday 9am-5pm

Financial aid is funds set aside by the Federal Government, the State or a private organization or the College, to help eligible students pay for educational expenses.
<table>
<thead>
<tr>
<th>Financial Aid Advisors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A – Cz</strong></td>
</tr>
<tr>
<td>Amanda Drymiller</td>
</tr>
<tr>
<td><strong>D - He</strong></td>
</tr>
<tr>
<td>Bridgit Bucher</td>
</tr>
<tr>
<td><strong>Hi - Me</strong></td>
</tr>
<tr>
<td>Evi Liatiri</td>
</tr>
<tr>
<td><strong>Mi - Se</strong></td>
</tr>
<tr>
<td>Chad Clevenger</td>
</tr>
<tr>
<td><strong>Sh - Z</strong></td>
</tr>
<tr>
<td>Sarah Wandless</td>
</tr>
<tr>
<td><strong>MCIC</strong></td>
</tr>
<tr>
<td>Amber Phillips</td>
</tr>
<tr>
<td><strong>WCIC</strong></td>
</tr>
<tr>
<td>Rotation</td>
</tr>
</tbody>
</table>
Veteran’s Affairs

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

Jamie Richards
Veteran’s Affairs Coordinator
jrichards119@ivytech.edu
(765) 269-5118
Ivy Hall 1349
Applying for financial aid

Apply early each and every year at www.fafsa.ed.gov
School Code: 009917

Application is for the following academic year: August – July

Priority Deadlines for Ivy Tech:
Fall: July 15th
Spring: December 1st
Summer: May 1st

How and when do I get the aid?
Types of Financial Aid to help pay for college

1. Grants & Scholarships
2. Loans
3. Work-Study Employment
Grants & Scholarships

Federal and State Grants

Do not require repayment, unless you withdraw or fail your classes

Federal Pell grant:
Eligibility varies depending on your Estimated Family Contribution (EFC) and enrollment status

State grants: For tuition only
Must apply by March 10th for the following academic year. Prorated down for less than 15 credit hours (may require at least 12 hours)
Eligibility may depend on your EFC

Scholarships
Apply now at:
www.ivytechlafayettescholarships.com
www.fastweb.com
Student Loans

Borrowed from US Department of Education
Subsidized, Unsubsidized & PLUS Loans
For more information: www.studentloans.gov

• To qualify:
Enrolled in 6 or more credit hours
Good academic standing (SAP)
Have not defaulted on a previous student loan
Aid amount depends on Hours enrolled

• To apply:
1) Fill out your FAFSA at www.fafsa.ed.gov
2) Apply at your financial aid office or download the loan application at www.ivytech.edu

Requires repayment of principle, fees and interest
Your paycheck from working on campus helps pay your tuition and fees

- **To qualify:**
  Otherwise eligible for financial aid
  Eligibility depends on EFC

- **To apply:**
  1) Fill out your FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  2) Complete a FWS application online at [https://jobs.ivytech.edu](https://jobs.ivytech.edu) and search for “Work-Study” under job type and Lafayette campus
  3) Pick up a brochure at the Financial Aid Office for more information
Maintaining Financial Aid Eligibility

Satisfactory Academic Progress

2.0 Cumulative GPA

67% Completion Rate
*Based on all attempted courses

Repeated classes count as attempted but not completed in your completion rate and MTF

Note:
**Failing**  →  GPA and completion rate

**Withdrawing**  →  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 will be placed on **financial aid warning** for one semester.

If you fail to meet SAP standards after your warning semester, you will be placed on **Financial Aid Termination**. You will no longer be eligible for financial aid.

**Helpful Tips**

See the Financial Aid office before making any changes to your class schedule!

Talk to your Financial Aid advisor about options, consequences, maximum time frame.
Maximum ASA classes – 30 credit hours

Maximum UND classes – 28 credit hours

May fund a previously passed class ONCE or you may retake a class you have previously withdrawn from once.
Make yourself familiar with Campus Connect! Guidance is available.
Navigating Financial Aid links on your Campus Connect account
Campus Connect: your step by step guide to financial aid from the start

Steps 1 & 2: Check your student status and complete your FAFSA

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 awarded. 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 aid on a rolling basis, so you should apply as soon as you are able. Complete the FAFSA even if you think you do not qualify for aid. You may be eligible for grants or scholarships.

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 information. If you are selected for Verification, you will receive a letter from the College indicating what forms you need to complete and how you can get your forms. You must submit all forms before your financial aid can be awarded.

Step 4: Review your Financial Aid Awards, Accept/Decline Loans
Review your financial aid award letter to see how much financial aid you are eligible for. You must accept all financial aid awards before you can receive the funds.

Step 5: Monitor your Financial Aid Status
You are responsible for monitoring your status, including your financial aid awards and academic progress. Check your admission, registration, and financial aid status using your Ivy Tech student email account. After your financial aid is awarded, you will receive an email with instructions on how to view your financial aid award letter and accept or decline your loans.

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.
Step 3: Complete your requirements and authorization forms

Complete your Requirements and Financial Aid Authorizations

Financial Aid Holds
Financial aid holds may prevent payment of awards. Contact your regional Financial Aid Office with questions.

Requirements, Verification Documentation and Financial Aid Authorization Forms
Student selected for verification will be required to complete a verification worksheet and submit additional Financial Aid Authorizations if you wish to use your grant/loan funds to pay bookstore charges and other required fees.

Financial Aid Messages
Financial Aid messages are posted by the Financial Aid office and contain information that requires your attention.

Financial Aid Academic Progress
The US Department of Education requires Ivy Tech to define and administer Satisfactory Academic Progress for completion of their educational opportunities.

Monitor your financial aid eligibility
Review and complete forms and requirements and monitor the status of your submitted paperwork
Read your messages
Monitor your financial aid eligibility

RELEASE: 8.12
Have you submitted all the requested forms?

Eligibility Requirements for Award Year 2011-2012

<table>
<thead>
<tr>
<th>Satisfied Requirements</th>
<th>Status</th>
<th>As of Date</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorize FA to Pay Charges other than Tuition and Fees</td>
<td>Authorized, Thank You</td>
<td>Aug 16, 2010</td>
<td></td>
</tr>
<tr>
<td>Authorize FA to Pay Prior Year Charges</td>
<td>Authorized, Thank You</td>
<td>Aug 16, 2010</td>
<td></td>
</tr>
<tr>
<td>Direct Loan Master Promissory Note</td>
<td>Signed</td>
<td>Sep 16, 2011</td>
<td>Federal Direct Subsidized Loan</td>
</tr>
<tr>
<td>Federal Direct Stafford Loan Application/Entrance Counseling</td>
<td>Completed, Thank You</td>
<td>May 02, 2011</td>
<td>Federal Direct Subsidized Loan</td>
</tr>
<tr>
<td>Federal Direct Stafford Loan Application/Entrance Counseling</td>
<td>Completed, Thank You</td>
<td>May 02, 2011</td>
<td>Federal Direct Unsub Loan</td>
</tr>
<tr>
<td>Free Application for Federal Student Aid (FAFSA)</td>
<td>Completed, Thank You</td>
<td>Feb 20, 2011</td>
<td></td>
</tr>
</tbody>
</table>

Select Another Aid Year
Step 4: Review your maximum award eligibility and accept your loan offers

Award Package for Award Year 2011-2012

Financial Aid Processing Priority
While students may apply for federal financial aid throughout the year, Ivy Tech has established financial aid processing priority dates for:
- Fall 2011 Semester - July 15
- Spring 2012 Semester - December 1
- Summer 2012 Term - May 1

In order to ensure priority processing and "on-time" delivery of financial aid, students must apply and return all requested forms/verifications by the priority processing date for the semester they wish to attend. Meeting this priority date gives Ivy Tech the necessary time to review applications as determined by eligibility so that his/her aid will be posted by the first day of classes. It does not guarantee that his/her aid will be available by the first day of classes. It is recommended that students begin the financial aid application process at least 3-4 weeks before the priority processing date for the semester.

If the semester priority processing date is missed, student applications will still be accepted and processed, however, aid will not be posted by the first day of classes.

If you have already filed a 2011-2012 FAFSA, you do not need to re-file.

For more information about the Ivy Tech Financial Aid Processing Priority dates visit http://www.ivytech.edu/financialaid/prioritydates.htm

Click on each tab displayed on this page to view your financial aid award details for this aid year. If you have questions regarding your award...
Are you in good standing and eligible for Financial Aid?

Eligibility Requirements for Award Year 2011-2012

Financial Aid Status of Academic Progress is based on your academic performance for each term that you are enrolled and completion of your program of study is also a factor. Poor academic performance can affect eligibility for federal, state policy and status terminology can be accessed using the HELP link in the top right corner of this page.

This status is determined by the Financial Aid Office and solely affects your financial aid eligibility. To view your Academic Progress, click the Student tab at the top of this page.

### Academic Progress

<table>
<thead>
<tr>
<th>Status</th>
<th>Last Term Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Standing</td>
<td>Fall 2011</td>
</tr>
<tr>
<td>Good Standing</td>
<td>Summer 2011</td>
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<tr>
<td>Good Standing</td>
<td>Spring 2011</td>
</tr>
<tr>
<td>Good Standing</td>
<td>Fall 2010</td>
</tr>
<tr>
<td>Good Standing</td>
<td>Summer 2010</td>
</tr>
</tbody>
</table>
Be sure to always check your messages from the Financial Aid office

And don’t forget… All of your financial aid information is available online. Visit Campus Connect: http://cc.ivytech.edu
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!

Ivy Tech offers free Compass prep tutoring for those who would like to prepare for taking the test for the first time or to improve their skills before re-testing. Stop by Ivy Hall 1260 or call 269-5333 or 269-5334 for more information or to make an appointment.

The following websites also contain information helpful for preparing to take the COMPASS Assessment:

www.ivytech.edu/COMPASS
  Click on the Lafayette campus and then on “For additional information, including practice tests, click HERE.”

COMPASS practice sites:
  Writing & Reading Sample Tests: https://web.gsc.edu/fs/mhorton/LSenglish/

Ivy Tech COMPASS review tool: http://www.ivytech.edu/compass-review
  To create an account you will need your C#, found on your acceptance letter.
Academic Advising Center

Ivy Hall, 2117
(765) 269-5630

Office Hours:
Monday 8am-6:30pm
Tuesday - Thursday 8am-5:30pm
Friday 8am-5pm
<table>
<thead>
<tr>
<th>Academic Advisors</th>
<th>Programs of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Musick</td>
<td>Technology and Applied Sciences</td>
</tr>
<tr>
<td>Martin Schap</td>
<td>Courses only (Non-degree seeking)</td>
</tr>
<tr>
<td>Craig Clifton</td>
<td>School of Business</td>
</tr>
<tr>
<td>Heather Harvey Flynn</td>
<td>School of Business</td>
</tr>
<tr>
<td>Jason Learman</td>
<td>General Studies/Liberal Arts</td>
</tr>
<tr>
<td>Patrick Stoker</td>
<td>Transfer Advisor</td>
</tr>
<tr>
<td>Kim Morris</td>
<td>Generalist</td>
</tr>
<tr>
<td>Academic Advisors</td>
<td>Programs of Study</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>Rozlyn Hernandez</td>
<td>Health Sciences *New nursing students by appointment only</td>
</tr>
<tr>
<td>Sandy Esgar</td>
<td>*New nursing students by appointment only</td>
</tr>
<tr>
<td>Sue Griffith</td>
<td>Generalist</td>
</tr>
<tr>
<td></td>
<td>Crawfordsville Instructional Center</td>
</tr>
<tr>
<td>Linda Gretencord</td>
<td>Generalist</td>
</tr>
<tr>
<td></td>
<td>Monticello Instructional Center</td>
</tr>
<tr>
<td>Stacia Pleasants</td>
<td>School of Public and Social Services and</td>
</tr>
<tr>
<td></td>
<td>School of Education</td>
</tr>
</tbody>
</table>
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.
Did you select “Nursing Interest” as your program?

- REQUIRED!
  - Meet with an Academic Advisor **every semester** to register

- Contact!
  - Rozlyn Hernandez: herandez2@ivytech.edu
  - Sandy Esgar: sesgar@ivytech.edu
  - Sue Griffith: sgriffith45@ivytech.edu (Crawfordsville)
  - Linda Gretencord: lgretencord@ivytech.edu (Monticello)
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

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 117 (3 credits)**
*or*
**MATH 118 (3 credits)**

**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)
- **or**
- 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

1st 8 week and 2nd 8 week courses

10 and 12 week courses
### Mon/Wed/Fri

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
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<th>Friday</th>
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<tbody>
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<td>8:30-9:20am</td>
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<td>9:30-10:20am</td>
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<td>1:30-2:20pm</td>
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<td>3:30-4:20pm</td>
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<td>4:30-5:20pm</td>
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</tbody>
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### Nights

<table>
<thead>
<tr>
<th>Time</th>
<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00pm</td>
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### Tue/Thu

<table>
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<tr>
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<tbody>
<tr>
<td>7:30-8:45am</td>
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<td>9:00-10:15am</td>
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<tr>
<td>10:30-11:45am</td>
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<td>12:00-1:15pm</td>
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<td>3:00-4:15pm</td>
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<td>4:30-5:45pm</td>
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### Nights

<table>
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<tbody>
<tr>
<td>6:00pm</td>
<td></td>
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</table>

*Standard 3-credit classes in Fall and Spring. Times vary otherwise (labs, late-start, etc.)
Cashier’s Office

Ivy Hall, 1152
Office Hours:
Monday 8am-6:30pm
Tuesday - Friday 8am-5pm

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
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

Always shop by course, not by book

View textbook information on Campus Connect

Rent-a-Text

Book buy back

In addition to books, the Bookstore also carries: School Pride, Computer Supplies, Welding Supplies, Medical Supplies and more.
Additional College Resources

...to help you achieve
Learning Resource Center

COMPASS Preparation

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

Supplemental Instruction Classes

Ivy Hall, 1157
(765) 269-5617
Office Hours:
Monday – Thursday 8am-9pm
Friday 8am-5pm
Saturday 8am-1pm
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
Office for Student Life
Ivy Hall 1166

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
Student Organizations  ∙  Intramural Sports  ∙  Student Activities

Cultural Events  ∙  Entertainment

Agriculture Club
American Chemical Society
Association for Computer Machinery
Black Student Union
Circle K International
Club EV (Electric Vehicle)
Criminal Justice Society
Dental Assistant Society
Future Educators Association
Kappa Beta Delta International Honor Society
Latino Student Union
Paralegal Society
Phi Theta Kappa International Honor Society
S.E.R.V.E.
Students for Academic Success and Service
Student Government Association
Students for Nursing Excellence
Student Veterans Organization
Supporters of Women in Science & Technology
Surgical Technology Society
Leadership Programs at Ivy Tech

IVYT 171: Leadership

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, Student Ambassador
Jim and Jan Shook
Wellness Center

$20 per semester
- Pay at Cashier Window

Lockers
Weight machines
Cardio equipment
Shower facilities
Facebook
Student Life @ Ivy Tech – Lafayette
www.facebook.com/ivy.tech.lafayette

Twitter - @IvyTechLaf

Campus TV screens
Campus Connect
Campus Calendar
Ivy Tech Email

What’s happening on campus?
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

Change of Name

Enrollment Verification

Transcripts
Unofficial → free on Campus Connect

Official → $5 fee

FERPA Compliance
Family Educational Rights and Privacy Act
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
Counseling Services

Academic Success Skills Advising

Personal Issues Advising

Career Services

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

www.studentlingo.com/IvyTech

Job zone
Interview stream
Online job search and professional development information
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
disabilitysvcslaf@lists.ivytech.edu
Technology Awareness
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 (DIPL), 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.

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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.

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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.
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.

Register to attend a distance education orientation.
Hello

Welcome to Blackboard Academic Suite. There are two methods recommended by Blackboard and Ivy Tech. There is a compatibility issue in Blackboard with the newer versions of both Internet Explorer 6 and Mozilla Firefox 3.5. To see which web browser version you have simply go to HELP right below the address bar on most web browsers and then click on About.

Follow this link to downgrade to Mozilla Firefox version 3.0.13
Follow this link to downgrade to Internet Explorer version 7

Login Here

Log In using your Campus Connect username and password

If you have never logged in to Campus Connect before, get started at the First Time Here set up.

If you do not know your username look it up here

If you do not know or have forgotten your password, reset it here

If you still need help, go to the help page

Username:
Password:

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

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

o You **MUST** have a cumulative GPA of 2.0 to graduate.
Repeating a Course to Improve GPA

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.

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?
I. Drop or Withdrawal?

Drop within specified drop period → DROP

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
3. 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
Tobacco Use

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.
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:

Semester Start Dates:
Spring 2012: January 9th
Summer 2012: May 21st
Fall 2012: August 20th

Payment Deadlines:
Spring 2012: January 3rd

Registration Start Dates:
Spring 2012: July 1st
Summer 2012: February 15th
Fall 2012: March 15th

Financial aid can be used at the bookstore:
Spring 2012: December 12th – January 25th
Summer 2012: April 30th – June 6th
Fall: TBD
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...

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