Student Orientation

Ivy Tech Community College - Southeast

Student’s Rights & Responsibilities

Student’s Rights & Responsibilities and College Policies may be viewed via Campus Connect.

Campus Directory & Calendar

All students receive a directory/calendar. It is available in Student Affairs. It contains a faculty/staff directory, open registration dates, withdrawal dates, semester beginning/ending dates, and holidays/breaks.

Student Affairs

The place to go for:

- Submitting a Course Enrollment Form or using a computer to drop/add online
- Submitting a Change of Enrollment Form
- Submitting a Change of Information Form
- Submitting official academic records, such as high school and college transcripts or ACT and SAT scores
- Requesting official copies of Ivy Tech transcripts

FERPA

The Family Educational Rights and Privacy Act must be signed by you in order to release your private student record information. Consent forms remain in effect for one calendar year from the date it is received by Student Affairs.

FYI: Information will not be provided to parents unless the student (over 18 years old) signs a consent form. For more info, see Student Handbook or visit this link: http://www.ivytech.edu/indianapolis/registrar/ferpa.html

ACCUPLACER

If you haven’t taken the Accuplacer Assessment (and if you need to take it) we recommend that you prepare for it. To prepare yourself, go to www.ivytech.edu/assessment to view two different study guides.

When you’re ready, you can call to take the Accuplacer Assessment by contacting the Madison, Lawrenceburg, or Batesville campus.

...After ACCUPLACER

Upon completion of Accuplacer, you are immediately given a copy of your Accuplacer scores. Take these scores to Student Affairs where they will be explained to you. After explanation, you will schedule a retest if necessary, or you will make an appointment to schedule classes with your advisor.
**IT Department & Testing Center**

This is where you will take the Accuplacer Assessment. Other services include:

- **Computer Services**
  - Blackboard Issues
  - Campus Connect Issues
  - Log-on Issues
  - Printing Issues
  - E-mail Issues
  - Computer Issues
- **Distance Education**
  - Blackboard Issues
  - Test Proctoring
- **Testing**
  - Certifications, TEAS, MOS, VUE, IDOI/IDHS, and more

**College Resources**

**Student Success Center and Tutoring**

- **FREE! Take advantage of help!**
- **Hours are posted next to Student Success Center classrooms**
- **Located in the library**
- For Madison, contact Nicole Murphy, Success Center Manager
- For Lawrenceburg and Batesville, contact Tyrone Rose, Success Center Manager

**College Resources**

**Disability Services located in the library**

- In Madison, contact Tim Renners, Library Director, for more information at 812-265-2580 ext. 4106
- In Lawrenceburg and Batesville, contact Ann Stenger, Library Assistant, at 812-537-4010 ext. 5259
- To request services
  - Complete the Requesting Disability Services form
  - Provide documentation of disability
  - Meet with Disability Services
  - Must be done every semester that you wish to have services.

**College Resources**

**Library Resources/Services**

- **Hours vary by location. Visit this link for more info.**
  [http://wwwcc.ivytech.edu/library/southeast/about/library-hours-location.html](http://wwwcc.ivytech.edu/library/southeast/about/library-hours-location.html)
- **Computers available for academic purposes**
- In Madison, contact Tim Renners, Library Director, for more information at 812-265-2580 ext. 4106
- In Lawrenceburg and Batesville, contact Ann Stenger, Library Assistant, at 812-537-4010 ext. 5259

**Student Life and Development**

“Serving the Whole Student”

- **Student success is based on making student learning meaningful by connecting to the institution, faculty, community, and peers.**
- **Student Leadership Academy (SLA)**
- **Student Government Association (SGA)**
- **Campus Activities Board (CAB)**
- **Phi Theta Kappa (PTK)**
- Contact Barb Sigmon, Asst. Director of Student Life and Development in Madison at 812-265-2580 ext. 4134 or in Lawrenceburg at 812-537-4010 ext. 5285
and Finally...

- Student ID’s
  - Made in Library, include C#
- Wellness Center
  - A perk for registered students!
- Ivy Tech is a smoke-free campus.
  - Allowed in the parking lot and designated area only
- Children are not allowed in classrooms or labs
  - For safety reasons, must be supervised at all times
- Park in the designated area that fits your situation

WELCOME TO
IVY TECH COMMUNITY COLLEGE!