Introduction to Computing $115
A basic introduction to using computers and the MS Windows Operating System including the arranging the desktop and taskbar, editing and changing fonts, managing files and folders, using the Windows media player, printing topics, changing properties, and shortcuts.
1/26-2/16  W  6-9p  COMP COM1-02F 103
   Muncie, room 509B
2/2-2/23   W  6-9p  COMP COM1-08F 103
   Marion, Computer Lab   CRN#10271
2/8-3/1    T  6-9p  COMP COM1-09F 103
   WorkOne Winchester, Computer Lab  CRN#10272
1/25-2/15  T  6-9p  COMP COM1-01F 103
   John Jay Center for Learning, Computer Lab CRN#10125
4/5-4/26   T  6-9p  COMP COM1-07F 103
   Marion, Computer Lab   CRN#10270
4/13-5/4   W  6-9p  COMP COM1-06F 103
   WorkOne Winchester, Computer Lab   CRN#10269
MS Access Level 1 $115
Learn how to use Microsoft's powerful database that will allow you to store, search, and analyze display information. You will learn to create tables using the fields and records you need, set values, create validation rules, and how to retrieve data using queries and reports.
2/9-3/2    W  1-4p  COMP MSA1-01F 103
   John Jay Center for Learning, Computer Lab
2/8-3/1    T  1-4p  COMP MSA1-02F 103
   Muncie, Room 509B
4/5-4/27   W  6-9p  COMP MSA1-08F 103
   Marion, Computer Lab   CRN#10736
4/14-5/5   R  6-9p  COMP MSA1-09F 103
   WorkOne Winchester, Computer Lab   CRN#10739
MS Excel Level 1 $115
Get started in Excel. Learn how to modify an existing worksheet, build a new worksheet, use worksheet shortcuts, enhance worksheet appearance, and enhance printed output. Prerequisite: Basic computer skills, familiar with Windows.
2/22-3/15  T  6-9pm  COMP MSE1-01F 103
   John Jay Center for Learning, Computer Lab
2/23-3/16  W  6-9pm  COMP MSE1-02F 103
   John Jay Center, Computer Lab   CRN#10179
3/3-3/31   R  6-9pm  COMP MSE1-08F 103
   Marion, Computer Lab   CRN#10274
3/16-4/6   W  6-9p  COMP MSE1-09F 103
   Winchester WorkOne, Computer Lab   CRN#10275
MS Excel Level 2 $115
Learn intermediate editing and spreadsheet formatting techniques for Excel, using absolute cell references, using logical functions, creating a chart, working with lists, linking worksheets within a workbook, controlling the worksheet display, and adding drawings and pictures to a worksheet. Prerequisite: MS Excel Level 1, prior experience with Excel, or demonstrated proficiency.
3/29-4/12  T  6-9p  COMP MSE2-01F 103
   John Jay Center, Computer Lab   CRN#10180
3/30-4/13   W  6-9p  COMP MSE2-02F 103
   Muncie, 509B   CRN#10182
4/7-4/28   T  6-9p  COMP MSE2-08F
   Marion, Computer Lab
4/13-5/4   W  6-9p  COMP MSE-09F 103
   Winchester WorkOne, Computer Lab
MS Word Level 1 $115
Learn to create, edit, and format documents and use Word's outstanding writing & document preparation tools. Great for home & the workplace! Prerequisite: Basic computer skills, familiar with Windows operating Systems.
3/1-3/29    T  6-9p  COMP MSW1-08F 103
   Marion, Computer Lab   CRN#10276
3/17-4/7    R  6-9p  COMP MSW1-09F 103
   Winchester WorkOne, Computer Lab   CRN#10277
Digital Photography & Media $115
An introductory course for new camera users to learn the technical and creative possibilities of digital media, software, cameras, and photography.
1/12-2/2    W  6-9p  PERS CAM5-01F 103
   John Jay Center for Learning, Lab  CRN#10187
1/13-2/3    R  6-9p  PERS CAM5-02F 103
   Muncie, Room 509B   CRN#10188
AHA Basic Life Support/Healthcare Providers  $45
This course provides information on adult and pediatric CPR (including two-rescuer scenarios and use of the bag-valve mask); foreign-body airway obstruction (both conscious and unconscious); automated external defibrillation; special resuscitation situations; and other cardiopulmonary emergencies. Course Fee Disclaimer: The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional material for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials; do not represent income to the Association. Non-credit.

1/13 R 10a-2p HLTH AHA1 H1F 103 Anderson Ebbertt, 151A CRN# 10390

2/15 T 10a-2p HLTH AHA1 H2F 103 Anderson Ebbertt, 151A CRN#10391

3/16 W 10a-2p HLTH AHA1 H3F 103 Anderson Ebbertt, 151A CRN#10392

4/13 W 10a-2p HLTH AHA1 H4F 103 Anderson Ebbertt, Room 151A CRN#10393

CNA-Certified Nurse Aide  $657.75
Take the first step to a career in the health professions by becoming a Certified Nurse Aide. This course includes classroom instruction, laboratory, clinical experience and the state exam. Attendance is required at all class meetings and clinical assignments. Clinical assignments will include Saturday and/or Sunday shifts. Five credit hours. Fee does not include books.

1/10-2/26 M-F 8a-12p HLHS 107-K1F 103 Anderson Campus, Room 314 CRN#50538

1/11-3/19 T&R 6-10p HLHS 107-N1F 103 New Castle-St Rd 3 N, Lab CRN#50542

2/14-3/26 M-F 1-5p HLIS 107-Q1F 103 Marion Campus, Room 206 CRN#50546

2/21-4/23 M-F 1-5p HLHS 107-E2F 103 Muncie Campus NIC, Room 502 CRN#50547

2/28-4/16 M-F 8a-12p HLHS 107-K2F 103 Anderson Campus, Room 314 CRN#50541

3/1-4/30 T&R 6-10p HLHS 107-N2F 103 New Castle-St Rd 3 N, Lab CRN#50545

3/28-5/7 M-F 8a-12p HLHS 107-Q2F 103 Marion Campus, Room 206 CRN#50547

Qualified Medication Aide  $668.83
Certified Nurse Aides (CNA) currently on the Indiana CNA registry, without findings, who can document 1000 hours CNA work experience in the past 24 months and possessing a high school diploma or GED may apply to train to become a Qualified Medication Aide (QMA) and prepare to sit for the required state exam. Permission of the program director and completion of all pre-enrollment criteria is required prior to enrollment. For a complete list of pre-enrollment criteria and to obtain a pre-enrollment packet, contact Jasmine Hamilton at 765-643-5745 x 1048. Course fee includes study materials, but does not include state exam fees. Attendance is mandatory in this program. Sixteen sessions. Five credit hours.

1/11-5/5 T&R 1-4p HLHS 117-H1F 103 Anderson Campus, Room 314

Home Care Aide  $582.75
This course provides students with the knowledge and practical skills necessary to function as a home health aide. The course follows the established content criteria of the Indiana Home Health and Hospice Association for Homemaker/Companion, Personal Care Attendant I, Personal Care Attendant II, and concluding with Home Health Aide. Placement on the Indiana State Department of Health Home Health Aide Registry is facilitated post-employment after employer verification of required competencies and written examination. Twenty-four sessions. Five credit hours. Fee does not include book.

1/10-2/11 M-F 8:30a–12:30p HLHS 114-E1F 103 Muncie Campus NIC, Room 502 CRN#51554

Emergency Medical Technician Basic  $968.45
The EMT-B course gives the student knowledge to provide basic emergency care under medical director’s supervision, using guidelines set by the Department of Transportation and the Emergency Medical Services Commission of Indiana. Thirty-one sessions. Seven-and-a-half credit hours.

1/10-5/8 M-R 5:30-9:30p PARM 102-E1F 103 Muncie, Room 502 CRN#51553

Expanded Functions Dental Assisting  $778.65
If you are currently employed by a practicing dentist as a dental assistant and can document two years of chair side dental assisting employment OR certification as a Dental Assistant, you may qualify for Expanded Functions Dental Assisting (EFDA) training. Due to the advanced nature of this course, applicants must pass a pre-test in order to continue the course, attend all scheduled call sessions, and be able to do clinical practice at their place of employment. Contact Jasmine Hamilton at 765-643-5745 x 1048 to obtain course informa-
tion, syllabus, and a pre-enrollment packet. Class size is limited. Permission of the program director required for enrollment. Six sessions. Three credit hours.

3/19–4/23  S  8:30a– 4p  DENT 286-K1F 103
Anderson Campus, Room 303

Concepts of Wound Care $99
Concepts of Wound Care will provide the RNs and LPNs with an expanded knowledge of: Anatomy, Physiology & Functions of the Skin; Primary and Advanced Treatment Modalities - Burns; Venous, Arterial, Diabetic, and Pressure Ulcers; Lymphedema, Lipidema, and Cellulitis; Purpose and Process of ABI Diagnostic Measures; and Hands-on-ABI Applications. Instructor: Susan Nelson, MSN, RN, Wound Care Consultant. Fee does not include book.

3/4  F  9a-4p  HLTH WOU1 K1F 103
Anderson Ebbertt, Room 151A  CRN#10375
Room

### Dementia Care Professional Series

**Dementia Care: Understanding Dementia** $69
This course is designed for health care professionals that are either new to the health care industry or who are unfamiliar with dementia and Alzheimer’s disease. Understanding dementia begins with an overview of dementia and the specific diseases that may cause dementia. The diagnostic process, dual diagnosis, and progression of Alzheimer’s disease will be covered. Medications and non-pharmacological forms of treatment will also be addressed. This is one of five core courses required for Alzheimer’s Association Dementia Professional Certification.

1/27  R  1-5p  HLTH DEM1 K1F 103  Anderson Ebbertt, Room 151A
CRN#10368

**Dementia Care: Strategies for Better Care Environment** $69
The potential of the physical environment, both internal and external, to play an active role in shaping and supporting independence, stimulation, and quality of life for individuals with Alzheimer’s disease and related dementias will be explored in this course. Special emphasis will be placed on principles behind design.

2/24  R  1-5p  HLTH DEM9-K1F 103  Anderson Ebbertt, Room 151A
CRN#10371

**Dementia Care: Effective Communication** $69
Utilizing interactive training, this course provides the learner with information on verbal, non-verbal, and written communication techniques for persons with dementia, resident’s families, and co-workers. Special consideration of cultural influences, hearing and visual impairments, and documentation will be addressed. This is one of five core courses required for Alzheimer’s Association Dementia Professional Certification

3/24  R  1-5p  HLTH DEM4-K1F 103  Anderson Ebbertt, Room 151A
CRN#10369

**Dementia Care: Managing Activities** $69
This course addresses the use of activities throughout the day that are individualized for those with dementia. Tips, techniques, and examples will be used to provide a meaningful exploration of the possibilities that activities provide in allowing residents to lead the fullest life possible. Individual and group activities as well as environmental design that facilitate activities will be emphasized. This is an elective course for Alzheimer’s Association Dementia Professional Certification.

4/28  R  1-5p  HLTH DEM6 K1F 103  Anderson Ebbertt, Room 151A
CRN#10370
ServSafe Food Safety Training  $140
SERVSAFE Training is a food sanitation and safety training developed by the National Restaurant Association Educational Foundation, and meets the new Indiana Dept. of Health Food Handler Certification Rule requirements. The class features two days of intensive training by certified instructors. This program is dedicated to helping the food service industry prevent foodborne illness potentials and provide employee training focused on Hazard Analysis Critical Control Point (HACCP) systems of food safety.

3/2  W  8:30a-5p  HOTO CPF2-01F 103  
John Jay Center, Conference Room  CRN#10183

3/30  W  8:30a-5p  HOTO CPF2-02F 103  
Muncie, Conference Room  CRN#10184

4/6-4/13  W  9a-4p  HOTO CPF2 K1F 103  
Anderson Ebbertt, 151A  CRN#10376

4/14  R  8:30-5p  HOTO CPF2-08F 103  
Marion, TBA

ServSafe Food Safety Testing  $50
SERVSAFE Testing Session Only

3/2  W  2-5p  OTHR ASMT-01F 103  
John Jay Center, Conference Room  CRN#10185

3/30  W  2-5p  OTHR ASMT-02F 103  
Muncie, Conference Room

4/14  R  2-5p  OTHR ASMT-08F 103  
Marion, TBA

Gas Metal Arc Welding (GMAW) MIG Training
This training provides 80 hours of MIG welding processes including short-circuit, spray, and flux core, basic equipment, setup, and safety, assembly, fabrication, and layout techniques. Participants will learn practical welding techniques and procedures as they pertain to various metal types and thicknesses, welding in various positions, joints and characteristics. Call the WED Office (800) 589-8324 Extension 1309 for information.

HVAC Fundamentals
This training provides the skills necessary to obtain entry-level employment in the HVAC, building maintenance, or refrigeration fields. Successful participants will be prepared to sit for the EPA 608 Refrigerant Recovery and the HVAC Excellence Basic Electricity certification exams. Participants will learn safety, EPA regulations, tool and meter use, basic electricity, refrigeration, heating systems, troubleshooting techniques, and duct fabrication. Please call the WED Office (800) 589-8324 Extension 1309 for information.

OSHA 10-Hour Outreach/General Industry  $255
A class designed for safety personnel from any type of general industry who are responsible for on-the-job safety and health work practices, complying with OSHA regulations.

3/16-3/17  W-R  8a-4p  SAFE OSH1-01F 103  
John Jay Center for Learning, Lab  CRN#10266

3/23-3/24  W-R  8a-4p  SAFE OSH1-02F 103  
Muncie, Conf Room  CRN#10268

5/4-5/5  W-R  8a-4p  SAFE OSH1-08F 103  
Marion, TBA

Real Estate Sales Pre-Licensing  $599
An introductory real estate sales course in the principles and practices of the profession, designed to prepare individuals for the real estate license examination as required by the Indiana Real Estate Commission. The Indiana Real Estate Commission requires completion of 54 hours of training and a minimum cumulative score of 225 on three required tests in class in order to qualify to sit for the state exam. Testing and licensure details available from the instructor. Students who successfully complete this course are responsible for scheduling of and costs associated with the state exam.

2/21-4/28  M&R  6-9p  SABU RES1 R1F 103  
Muncie, TBA  CRN#10263

The East Central Indiana Small Business Development Center (ECI SBDC) program is hosted by Ivy Tech Community College as part of our commitment to offering lifelong educational opportunities to the community. This center is funded through a cooperative agreement between local communities in East Central Indiana, the Indiana Economic Development Council, the SBA and Ivy Tech.

The ECI SBDC is your one-stop resource for technical assistance if you are in business or are considering starting a new enterprise here in East Central Indiana. Our core services include:

- No cost, confidential business counseling services
- Business training seminars
- Access to market research and industry specific business data

For more information on how we can help your small business prosper, please call our office at (765) 282-9950.

This cooperative agreement is partially funded by the U.S. Small Business Administration. SBA's funding is not an endorsement of any products, opinions or services. SBA funded programs are extended to the public on a non-discriminatory basis.
CDL Truck Driving Training

If you’re interested in a career in a secure growth industry or want to improve & refresh your tractor-trailer driving skills, this class is your answer! Get top quality, comprehensive professional truck driver training at Ivy Tech. We offer thorough driver training, CDL Prep and trucking job placement assistance. Every student receives extensive instruction and maximum driving time behind the wheel. This Commercial Drivers License (CDL) program delivers fast, focused results and high-quality truck driving jobs for licensed graduates!

All classes meet in the CDL Modular Classroom CDL Building.

1/3-2/11 MTWRF 8 AM – 5 PM TRDL CDL1-01F 103
1/10-2/18 MTWRF 8 AM – 5 PM TRDL CDL1-02F 103
1/17-2/25 MTWRF 8 AM – 5 PM TRDL CDL1-03F 103
1/24-3/4 MTWRF 8 AM – 5 PM TRDL CDL1-04F 103
1/31-3/11 MTWRF 8 AM – 5 PM TRDL CDL1-05F 103
2/7-3/18 MTWRF 8 AM – 5 PM TRDL CDL1-06F 103
2/14-3/25 MTWRF 8 AM – 5 PM TRDL CDL1-07F 103
2/21-4/1 MTWRF 8 AM – 5 PM TRDL CDL1-08F 103
2/28-4/8 MTWRF 8 AM – 5 PM TRDL CDL1-09F 103
3/7-4/15 MTWRF 8 AM – 5 PM TRDL CDL1-10F 103
3/14-4/22 MTWRF 8 AM – 5 PM TRDL CDL1-11F 103
3/21-4/29 MTWRF 8 AM – 5 PM TRDL CDL1-12F 103
3/28-5/6 MTWRF 8 AM – 5 PM TRDL CDL1-13F 103
4/4-5/13 MTWRF 8 AM – 5 PM TRDL CDL1-14F 103
4/11-5/20 MTWRF 8 AM – 5 PM TRDL CDL1-15F 103
4/18-5/27 MTWRF 8 AM – 5 PM TRDL CDL1-16F 103
5/2-6/3 MTWRF 8 AM – 5 PM TRDL CDL1-17F 103

IBMV Defensive Driving Course

This course is the National Safety Council’s “DDC4” Defensive Driving Course. It is approved by the State of Indiana for its “Driver Improvement Program.” Successful completion may offer a 4-point credit on the participant’s Indiana driving record. The course examines the basics of defensive driving; its meaning; driving in adverse conditions (weather, traffic, light); the “impaired” driver; and six driving behaviors that place a motorist at greater risk for accidents (includes aggressive driving and road rage). For more information or to register, contact John Pinckney (instructor), 866-426-4184. One session. Non-credit.

Assessments

Compass Asset PSB-Program Aptitude TEAS-Program Aptitude CLEP-College Level Examination Program GED PAN-Performance Assessment Network Member Bennett Mechanical Ramsey Workforce Skill Assessments

This list includes some of the most frequently requested certifications and assessments. Other certifications and assessments are also available in a variety of other areas. For more information on certifications and assessment, contact:

Regional Coordinator
Dee Ann Atterson
765-289-2291 ext. 1419
datterso@ivytech.edu

Anderson Campus
Kim Rice
765-643-7133 x2350; krice15@ivytech.edu
For Center hours see:
ivytech.edu/eastcentral/calendars/anderson

Marion Campus
Kathy Persinger
765-651-3100 x3317; kpersinger@ivytech.edu
For Center hours see:
ivytech.edu/eastcentral/calendars/marion

Muncie Campus
Regina Goens
765-289-2291 x1320; rgoens@ivytech.edu
For Center hours see:
ivytech.edu/eastcentral/calendars/muncie
Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Programs are available in the following areas:
• Business and Professional
• Healthcare and Fitness
• IT and Software Development
• Management and Corporate
• Media and Design
• Hospitality and Gaming
• Skilled Trades and Industrial

Features:
• Facilitators and mentors are available to answer questions and help you through your studies
• Career Counselors will help you prepare for the transition from the classroom to the workplace
• Courses are all open-enrollment and self-paced
• No additional charges - all materials, workbooks, and software are included in the course fee
• Payment plans available

Pharmacy Technician
This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

Medical Coding and Billing
Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting and will be prepared to sit for the CCA national certification exam.

Administrative Medical Specialist with Medical Billing and Coding
Learn about medical office operations, with an emphasis on billing and coding, processing insurance forms, and using medical software. This program provides training on medical billing software as well as preparation for the Certified Coding Associate (CCA) national certification exam.

Medical Transcription
This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist.

Six Sigma Black Belt
Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

Project Management
This program will provide you with a solid introduction to the understanding of project management and help you comply with the minimum 25 hours of training as required by the Project Management Institute (PMI) before you take the Project Management Professional (PMP) exam.

AutoCAD 2009
Learn the skills needed to create and edit simple drawings and gradually introduce more advanced AutoCAD skills.

Freight Broker/Agent Training
Learn the skills to be a successful Freight - Load Broker Agent. Tutorials and projects will teach you the practical application of Freight Broker skills.

Veterinary Assistant
Prepare for an exciting new career as an administrative veterinary assistant. Students in the program learn about the care of animals as well as how to recognize signs of illness and disease. This online program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. And much more!

Paralegal
This program will prepare you to be successful in the fast growing paralegal career field. The paralegal training program includes free access to the official NALS certification exam prep and Westlaw.

Visit our site to learn more!

www.ed2go.com/ivytc6
Workforce & Economic Development programs are available in your community. Training sites are located throughout East Central Indiana.

**Campus Sites**

Anderson  
Ivy Tech Community College  
104 W. 53rd Street  
Anderson, IN 46013  
(765) 643-7133  
(800) 644-4882  
Fax: (765) 643-3294

Ivy Tech Ebbertt Education Center  
325 W. 38th St.  
Anderson, IN 46013  
(765) 643-5745

Marion  
Ivy Tech Community College  
261 S. Commerce Dr.  
Marion, IN 46952  
(765) 651-3100  
(800) 554-1159  
Fax: (765) 651-3110

Muncie  
Ivy Tech Community College  
4301 S. Cowan Road  
Muncie, IN 47302  
(765) 289-2291  
(800) 589-8324  
Fax: (765) 284-8267

**Instructional Sites**

Anderson Fine Arts Center  
32 W. 10th Street  
Anderson, IN 46016

John Jay Center for Learning  
101 S. Meridian Street  
Portland, IN 47371

New Castle Outreach Site  
363 Trojan Lane  
New Castle, IN 47362

New Castle CNA Site  
2548 N. State Road 3  
New Castle, IN 47362

**For more information on courses available, contact:**

Misty Stanley  
WED Regional Office  
Ivy Tech Community College  
4301 S. Cowan Road  
Muncie, IN 47302  
(765) 289-2291 or (800) 589-8324, ext. 1309  
Fax: (765) 284-8267; E-mail: mstanley4@ivytech.edu

Jasmine Hamilton, A.A.S.  
Ivy Tech - Ebbertt Education Center  
325 W. 38th St.  
Anderson, IN 46013  
(765) 643-5745, ext. 1048  
Fax: (765) 643-5790; E-mail: jhamilto@ivytech.edu

Dates, days, fees and times are subject to change without notice.

**Students are responsible for initiating a withdrawal or no refund will be given. For courses offered in partnership with third-party vendors, the vendor's refund policy may apply. Note: Refund policy differs for online courses and is explained at time of registration.**

**Attendance and completion of certification training classes do not guarantee your success in passing any certification or licensing exam you may attempt. Additional study and test preparation outside the classroom are recommended. Ivy Tech assumes no responsibility beyond the classroom experience.**
THREE WAYS TO REGISTER

By Mail
Complete the registration form and mail to:
Student Affairs/Christy Mullins
Ivy Tech Community College
4301 S. Cowan Road
Muncie, IN 47302

In Person
Student Affairs/Christy Mullins or
WED Dept./Misty Stanley
Ivy Tech Community College
Muncie Campus – 4301 S. Cowan Road
OR
Anderson Campus - 104 W. 53rd Street
Marion Campus - 261 S. Commerce Dr.

By Fax
(765) 284-8267

TWO WAYS TO PAY

Check
Make check payable to: Ivy Tech Community College

Charge
_______ Visa       _______ MasterCard
_______ Discover

Credit card number:_____________________
____         Expires: _____/______

Mail payment to Ivy Tech’s Bursar’s Office,
4301 S. Cowan Rd, Muncie, 47302. Include course number. Payment is due a week before class begins.

REFUND POLICIES

Upon registration, the course fee is the responsibility of the student unless the registration is cancelled.

Students are responsible for initiating a withdrawal prior to start date or no refund will be given. For courses offered in partnership with third-party vendors, the vendor’s refund policy may apply.

Credit Courses
Any time before class starts: Refund 100 percent.

Due to the various session lengths and start dates, refunds will be calculated from the first day of each class. Refunds are calculated on a calendar day basis not including weekends and scheduled holidays.

Non-Credit Courses
100 percent refunds will be provided to all students with a self-initiated drop prior to 48 hours before the start date of the course.

Any student dropping less than 48 hours prior to the start of the course will not receive a refund (zero percent refund).

No shows or non-initiated drops do not receive a refund.

Courses that are cancelled by Ivy Tech result in a 100 percent refund to all enrolled students.

For additional information regarding payments or refunds contact the Bursar’s Office (800) 589-8324.

NOTE: Refund policy differs for online

Persons with special needs due to a documented disability, who require accommodations while attending classes at Ivy Tech Community College, should contact Disability Services in the Office of Student Affairs one month prior to the start of class.
Name: _____________________________  
*Social Security: ____________________ Date of Birth: ________________________

Address: _________________________________________________________________

City: _____________________________________________________________________

State: ___________________________ Zip: ______________________________________

Phone:(H) ________________________ (W) ________________________________

e-mail: __________________________________________________________________

* Request to assign a Student I.D. Number: I choose NOT to use my SSN on this document or complete form W9S, Request for Student's SSN.

By Signing this form, I understand and affirm that:
All of the computerized information which Ivy Tech Community College holds and any reports generated from those systems which use an identification number, will utilize my assigned student ID number.

Student Signature: ___________________________ Date: _______________________

Sponsor/Employer Name: ________________________________

Address: __________________________________________________________________

Course Title #1: __________________________________________________________

Course Number: __________________________________________________________________

Course Title #2: __________________________________________________________

Course Number: __________________________________________________________________

To the best of my knowledge, the above information is complete and accurate. In case I am injured, I authorize the officials of the College to take the necessary actions to save my life. Additionally, I agree to comply with the policies and practices of Ivy Tech Community College. I understand that if I knowingly provide false information, my enrollment may be revoked.

If for any reason my fees and charges are not paid by financial aid or a third party, I agree to pay to the order of Ivy Tech Community College the full amount of the balance due upon request. It is understood that costs incurred in the collection of a delinquent account, including collection or attorney fees, shall be added to the balance of the delinquent account. It is also understood that lack of payment may result in being withdrawn and/or prohibited from registering for future terms.

Revised 11 / 2008
Ivy Tech Community College
East Central Region
serving the Corporate and Continuing Education needs of the communities of Blackford, Delaware, Grant, Henry, Jay, Madison, and Randolph Counties.

For more information, contact the Department of Workforce & Economic Development, 765-289-2291 or 800-589-8324, x 1309.