



ACADEMIC ADVISING HANDBOOK 2011-12

IVY TECH COMMUNITY COLLEGE

IvyTech.edu/advising

IVY TECH STATEWIDE ACADEMIC ADVISING MISSION STATEMENT

Consistent with the mission and goals of Ivy Tech Community College, Academic Advising is committed to engaging students in intentional, collaborative, supportive, and meaningful partnerships. Grounded in teaching and learning, Academic Advising will assist students in achieving their personal, educational, cultural, and career goals while becoming self-directed, life-long learners.

ACADEMIC ADVISING CENTER

HOURS:

Monday – Thursday: 8:00 a.m. – 6:00 p.m.

Friday: 9:00 a.m. – 5:00 p.m.

ADVISORS:

New Student Advising	260-480-4245		
Brad Peters	bpeters44@IvyTech.edu		HM1450
Karen Kepler	kkepler@IvyTech.edu		HM1450
Shelley Parson	sparson@IvyTech.edu		HM1450
Dawn Hammond	dhammond1@IvyTech.edu		HM1450
Continuing Student Advising	260-481-4125		
Ron Busch	rbusch@IvyTech.edu		HM1102
Ann Lewis	elewis28@IvyTech.edu		HM1102
Dion Boyd	dmboyd@IvyTech.edu		HM1102
Director	Mandy Mills	amills53@IvyTech.edu	HM1102

“Good advising may be the single most underestimated characteristic of a successful college experience.”

- Dr. Richard Light, Making the Most of College

WHERE TO GO FOR WHAT

STUDENT RESOURCES AT IVY TECH COMMUNITY COLLEGE–NORTHEAST

- | | |
|--|--|
| <p><input type="checkbox"/> Admissions
Room SL214 (260) 480-4268</p> <ul style="list-style-type: none"> • Turn in admissions application • Obtain your student ID number • Get an assessment equivalency (“waiver”) • Get more information about the Connect or Advance programs • Ask questions about admissions procedures and Ivy Tech programs | <p><input type="checkbox"/> Business Office
Room CC1500 (260) 480-2064</p> <ul style="list-style-type: none"> • Pay college fees • Purchase event tickets |
| <p><input type="checkbox"/> Academic Advising Center
Room HM1450 (260) 480-4245</p> <ul style="list-style-type: none"> • Select first semester courses • Learn to use Campus Connect • Be assigned to an academic advisor | <p><input type="checkbox"/> Student Life
Room SL203 (260) 481-2227</p> <ul style="list-style-type: none"> • Join student clubs and organizations • Find out what’s happening on campus |
| <p><input type="checkbox"/> Financial Aid
Room CC1230 (260) 481-2214</p> <ul style="list-style-type: none"> • Get information about grants, scholarships and loans • Learn about Veterans’ Assistance programs • Get help filling out the FAFSA and meeting financial aid requirements | <p><input type="checkbox"/> Bookstore
Room HM0235 (260) 480-4216</p> <ul style="list-style-type: none"> • Purchase textbooks and supplies |
| <p><input type="checkbox"/> Registrar
Room HM1260 (260) 480-4235</p> <ul style="list-style-type: none"> • Register for classes • Get a graduation application • Get a proof of enrollment form • Pick up and submit a drop/add form • Turn in official college transcript • Find out about transfer credits | <p><input type="checkbox"/> Library
Room CC1770 (260) 480-4172</p> <ul style="list-style-type: none"> • Check out library books • Use college research materials • Get help using inter-library loan services • Use the open computer lab |
| <p><input type="checkbox"/> Disability Support Services
Room HM1710
(260) 481-2210 (260) 481-2269 (260) 481-2278</p> <ul style="list-style-type: none"> • Where to go for academic support and accommodations if you have a documented disability | <p><input type="checkbox"/> Assessment Center
Room HM0126 (260) 480-2043</p> <ul style="list-style-type: none"> • Take the Ivy Tech Assessment test • Take the ATI TEAS exam • Take other exams such as GED, ACT, ect. |
| <p><input type="checkbox"/> Center for Academic Excellence
Room HM1610 and CC 2308 (260) 480-4262</p> <ul style="list-style-type: none"> • Get free tutoring • Use the open computer lab | <p><input type="checkbox"/> Distance Education
Room HM1330 (260) 480-2046</p> <ul style="list-style-type: none"> • Sign up for and get help with online classes |
| <p><input type="checkbox"/> Fitness Center
Room SL107 Open Mon.-Fri. 6AM-9PM
Sat. 7AM-3PM</p> <ul style="list-style-type: none"> • Workout at any one of 25 fitness stations • Obtain Ivy Tech Fitness Center student access code at Harshman Hall Security Desk—HM1704 | <p><input type="checkbox"/> TRiO Program
Room HM1656 (260) 480-4197</p> <p>(Students must meet specific federal criteria for this program. Please inquire in the TRiO office.)</p> <ul style="list-style-type: none"> • Get a mentor • Get additional support services |
| | <p><input type="checkbox"/> Student Success Center
Room HM1532 (260) 481-2215</p> <ul style="list-style-type: none"> • Work with Success Coach for guidance and support when dealing with academic or personal issues • Develop an Individualized Action Plan for overcoming life circumstances that hinder success |
| | <p><input type="checkbox"/> Career Services
Room CC1210 (260) 481-2282</p> <ul style="list-style-type: none"> • Assistance with <i>selecting</i> a program or career path • Assistance with resume and other job seeking skills • Internships/employment opportunities • Work study opportunities |

CC-Coliseum Campus 3800 North Anthony Blvd., Fort Wayne, IN 46805
HM-North Campus Harshman Hall 4900 St. Joe Rd., Fort Wayne, IN 46835
SL-North Campus Student Life Center 4900 St. Joe Rd., Fort Wayne, IN 46835
 (260) 482-9171 or 888-IVY-LINE (888-489-5463)

ACADEMIC SKILLS ADVANCEMENT (ASAS) COURSES

If determined necessary by placement scores, these three-credit courses must be completed with a 'C' or better before enrolling in many college-level courses. ASAS courses (or sufficient placement scores) are prerequisites to many courses.

WRITING COURSE

Writing score _____

_____ ENGL 093 Introduction to College Writing

Enables the beginning college student to develop their writing style through writing which is focused, organized, and well-developed. Prepares the student for entry into ENGL 111.

COMPASS 32-69

ASSET 37-41

READING COURSE

Reading score _____

_____ ENGL 083 Reading Strategies for College

Increases and advances performance in reading flexibility, vocabulary, and comprehension.

COMPASS 49-79

ASSET 32-41

MATHEMATICS*

Mathematics score _____

_____ MATH 015 Fundamentals of Algebra I (5 credits)

COMPASS PALG 25-54 **as of Jan. 1, 2011 ASSET 33-41 NUM

_____ MATH 035 Fundamentals of Algebra II (5 credits)

COMPASS ALGE 35-51 ASSET 41-46 EALG or 38-42 IALG

_____ MATH 023 Essentials of Algebra I (3 credits)

COMPASS 24-34 ALGE or ASSET 34-40 EALG
15-23 ALGE -and- 33-37 IALG
55+ PALGE

_____ MATH 043 Essentials of Algebra II (3 credits)

COMPASS 52-65 ALGE ASSET 47-49 EALG
or 43-46 IALG

COLLEGE SUCCESS SKILLS COURSE

_____ IVYT 101 College & Life Success Skills

Enhances success in college by assisting students in obtaining skills necessary to reach their educational objectives. Required completion in the first semester.

_____ IVYT 120 College & Life Success Skills

Enhances success in college by assisting students in obtaining skills necessary to reach their educational objectives. Required completion in the first semester.

SAMPLE QUESTIONS AND REVIEW SOURCES

Brush up in math, reading, and writing before taking the Skills Assessment. Using these resources may help improve your score. Take the opportunity to do your best by reviewing before retesting.

1. *Chart Your Success* on the Compass on reserve at the Ivy Tech Library
2. For Sale at Follett's Bookstore
3. At Amazon.com
4. testprepreview.com Click on Compass or act.org/compass/sample/index.html
5. <http://purplemath.com>
6. <http://AAAmath.com>
7. <http://Chompchomp.com>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

AN INTRODUCTION TO FERPA

FERPA is an acronym for the Family Educational Rights and Privacy Act. Congress enacted FERPA in 1974. FERPA applies to all schools that receive funding under most programs administered by the Secretary of Education. One of the primary rights afforded to students is the right to have some control over the disclosure of personally identifiable information from their education records.

WHO HAS FERPA PROTECTION?

At the post-secondary level, rights under FERPA are afforded the student and not the parents. There is no age requirement. FERPA rights begin once a student attends the institution and will continue literally for life.

WHY IS THE DEFINITION OF “EDUCATION RECORDS” IMPORTANT?

The law only applies to “education records” and not the more generic “student records” which could include medical, employment, or law enforcement records.

WHAT ARE EDUCATION RECORDS?

Education records are directly related to a student and are maintained by an educational agency or institution. Often, education records are thought of as files in the student records office. However, education records are any record maintained in any medium, including, but not limited to: computer media, email, microfilm/film, video/audio tape, and handwriting/print.

WHAT MUST AN INSTITUTION DO TO PROTECT FERPA RIGHTS?

The student has the right to limit disclosure of “personally identifiable information” contained in education records. In general, a school may not release personally identifiable information, unless the student provides prior consent.

Exception not requiring prior consent.

DIRECTORY INFORMATION

This is information that is generally not considered harmful or an invasion of privacy if disclosed. An important point is that directory information may be personally identifiable information. However, they are not mutually exclusive. Ivy Tech Community College at Fort Wayne has defined directory information as follows:

- Name and dates of attendance
- Majors, degrees awarded, honors and previous institutions attended

FERPA does not require the release of directory information, but allows the school to designate certain information as directory information that may be released without seeking written permission of the student. Students are given an opportunity at registration to indicate that they do not want any directory information released.

Note: Prior consent to review records is not required to school officials who have a “legitimate educational interest,” or legal right to know, in order to fulfill his or her professional responsibility.

RELEASE OF PERSONAL INFORMATION

- The post-secondary student generally controls the release of education records to himself or others through prior consent and in writing.
- Education records include more than what is found in a student’s file in the Office of Student Affairs.
- Personally identifiable information should not be released to a third party without the consent of the student.
- Directory information may be released to a third party, but the release is not required by FERPA. However, the student may restrict the release of directory information.

For additional information on FERPA, please contact the Registrar’s Office at (260) 480-4255.

NOTES FOR EDUCATION PLANNING:



SCHEDULING WORKSHEET

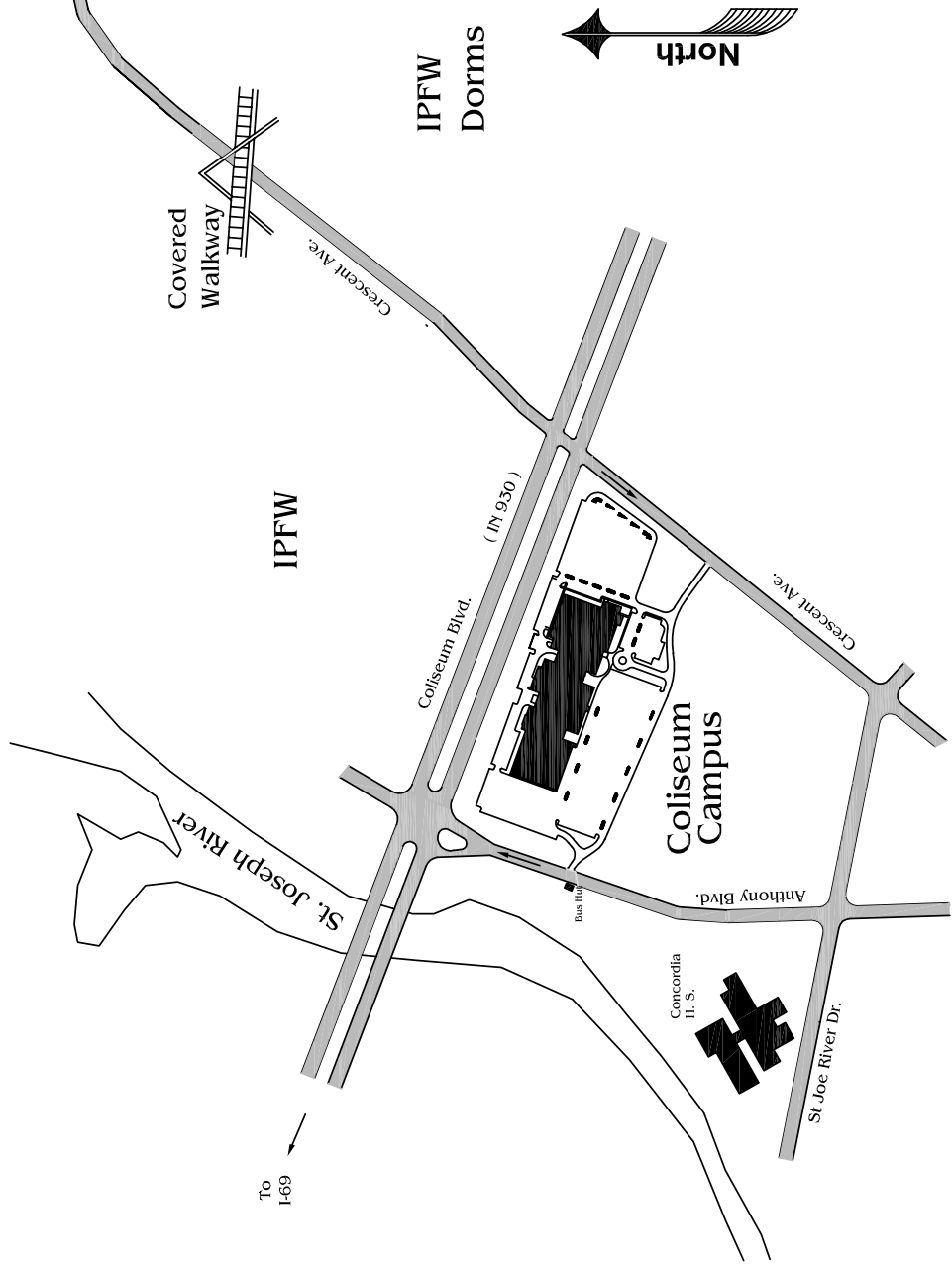
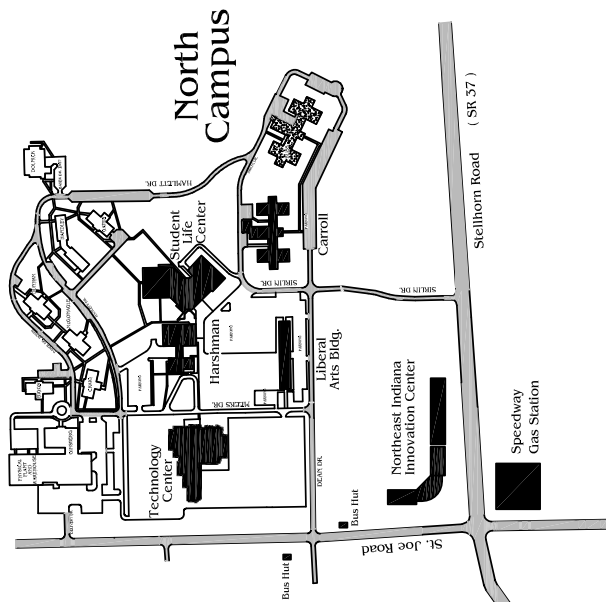
DIRECTIONS:

Below is a grid to help you manage your time. The times listed on the left are ones in which Ivy Tech Community College classes usually meet. Mark out the times you will be attending class in addition to time you will need to study, work, travel, etc. This will help you to see how to plan and manage your time.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00- 9:15						
9:30- 10:45						
11:00- 12:15						
12:30- 1:45						
2:00- 3:15						
3:30- 4:45						
5:00- 6:15						
6:30- 9:20						



Ivy Tech Community College Region 3 Northeast



Community Campuses:
IvyTech.edu

- SL = Student Life Center
- LA = Liberal Arts Building
- HM = Harshman
- CC = Coliseum Campus
- TC = Technology Center

RDSL = Rudisill Campus
201 E. Rudisill Blvd., Ste. 108
Fort Wayne, IN 46806

PSA = Public Safety Academy
7602 Patriot Crossing
Fort Wayne, IN 46806

FWWSF = Smith Field Airport
426 Ludwig Rd.
Fort Wayne, IN 46825



* Additional Maps available at the Security Desk.

LIBERAL ARTS COURSES BY CATEGORY

Students may select from the following courses with the assistance of an advisor to ensure a well-rounded education and transferability. Following are lists of approved courses for each Liberal Arts discipline.*

*NOTE: All courses listed may not be offered in the Northeast Region of Ivy Tech, but may be available via Distance Education.

ENGLISH/COMMUNICATION

Choose from the following English/Communication courses:*

COMM 101	Fundamentals of Public Speaking	ENGL 221	Intro to World Literature II
COMM 102	Intro to Interpersonal Communication	ENGL 222	American Literature I
COMM 201	Introduction to Mass Communication	ENGL 223	American Literature II
COMM 202	Small Group Communication	ENGL 224	Survey English Literature I
ENGL 111	English Composition	ENGL 225	Survey English Literature II
ENGL 112	Exposition and Persuasion	ENGL 227	Intro to World Fiction
ENGL 202	Creative Writing	ENGL 240	Children's Literature
ENGL 206	Intro to Literature	ENGL 245	Literature of the Old Testament
ENGL 211	Technical Writing	ENGL 249	Linguistics
ENGL 220	Intro to World Literature I	ENGL 250	English Grammar

MATH

Choose from the following Math courses:*

MATH 118	Concepts in Mathematics	MATH 136	College Algebra
MATH 121	Geometry-Trigonometry	MATH 137	Trig with Analytic Geometry
MATH 127	Mathematics for Elementary Education I	MATH 200	Statistics
MATH 128	Mathematics for Elementary Education II	MATH 201/202	Brief Calculus I/Brief Calculus II
MATH 129	Mathematics for Elementary Education III	MATH 211	Calculus I
MATH 131	Algebra/Trigonometry I	MATH 212	Calculus II
MATH 132	Algebra/Trigonometry II		

LIFE & PHYSICAL SCIENCES

Choose from the following Life & Physical Science courses:*

APHY 101	Anatomy & Physiology I	BIOL 120	Environmental Science
APHY 102	Anatomy & Physiology II	CHEM 101	Introductory Chemistry I
APHY 201	Advanced Human Physiology	CHEM 102	Introductory Chemistry II
APHY 203	Human Anatomy & Physiology I	CHEM 105	General Chemistry I
APHY 204	Human Anatomy & Physiology II	CHEM 106	General Chemistry II
ASTR 101	Solar System Astronomy	PHYS 100	Technical Physics
BIOL 100	Human Biology	PHYS 101	Physics I
BIOL 101	Introductory Biology	PHYS 102	Physics II
BIOL 105	Biology I	PHYS 220	Mechanics
BIOL 107	Biology II	PHYS 221	Heat, Electricity and Optics
BIOL 211	General Microbiology I	SCIN 111	Physical Science

LIFE SKILLS

Choose one (1) from the following Life Skills courses:*

IVYT 101	First Year Seminar	IVYT 106	Career Exploration
IVYT 102	Information Studies & Research Skills	IVYT 107	Professional Presence
IVYT 103	Health & Wellness	IVYT 108	Academic Project & Portfolio Management
IVYT 104	Critical Thinking	IVYT 109	Online Learning Technologies
IVYT 105	Managing Personal Finances	IVYT 120	New Student Seminar (3 credits)
IVYT 110	Transfer Success		

SOCIAL & BEHAVIORAL SCIENCES

Choose from the following Social & Behavioral Science courses:*

ANTH 154	Cultural Anthropology	PSYC 101	Introduction to Psychology
ANTH 254	Introduction to Archaeology	PSYC 201	Lifespan Development
ECON 101	Economics Fundamentals	PSYC 205	Abnormal Psychology
ECON 201	Principles of Macroeconomics	PSYC 210	Drugs and Human Behavior
ECON 202	Principles of Microeconomics	PSYC 240	Human Sexuality
GEOG 207	World Geography	PSYC 253	Introduction to Social Psychology
POLS 101	Intro to American Govt. & Politics	SOCI 111	Introduction to Sociology
POLS 112	State & Local Government	SOCI 164	Intro to Multicultural Studies
POLS 201	Intro to Political Science	SOCI 245	Cultural Diversity
POLS 210	Personal Law (on line)	SOCI 252	Social Problems
POLS 211	Introduction to World Politics	SOCI 261	Sociology of Relationships & Families
POLS 220	Public Administration		

HUMANITIES

Choose from the following Humanities courses:*

ARTH 101	Survey of Art and Culture I	HUMA 117	Introduction to Music Theory
ARTH 102	Survey of Art and Culture II	HUMA 118	Music Appreciation
ARTH 110	Art Appreciation	HUMA 201	Intro to Humanities I
FREN 101	French Level I (4 credits)	HUMA 202	Intro to Humanities II
FREN 102	French Level II (4 credits)	PHIL 101	Introduction to Philosophy
FREN 201	French Level III (4 credits)	PHIL 102	Introduction to Ethics
FREN 202	French Level IV (4 credits)	PHIL 213	Logic
HIST 101	Survey of American History I	PHIL 220	Philosophy of Religion
HIST 102	Survey of American History II	SPAN 101	Spanish Level I (4 credits)
HIST 125	History of American Technology	SPAN 102	Spanish Level II (4 credits)
HIST 111	World Civilization I	SPAN 201	Spanish Level III (4 credits)
HIST 112	World Civilization II	SPAN 202	Spanish Level IV (4 credits)
HUMA 100	Theatre Appreciation		

*Please see your academic advisor for updates and additions to the Core Transfer Library (CTL). Additional information is available online at TransferIN.net.

*For course prerequisites visit: IvyTech.edu/schools/course-catalog.html

ACADEMIC ADVISING SYLLABUS

Our goal is to help you meet your academic and career goals! We hope you will contact us as needed to address academic advising issues.

My Academic Center Advisor is:

	Brad Peters	bpeters44@IvyTech.edu
	Karen Kepler	kkepler@IvyTech.edu
	Shelley Parson	sparson@IvyTech.edu
	Ron Busch	rbusch@IvyTech.edu
	Ann Lewis	elewis28@IvyTech.edu
	Dion Boyd	dboyd@IvyTech.edu
	Dawn Hammond	dhammond1@IvyTech.edu
Director	Mandy Mills	amills53@IvyTech.edu

YOUR ACADEMIC ADVISOR WILL HELP YOU:

- Select courses
- Begin the development of a program of study that meets your educational/career goals
- Facilitate your access to a wide variety of college services such as:
 - Tutoring
 - Math and Writing Labs
 - Campus Connect
 - Career Advising

LEARNING OUTCOMES FOR STUDENTS - ACADEMIC ADVISING

After experiencing academic advising, students will:

1. Understand and be able to access, navigate, and utilize college services.
2. Develop and utilize a career plan that supports their life goals.
3. Independently assess and act on their life goals.
4. Appreciate the foundational skills that are built through general education courses.
5. Independently evaluate, map, and manage their progress toward degree completion or transfer by using advising materials and degree audits.
6. Independently map, evaluate, and manage their transition from college to career by using Career and Outplacement services.
7. Recognize and value the importance of, and engage in, life-long learning.
8. Integrate an awareness of cultural differences into their personal and professional relationships.
9. Complete post-secondary degrees.

ADVISING – YOUR SECOND SEMESTER & BEYOND

YOU SHOULD MEET WITH YOUR ADVISOR TO:

- Develop and keep a current academic plan
- Request information about your major
- Drop, add or change classes
- Understand degree requirements
- Clarify policies and procedures
- Share personal achievements or concerns
- Meet graduation requirements
- Discuss career plans/goals

WHEN SHOULD YOU MEET WITH YOUR ADVISOR?

Plan to see your advisor early in your first semester.

After that, plan to meet at least once each semester, usually the second month, to review your academic plan before you register for the next semester.

CAMPUS CONNECT

Username: _____

Password: _____

ACADEMIC ADVISING SESSIONS

SESSION ONE

1. _____ Academic Load: Full-time vs. Part-time in relation to work and life
2. _____ Curriculum of Record (COR)
3. _____ Course Selection - Individual Academic Plan (IAP)
4. _____ Advising Handbook Overview
5. _____ Advisor Contact Information

SESSION TWO

1. _____ Discuss progress
2. _____ Update Individual Academic Plan (IAP)
3. _____ Review Curriculum of Record (COR)
4. _____ Advisor Contact Information

LEARNING OUTCOMES FOR STUDENTS

After experiencing academic advising, students will:

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7. Recognize and value the importance of, and engage in, life-long learning.
8. Integrate an awareness of cultural differences into their personal and professional relationships.
9. Complete post-secondary degrees.

FACULTY PHONE LIST

ACADEMIC SKILLS ADVANCEMENT

Dean - Academic Skill Adv. & Support Programs	Reilly, Karen	480-4288	HM2110	kreilly
Secretary - ASA	Kerns, Joynce	481-2264	HM2102	jkerns
Asst. Department Chair - Math	Simmons, Jeffrey	480-2045	HM2306	jsimmons
Asst. Department Chair - Math	Roberts, Kristin	481-2233	HM2506	kroberts
Asst. Professor - Math	Ingalls, James	480-2088	HM2306	jingalls
Instructor - Math	Richard, Sajeh	481-2271	HM2306	srichard99
Asst. Professor - Math	Trumbull, Heidi	481-2284	HM2306	pwiegman
Asst. Professor - Math	Welch, Vicki	480-2086	HM2306	welch
Program Chair - Reading/ESOL	Strahm, Sonja	480-2030	HM1716	sstrahm
Program Chair - Writing	Surfus (Price), Deanna	481-2286	HM1517	dprice62
Asst. Professor - Reading	Fagas, Deborah	481-2219	HM1722	dfagas
Asst. Professor - Reading	Nagel, Diane	480-4289	HM1722	denagel
Asst. Professor - Writing	Tsakova, Maria	480-4281	HM1730	mtsakova
Instructor - Writing	Leone-Unger, Therese	480-2087	HM1730	tleoneunger
Program Chair - IVYT Life Skill	Koudsia, Rula Mourad	481-2200	HM1513	rmourad

SCHOOL OF BUSINESS

Dean - School of Business	Robinson-Hinsey, Andrea	480-4269	CC2321	arobinso
Secretary - School of Business	Ritchie, Jana	480-4258	CC2320	jritchie25
Program Chair - College for Working Adults	McCormich, Patrick	480-4253	CC2331	pmccormi
Program Chair - Accounting	Lynch, John	480-4257	CC2325	jlynch
Asst. Professor - Accounting	Weiss, Ann	480-4256	CC2323	aweiss
Instructor - Business Administration	Tolbert, James	480-4249	CC2335	jtolbert12
Asst. Professor - Business	Quickel, Carla	481-2285	CC2322	cquickel
Program Chair - Business	Ramey, Tony	481-2294	CC2333	aramey2
Program Chair - CINS	Heise, Joan	480-4282	CC2336	jheise
Program Chair - INSE	Knight, John	480-2031	CC2332	jknight
Asst. Professor	Stonebraker, Ben	480-4279	CC2334	bstonebr
Asst. Professor	Sullens, Barry	480-2049	CC2334	bsullens
Program Chair - CINT	O'Hara, Brian	480-4241	CC2332	bohara3
Program Chair - Office Admin	Hagan-Short, Michelle	480-4242	CC2327	mshort
Asst. Professor - Office Admin	Evans, Angie	480-4578	CC2330	aevans

SCHOOL OF LIBERAL ARTS & SCIENCES

Dean - School of Liberal Arts & Sciences	Barnett-Johnson, Kim	480-2038	SL602	kbarnett
Secretary - School of Liberal Arts & Sciences	Gerber (Crowder), Shannon	480-2034	SL600	sgerber14
Dept Chair - School of Liberal Arts	Bishop, Rebecca	481-2209	LA128	rbishop25
Asst. Professor - Communications	Ditton, Donna	480-4126	SL608	dditton
Associate Professor - Communications	Moschel-Foster, Angel	481-2246	SL614	amoschelfoster
Instructor - Communications	Pankop, Tonya	480-2041	SL614	tpankop
Program Chair - English	Royse, Brian	480-2024	LA118	broyse

FACULTY PHONE LIST

Instructor - English	Miller, Dodie	480-2089	LA126	dmiller348
Instructor - English	Grieser, Gail	481-2283	LA119	ggrieser
Instructor - English	Bigelow, Troy	481-2203	LA119	tbigelow
Instructor - English	Howard, Suan	480-2067	LA120	showard62
Asst. Professor - English	Ford, Emily	480-4131	LA126	eford1
Instructor - English	Ashe, Paula	480-2042	LA68	pashe
Program Chair - General Studies	Kemerer, Patricia	480-2025	SL615	pkemerer
Program Chair - Social Sciences	Beringer, Lisa	481-2208	SL609	lberinger
Asst. Professor - Psychology	Kemerer, Patricia	480-2025	SL615	pkemerer
Asst. Professor - Sociology	Hall, Daniel	481-2236	SL611	djhall
Asst. Professor - Economics	Long, Joshua	480-2090	SL611	jlong
Asst. Professor - Psychology	Weiss, Kathleen	480-2048	SL613	kweiss
Program Chair - Life Sciences	Bissell, Theresa	480-4184	CC1760	tbissell
Asst. Professor - Biology	Barlow, Christine	481-2225	CC1752	cbarlow
Instructor - Anatomy & Physiology	Kashner, Casey	481-2245	CC1759	charris125
Asst. Professor - Anatomy & Physiology	Steele, Laura	480-4164	CC1753	lsteele
Program Chair - Math & Physical Science	Hazaimah, Abdalla	481-2242	SL605	ahazaimah
Asst. Professor - Math	Reeve, Becky	480-4261	SL706	rmetzger
Asst. Professor - Math	Jones, Karen	481-2266	SL704	kjones82
Asst. Professor - Chemistry	Slater, James	480-2080	SL816	jslater
Asst. Professor - Math	Youse, Deborah	481-2202	SL704	dyouse
Instructor - Chemistry	Mayo, Provi	480-2070	SL816	pmayo
Dept. Chair - Math & Science	Bissell, Theresa	480-4184	CC1760	tbissell
Asst. Professor - Humanities	Pulling, Richard	481-2237	SL612	rpulling
Program Chair - Humanities	Vazquez, Teresa	480-4166	HM1232	tvazquez
Asst. Professor - Humanities	Giguere, Joy	480-2077	SL612	jgiguere
Asst. Professor - Humanities	Morrow, John	480-2071	HM1232	jmorrow17

SCHOOL OF NURSING

Dean - School of Nursing	Diller, Jewel	480-4275	CC1324	jdiller
Secretary - School of Nursing	Snafer, Lindsay	481-2220	1320	lsnaufer
Asst. Instructor - Nursing	Burroughs, Tonya	480-2273	CC1346	tburroughs2
Asst. Professor - Nursing	Cieslik, Christina	481-2262	CC1338	ccieslik
Asst. Professor - Nursing	Engquist, Carole	480-2083	CC1337	cenquist
Asst. Professor - Nursing	Fieldhouse, Nancy	480-4291	CC1336	nfieldho
Instructor - Nursing	Hines, Maria	480-4274	CC1334	mhines6
Asst. Professor - Nursing	lewton, Diane	480-4152	CC1325	dlewton
Asst. Instructor - Nursing	Moughler, Toni	481-2260	CC1338	tmoughler
Asst. Professor - Nursing	Lange, Pam	481-2263	CC1340	plange
Asst. Professor - Nursing	Newman, Linda	480-2021	CC1337	lnewman
Asst. Professor - Nursing	Jarvis, Susan			sjarvis2

SCHOOL OF HEALTH SCIENCES

Dean - School of Health Sciences	Wiegand-Green, Tova	480-4163	CC1322	tgreen
Secretary - School of Health Sciences	Peterson, Tamara	480-4271	CC1320	tpeterson20

FACULTY PHONE LIST

Department Chair - RES/PAR/Health Aide	Brink, Jennifer	480-4270	CC1328	jbrink
Asst. Professor - Respiratory Care	Boneff, Rose	480-2069	CC1330	rboneff
Program Chair - Paramedic Science	Shady, Matthew	439-8380	PS2116	mshady1
Instructor - Paramedic Science	Schroeder, Betty	439-8381	PS2117	bschroeder20
Program Chair - Health Aide	Mantock, Charlene	480-4175	CC1794	cmantock
Secretary - Health Aide	Krinn, Jan	480-2023	CC1793	jkrinn
Asst. Professor - Health Aide	Suddith, Roberta	481-2252	CC1729	rsuddith
Asst. Professor - Health Aide	Ruyle, Rebecca	480-2069	CC1729	rruyle

Program Chair - Medical Assisting	Ley, Patty	481-2201	CC1323	pley
Asst. Professor - Medical Assisting	Knox, Deeann	480-4273	CC1336	dknox
Asst. Prof. - Medical Assistant	Thierer, Nina	480-4146	CC1332	nthierer
Asst. Professor - Medical Assisting	Neu, Pamela	480-2541	CC1339	pneu

Program Chair Health Care Support	Romines, Linda	480-4162	CC1326	lromines
Program Coordinator, AADP	Chenoweth, Cindy	480-2092	CC1335	cchenoweth
Asst. Professor - Health Care Support	Khouli, Vicki	480-4147	CC1334	vkhouli

Program Chair- TMAS	Anspach, Wendi	480-4180	CC1788	wanspach1
Instructor - TMAS	Myers, Marsha	481-2287	CC1715	mmyers83

SCHOOL OF PUBLIC SERVICE AND EDUCATION

Interim Dean, Schools of Public Svc & Education	Carothers, Rebecca	480-2037		rcarothe
Secretary - Schools of Public Svc & Education	Pusateri, Barb	480-4174	CC1747	bkyoung

Secretary, Public Safety Academy	Meyer, Mesha	439-8385		mdhess
Program Chair - Public Safety	McCard, Harold	439-8387	PSA2124	hmccard
Program Chair - Criminal Justice/Public Safety	Grannan, John	439-8382	PS2118	jgrannan
Instructor - Criminal Justice	Hess, Michael	439-8383	PS2119	mhess26

Interim Dean, School of PS&E - Program Chair	Carothers, Becky	480-4277	SL910	rcarothe
Assistant Instructor - Early Childhood Ed	Musson, Mary	480-4154	SL912	mmusson
Interim Program Chair - Early Childhood Ed	Kumfer, Cynthia	481-2239	SL912	ckumfer

Headstart-Site Supervisor	Whitlock, Karen	480-4122	SL913	
Head Start-Mentor Teacher	Lois Kaufmann-Hunsberger	480-4194	SL913	lkaufmanhunsb

Program Chair - Elementary Education	Johnson, Laurie	481-2244	SL811	laujohns
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Program Chair - Human Services	Bradshaw, Mary Anna	480-4290	SL809	mbradsha
Assistant Professor - Human Services	Davis, Ruth	480-4113	SL906	rdavis107

Program Chair - Hospitality	Bunting, Jeff	481-2240	CC1691	jbunting1
Instructor - Hospitality	Albertson, Jeff	481-2295	CC1748	jalbertson12
Instructor - Hospitality	Wyneken, Meshele	480-4133	CC1750	mwyneken
Instructor - Hospitality	Hitzemann, Cheryl	480-4240	CC1749	chitzemann
Lab Tech - Hospitality	Leugers, Cathy	480-4263	CC1684	cleugers
Lab Tech - Hospitality	White, Elissabeth	480-4621	CC1684	ewhite65
Hospitality Lab Steward	Felger, Ali			

Program Chair - Paralegal	Rybolt, Russell	439-8386	PSA2123	rrybolt
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FACULTY PHONE LIST

SCHOOL OF TECHNOLOGY

Dean - School of Technology	Walter, John	480-4287	TC1133	jwalter
Secretary - School of Technology	Schaadt, Julie	480-4157	TC1137	jschaadt
Program Chair - Automotive Technology	Kelsey, Ralph	480-4244	TC1129	rkelsey
Asst. Instructor - Automotive	Kelder, Michael	480-4293	TC1102	mkelder
Asst. Instructor - Automotive	Grayless, Jaron	481-2205	TC1115	jgrayless
Asst. Instructor - Automotive	Huffman, Robert	481-2247	TC1115	rhuffman10
Asst. Instructor - Automotive	Reyes, Enrique	481-2226	TC1115	ereyes11
Program Chair - Aviation Maintenance Technology	Nolin, Sheena	481-2258	Smith F	snolin
Asst. Instructor - Aviation Maint. Tech.	Henry, Steve	481-2258	Smith F	shenry19
Instructor - Aviation	Terhune, Bill	481-2257	Smith F	wterhune1
Department Chair - Construction Tech.	Brunson, James	480-4247	TC1125	jbrunson3
Assoc. Professor - Construction Tech.	Hess, John	480-4297	TC1107	jwhess
Landscape - Program Coordinator	Ehler, Diana	480-4127	TC1104	dehler
Program Chair - Building Construction	Smith, Stephen	481-2274	TC1127	ssmith685
Instructor - Construction Technology	Voorhees, Ryan	480-4114	TC1107	rvoorhees2
Design Technology - Program Chair	Townsend, Rob	480-4239	TC1123	rtownsen
Assoc. Prof - Design Tech	Leigh, Ronald	480-4203	TC1104	rleigh
Instructor - Advanced Manufacturing	Pitzer, Debbie	480-2022	TC1131	dpitzer
Instructor - Advanced Manufacturing	Varga, Andrew	480-4227	TC1101	avarga1
Asst. Instructor - Adv. Manufacturing	Sherman, Dennis	480-4278	TC1101	dsherman6
Program Chair, Industrial Technology	Mason, John	480-4124	TC1121	jmason23
Asst. Instructor, Industrial Technology	Parker, Robert	480-4248	TC1105	rparker27
Asst. Instructor, Industrial Technology	West, Stephen	480-4155	TC1105	swest10
Asst. Instructor - Welding	John, Christman	480-2081	TC1119	jchristm
Asst. Instructor - Welding	Barnes, Brian	481-2267	TC1117	bbarnes23

EARNING YOUR CERTIFICATE OR DEGREE

CREDIT HOURS

The term “credit hour” is used to describe a unit of academic work equal to 50 minutes of instruction per week. Therefore, a three-credit hour course typically meets 3 hours per week the duration of a fall or spring semester. Summer semesters are eight to ten weeks long, and therefore classes meet for a longer period of time, generally 4 hours.

Full-time = 12+ credit hours

Part-time = 6+ credit hours

*Summer 6 hours = full-time

* Full-time Financial Aid is always 12 hours

DEGREE OPTIONS

Ivy Tech offers certificates, technical certificates, and associate degrees. Certificates are short-term and typically include 5-7 courses. Technical certificates are approximately 30 credit hours. There are various types of associate degrees: Associate of Applied Science (AAS), Associate of Arts (AA), and Associate of Science (AS). Many associate degrees and courses are transferable to colleges throughout Indiana and the United States. Please inform your advisor if you are considering transferring on.

GPA CALCULATION

The grade-point average (GPA) is used to evaluate a student’s academic record. Quality points are allocated to grades earned as follows:

A = 4.000

B = 3.000

C = 2.000

D = 1.000

F = 0.000

To calculate the GPA, divide the total number of quality points earned by the total number of credits attempted.

TIPS ON BEING SUCCESSFUL

- **Work out a responsible plan for time management.** Planning time into your schedule for class and study should be your top priority.
- **Establish a routine time to study for each class and a place to study.** For every hour you spend in class, you may need to spend two – three hours outside of class studying, approximately 10 hrs./week/class.
- **Realize your first year in college will be a time of change.** Your life will be different, and you may have to make some adjustments in your habits, attitudes, independence, and emotions.
- **Get help when you need it.** The Center for Academic Excellence at Harshman offers FREE tutoring! Go early, go often.
- **Seek out the information necessary for your success here.** Check your Campus Connect account regularly and read campus publications for important dates, registration timeframes, and campus information.
- **Get involved/make connections.** Ivy Tech is a community of students, faculty, and staff. Take advantage of programs and activities offered through Student Life to interact with your peers, instructors, advisors, and staff, both academically and socially.



IMPORTANT DATES

FALL SEMESTER

Monday, August 22	First day of Fall semester
Monday-Friday, August 22-September 2	100% Refund Period for Fall Term
Thursday, September 1	Deadline for Nursing PN and ASN Applicants - By Close of Business
Monday, September 5	Labor Day - No Classes <i>College Closed</i>
Tuesday, September 6	Labor Day Holiday - No Classes <i>Student Break</i>
Wednesday, September 21	Respiratory Care Program Info Session - 6:00-8:00 p.m.
Wednesday, October 19	Respiratory Care Program Info Session - 6:00-8:00 p.m.
Friday, November 11	Last Day to Withdraw
Wednesday, November 16	Respiratory Care Program Info Session - 6:00-8:00 p.m.
Thursday-Sunday, November 24-27	Thanksgiving Break - No Classes <i>College Closed</i>
Thursday, December 1	Financial Aid Priority Date for Spring 2012
Wednesday, December 14	Nursing Information Session 1:00-3:00 p.m.
Wednesday, December 14	Respiratory Care Program Info Session - 6:00-8:00 p.m.
Sunday, December 18	Last day of Fall semester
Monday-Sunday, December 19-Jan.1, 2012	Winter Break
Monday, December 26	Christmas Holiday (observed) <i>College Closed</i>
Monday, January 2	New Year's Holiday (observed) <i>College Closed</i>

SPRING SEMESTER

Monday, January 9	First day of Spring semester
Monday, January 9-20	100% Refund Period for Spring 2011
Monday, January 16	Martin Luther King Jr. Day <i>No Classes - College Closed</i>
Wednesday, January 18	Respiratory Care Program Info Session - 6:00-8:00 p.m.
Wednesday, February 1	Deadline for Nursing PN to ASN Transition Applicants - By Close of Business
Wednesday, February 22	Respiratory Care Program Info Session - 6:00-8:00 p.m.
Thursday, March 1	Respiratory Care Program Application Due - By Close of Business
Sunday-Sunday, March 4-11	Spring Break
Monday, April 2	Deadline for Nursing PN and ASN Applications - By Close of Business
Sunday, April 8	Last Day to Withdraw
Friday, May 4	Commencement
Sunday, May 6	Last day of Spring semester
Monday, May 7-13	Semester Break

SUMMER SEMESTER

Monday, May 21	First day of Summer semester
Monday, May 21-June 1	100% Refund Period for Summer semester
Monday, May 28	Memorial Holiday - No Classes <i>College Closed</i>
Monday, June 4	Distance Education 1st day of Summer semester
Wednesday, July 4	Fourth of July Holiday - No Classes <i>College Closed</i>
Sunday, July 15	Last Day to Withdraw
Tuesday, July 31	Last day of Summer semester

FUNCTIONS & RESPONSIBILITIES OF STUDENTS & ADVISORS

THREE R'S OF ADVISING

Relationships

- Remember, advising is a two-way street
- Foster open communications
- Build a connection
- Clarify your values, interests, and goals

Responsibility

- Schedule regular visits and be on time
- Take ownership of your education
- Follow through with tasks

Resources

- Learn policies, procedures, and requirements
- Take advantage of opportunities
- Check Campus Connect and read e-mail weekly

STUDENT RESPONSIBILITIES

As an advisee, you have responsibilities in the advising partnership:

- Meet with an academic advisor as often as necessary to acquire the information needed to take advantage of the educational opportunities available.
- Come prepared with questions and material for discussion.
- Maintain your personal records and official documents and bring them to advising appointments when necessary.
- Be knowledgeable about and abide by all appropriate academic policies and regulations.
- Become familiar with the program/courses appropriate to your major.
- Make decisions about academic, career, and personal goals.
- Be open concerning schoolwork, study habits, academic programs, etc.

ADVISOR RESPONSIBILITIES

An Academic Advisor at Ivy Tech is expected to:

- Assist students in understanding college policies and procedures.
- Assist students in understanding curriculum, course content, and prerequisites.
- Encourage and guide students to help define and develop realistic goals.
- Assist students in reviewing the requirements of their chosen major.
- Serve as referral agents to other college services.
- Provide referrals to other college resources when appropriate.





ADVISING SYLLABUS

<p>Crossroads Advisor: Kim Myers Phone: (260) 481-6595 Email: myersk@ipfw.edu</p> <p>Office: Ivy Tech North Campus Harshman Hall 1458 Hours: See website for calendar</p> <p>Website: IvyTech.edu/fortwayne/crossroads</p>	<p>To make a Crossroads appointment, call the Crossroads Appointment Center at IPFW at (260) 481-6595. An information specialist will take your information and reason for requesting an appointment and find a time that fits your schedule.</p> <p>Drop-in meetings are appropriate for quick follow-up questions. Students who are meeting a Crossroads advisor for the first time should make an appointment.</p>
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PREPARING FOR A CROSSROADS ADVISING APPOINTMENT:

- Review the information in this syllabus
- Review the Crossroads FAQ's on the Crossroads website: IvyTech.edu/fortwayne/crossroads
- Print your unofficial transcript (this can be found on Campus Connect at Ivy Tech or my.ipfw.edu at IPFW) and plan to bring it with you to your appointment
- Write down any questions you may have for your Crossroads advisor in advance and bring your list to your appointment
- Arrive for your appointment at least five minutes early and check the note on the office door
- If the note indicates that your Crossroads advisor is available, please knock on the office door
- If the note indicates that your Crossroads advisor is unavailable, please wait to be called for your appointment

PURPOSE OF THIS SYLLABUS:

Similar to a course syllabus, this advising syllabus is intended to help Crossroads students better understand academic advising expectations for the Crossroads program and provide information on goals, objectives, and useful information intended to meet student needs.

CROSSROADS ADVISING MISSION:

Academic advising in the Crossroads program serves as the central resource to connect Ivy Tech and Indiana University-Purdue University Fort Wayne intra-campus transfer students with appropriate faculty and staff at both institutions. Advising in the Crossroads program will facilitate student's access to information, academic planning, academic development, personal development, and transfer process. Crossroads advisors will empower students to make informed academic decisions.

CROSSROADS PROGRAM GOALS:

- Assist students who are transferring between Ivy Tech Community College and Indiana University-Purdue University Fort Wayne in the following ways:
 - Select appropriate courses
 - Connect with appropriate student support resources
 - Create academic plans
 - Assist with the admission and transfer process
- Serve as a resource for post-transfer students
- Create programming that meets student needs

CROSSROADS STUDENT GOALS:

Please list your three primary goals related to your participation in Crossroads:

- 1.
- 2.
- 3.

CROSSROADS OBJECTIVES:

During the course of their participation in Crossroads, students will:

- Know the admission process at intended transfer institution
- Understand requirements to their intended degree or articulated program
- Be able to find program requirements in the bulletin, or on the web
- Know how to select and schedule classes at Ivy Tech and IPFW
- Understand the dual enrollment process
- Know what general education requirements are and how to find them
- Know what classes transfer between institutions for their program
- Access appropriate academic calendars, student support resources, and course descriptions
- Know how to set an appointment with and/or contact an advisor, keep advising appointments
- Ask for help
- Value the role of advising in meeting academic goals

CROSSROADS STUDENTS ARE:

Any student who plans to transfer between Ivy Tech and IPFW for any reason is considered a crossroads student. See the FAQ's at IvyTech.edu/fortwayne/crossroads for more information on who qualifies for Crossroads. Crossroads students may live in IPFW student housing, participate in IPFW intramural sports, and (for a small persemester fee) participate in other IPFW student services and activities.

CROSSROADS PARTICIPATION ACKNOWLEDGMENT:

It is important that Crossroads students complete the participation acknowledgment form with Ivy Tech Admissions staff or the Crossroads advisor to officially become part of the program. Should any of the information on the form change,

students should complete a new form, or contact the Crossroads advisor or Crossroads Appointment Center at IPFW to correct their information.

AT THE WEBSITE:

The Crossroads website lists all current articulated (2+2) degree programs, Crossroads office calendar, Crossroads FAQ's, advising contact information, links to Ivy Tech and IPFW general information, and Crossroads scholarship information.

CROSSROADS STUDENTS ARE EXPECTED TO:

- Schedule regular appointments and/or maintain regular contact via phone or email
- Be on time for scheduled appointments
- Come to appointments prepared with questions and/or topics to discuss
- Accept responsibility for your decisions and actions
- Be open to developing and clarifying your personal values and goals
- Research Ivy Tech and IPFW programs, policies, procedures, and opportunities as appropriate
- Keep a record of your academic progress and goals
- Gather all relevant decision-making information
- Organize your official records and make them accessible to your advisor
- Check email at least once per week
- Be familiar with the Crossroads website and check current 2+2 or major requirements
- Take primary and increasing responsibility for making your own decisions based on available information and advice

YOU CAN EXPECT YOUR CROSSROADS ADVISOR TO:

- Understand Ivy Tech and IPFW degree and 2+2 requirements, and effectively communicate them
- Provide a safe space in which to share your thoughts, aspirations, concerns, and interests
- Provide resources and referrals to appropriate faculty and staff
- Listen carefully to your questions, concerns, and confusions
- Maintain confidentiality
- Encourage and support you as you gain the skills and knowledge necessary for success
- Assist you in making course and major decisions
- Be accessible to students during posted office hours, by telephone, or via email

TRANSFERRING FROM IVY TECH TO IPFW:

This list is a simple overview; meet with a Crossroads advisor should you need further assistance.

- Apply to IPFW as a transfer student (ipfw.edu/admissions)
Students who previously attended IPFW should apply as a Reentry and should meet with a Crossroads advisor before reapplying to IPFW.
- Pay the \$50 application fee. Fee may be paid online.
- Submit copies of high school transcript/GED, and official transcripts from all previously-attended colleges and universities to the IPFW admissions office. Ivy Tech transfer students may request their signed and sealed transcript from the Ivy Tech Office of the Registrar on Coliseum Campus. The fee is \$5.00 per copy. Students are advised to deliver the transcript directly to the IPFW Office of Admissions in Kettler Hall.
- Students who receive financial aid should amend their FAFSA

to include IPFW's school code.

- Applicants will receive an admissions decision via mail within 2-4 weeks.
- Complete new student orientation, if required.
Students who are required to complete new student orientation will register for classes as part of that process and may ignore steps 7 and 8. Students who are not required to complete orientation should consider completing it voluntarily (online). Contact a Crossroads advisor if you would like to voluntarily complete new student orientation.
- Admitted students will be assigned an advisor, and should meet with their advisor 2-3 weeks before the priority registration date for the term they plan to attend. Speak with a Crossroads advisor for more information on the advising and registration process.
- Register for classes under the "Enrollment" tab at my.ipfw.edu, making sure to choose the appropriate campus, etc.
- Contact your Crossroads advisor via email to confirm that you have transferred and ask any additional questions you may have!

IPFW ADDITIONAL RESOURCES:

- My IPFW my.ipfw.edu
- Admissions ipfw.edu/admissions (260) 481-6812
- Bulletin bulletin.ipfw.edu
- Financial Aid ipfw.edu/financial (260) 481-6820
- Mastodon Advising Center ipfw.edu/mac (260) 481-6595
- Registrar ipfw.edu/registrar (260) 481-6815
- Testing Services ipfw.edu/testing
- Career Services ipfw.edu/career
- Services for Students with Disabilities ipfw.edu/ssd
- CASA ipfw.edu/casa
- Student Assistance Program ipfw.edu/sap
- Information Technology Helpdesk ipfw.edu/its (260) 481-6030
- Schedule of classes: click the "Schedule of Classes" link at ipfw.edu
- IPFW Police ipfw.edu/police (260) 481-6827 Dispatch/9-1-1 for emergencies

IVY TECH ADDITIONAL RESOURCES:

- Academic Calendar <http://IvyTech.edu/calendar.html>
- Admissions <http://IvyTech.edu/admissions/>
- Campus Connect <http://IvyTech.edu/campus-connect/>
- Courses, Schedule, and Curriculum <http://IvyTech.edu/academics/courses-curriculum.html>
- Financial Aid <http://IvyTech.edu/financial-aid/>
- Transcript Request <http://IvyTech.edu/registrar/transcripts.html>
- Withdrawal Policy <http://IvyTech.edu/registrar/withdrawal.html>
- Placement Testing <http://IvyTech.edu/compass/>
- Career Services <http://IvyTech.edu/career-services/>
- Student Success Center <http://IvyTech.edu/northeast/success/>
- Disability Support Services <http://IvyTech.edu/dss/>
- Tutoring <http://IvyTech.edu/tutoring/>
- Information Technology Helpdesk <http://IvyTech.edu/help-desk/>
- Security (260) 480-4183

GLOSSARY

Academic advisor - A faculty member or counselor assigned to help you plan a class schedule, choose a major or answer other questions about college.

Academic probation - A warning to a student that his or her academic progress is unsatisfactory and that s/he must improve.

Accreditation - An endorsement given to educational institutions or academic degree programs by an organization that reviews qualifications.

Articulation agreement - An agreement between two institutions that allows credits from one institution to be accepted by the second institution.

Associate degree - A two-year degree from a college or university.

Audit - To attend a class without receiving credit for the class.

Bachelor degree - A four-year degree from a college, university or professional school; usually requires at least 124 credit hours.

Course numbers - Numbers assigned to specific classes.

Credit hour - Credit given for attending one lecture hour of class each week for 15 weeks or equivalent. Most college classes are three credit hours, meaning their total meeting time for a week is three hours.

Curriculum - The curriculum includes all courses required for a particular degree as listed in the catalog.

Degree - A certificate of completion of a course of study.

Degree plan - A specific list of required courses and electives to be completed for a degree.

Distance education - Allows a student to take a course or a degree online at the time and place most convenient for the student.

Drop/Add - The process for dropping or adding classes within a specified period of time. Dropping a course may change one's status from full-time to part-time status. If receiving financial aid, a student should report the change to the financial aid officer. Be aware of the deadline for exercising the drop/add option.

Elective - A course one may choose to take because of one's academic interest but will not count toward the requirements for core courses or one's major. A limited number of electives are needed to meet general degree requirements. Think carefully before taking many electives before completing requirements.

Fees - Course-related costs to attend college.

Final exams - Exams given at the end of a semester, generally over all of the material in the course. The final exam plan is often described in the initial class syllabus.

Full-time - Twelve or more credit hours per semester.

General education - Classes including English, math, science, communication, social sciences and other courses which are required to obtain an associate degree.

GPA - Grade point average; the average of a student's class grades, generally based on a 4.0 scale.

Grants - Financial assistance that does not require repayment.

Half-time - Six credit hours per semester.

Internet-based classes - Classes taken through the Internet instead of in a traditional classroom.

Internship - A job in a student's field of study; may be required in some academic programs and may include salary and college credit.

Loans - Financial assistance that must be repaid.

Major - A student's concentrated field of study.

Matriculation - A process that brings the college and student who enrolls for credit into an agreement designed to achieve the student's educational goal.

Mid-term - The middle point of a semester.

Prerequisite - A course that must be taken prior to enrollment in another course.

Probation - The state of being warned that one's grades are unsatisfactory and must improve to graduate. A GPA below 2.0 will place one on probation.

Registrar - A college office that directs registration, maintains student transcripts, and performs other duties as assigned. When faculty submits final grades, the registrar's office posts them to your transcript. The registrar issues students' transcripts and evaluates incoming credits.

Registration - Enrollment in classes.

Scholarships - Financial assistance based on merit; do not require repayment.

Semester - The length of time a class lasts. There are 3 semesters: Fall starts mid-August and ends mid-December. Spring starts mid-January and ends mid-May. Summer is 10 weeks (May-July).

Semester hour - See Credit hour.

Summer session - A summer term of approximately ten weeks.

Three-quarter time - Nine credit hours.

Transcript - A student's official college record showing the courses taken, the grades received, class standing, and graduation information. Transcripts may be obtained from the Registrar's Office.

Tuition - Costs for courses, not including certain fees.

Undeclared/undecided - A term used to describe the state of not yet having chosen a major field of study; the opposite of having declared a major.

Web registration - Registration through Campus Connect for classes.

Withdrawal - The period of time in which a student may withdraw from a course by filing a change of enrollment form through the Registrar's Office. Records indicate a "W" rather than a grade when the withdrawal process is completed. Students may withdraw from a course beginning the second week of the semester.

Work-study program - A federal financial aid program that allows students to work on campus.



campus connect

Quick Guide for Students

What is Campus Connect?

Campus Connect is Ivy Tech's online portal. Students use Campus Connect to get the latest news and announcements, check e-mail, register for classes, pay tuition, manage financial aid and much more.

Campus Connect also contains Quick Links to the websites you use most often, such as Blackboard and the Online Bookstore, as well as links to helpful resources such as FAQs, the student message board and the Helpdesk.

Students can customize the channels that appear on their Home tab by clicking the CONTENT/LAYOUT link.

Visit Campus Connect at <https://cc.ivytech.edu>

How to Log In - First Time Users

1. Type <https://cc.ivytech.edu> in your web browser and press ENTER.
2. Click the FIRST TIME USERS link to set up your account and establish your password.
3. Enter your name, birth-date, zip code and your Student ID (C#). You must enter the information as it appears on your admissions application.
4. Your new Campus Connect username will be displayed. Enter a password for your account.
5. Enter answers for at least 3 security questions.
6. Click the link to log in to Campus Connect.

Helpdesk

If you need assistance with Campus Connect, the Helpdesk is here to support you. Click the **Help/How-To** tab in Campus Connect for troubleshooting help. You can contact the Helpdesk online or call 1-877-IVY-TECH (1-877-489-8324).

My Ivy Tech (formerly Self-Service Banner)

My Ivy Tech is a powerful tool that provides real-time student information and allows students to perform many tasks online rather than in-person at our various Student Services Offices.

Here are some of the things you can do in My Ivy Tech:

- Student Schedule
- Financial Aid Management
- Add or Drop Classes
- View Account/Pay Bill
- Course Search
- Set Up Payment Plan
- Transcripts
- Registration Status
- Grades
- View Holds
- Degree Status (DARS)
- Update Address and/or Phone



Financial Aid

Financial Aid students need to familiarize themselves with MY IVY TECH as there are many tasks that must be completed online in order to receive financial aid. To access these services, log in to Campus Connect and locate the FINANCIAL AID LINKS under MY IVY TECH.

Please refer to the Quick Guide for Financial Aid Students handout for more details.

Blackboard

Blackboard is Ivy Tech's online course management system that can be used by both distance and on-campus students.

After logging in to Campus Connect, click the **Blackboard** icon in the taskbar or the Blackboard link in the **Quick Links** channel.



If you need assistance with Campus Connect or any of our online services, the Helpdesk can assist you. The fastest way to get assistance is to submit a problem ticket. You will find a link to submit a ticket on the Campus Connect login page at <https://cc.ivytech.edu>. You can also call us at 1-877-IVY-TECH (1-877-489-8324).

<https://cc.ivytech.edu>



campus connect

Quick Guide for Students

Registering for Courses

1. After logging in to Campus Connect, click the **Add or Drop Classes** link under MY IVY TECH.
2. Read the Registration Message and click **IAgree**.
3. Select a Term.
4. Enter one or more CRN's (Course Request Numbers) in which you'd like to register and click the **SUBMIT CHANGES** button. If you do not know the CRN's, scroll down and click the **CLASS SEARCH** button to locate the CRN.
5. After submitting your registration request the system will return either a **successful registration** message or details of why registration could not occur for the CRN(s) you requested.

Library

1. After logging in to Campus Connect, click the **LIBRARY** tab.
2. Select the link to the Library that appears in the upper left column.
3. Once the Library webpage appears, click any of the following four boxes to get started:



4. For help using the Library, please speak with a librarian at your Ivy Tech campus library.

Student E-mail

Every student receives an ivytech.edu e-mail account. The College will communicate important dates and messages to your ivytech.edu e-mail account.

After logging in to Campus Connect, click the  icon to check your college e-mails.

You can also find out about News, Announcements and Important dates on the Home tab in Campus Connect.

Online Bookstore

1. After logging in to Campus Connect, click the **BOOKSTORE** link under **QUICK LINKS**.
2. Click on the **TEXTBOOKS & COURSE MATERIALS** link.
3. If you know the CRN (Course Request Number), enter it in the Search box on the right. If not, choose the term, campus, department, course and section.
4. Select the book(s) you wish to purchase and click the **ADD TO CART** button.
5. If you are new to the Online Bookstore, please click the **Register** button to create an account. Returning students can log in with your bookstore username and password.
6. Complete your order by entering a payment method. If you are using financial aid to pay for your books, select **Financial Aid** as your payment method. When entering your Student ID, make sure to capitalize the C.



If you need assistance with Campus Connect or any of our online services, the Helpdesk can assist you. The fastest way to get assistance is to submit a problem ticket. You will find a link to submit a ticket on the Campus Connect login page at <https://cc.IvyTech.edu>. You can also call us at 1-877-IVY-TECH (1-877-489-8324).

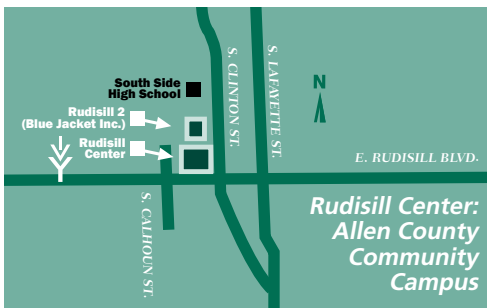
<https://cc.IvyTech.edu>

COMMUNITY LOCATION SITES

WHY CHOOSE A COMMUNITY CAMPUS?

- **The location may be closer to home.**
Ivy Tech offers classes in Adams, DeKalb, Huntington, Noble, Steuben, Wells, and Whitley counties.
- **Minimize your drive time.**
If you live outside Allen County, taking courses in your hometown community may save you dollars on gasoline and wear-and-tear on your vehicle.
- **Faculty come to you.**
Ivy Tech instructors are willing to teach courses in your area, and many of them live there, too. Many of our instructors are experts working in local businesses and industries.
- **You will likely be taking courses with fellow community members.**
Taking courses in your home community may allow you to network and befriend other students who also reside in your hometown.
- **Cut down on driving in treacherous weather conditions.**

RUDISILL CENTER



The Rudisill Center is another site for Ivy Tech Community College—Northeast. Conveniently located at the corner of Rudisill Boulevard and Clinton Street, this center provides many of the same services and classes that are available at the Coliseum and North campuses for the convenience of students and prospective students living on the south side of Fort Wayne or in Adams, Wells, or Huntington counties. Anyone who desires to take classes at the Rudisill Center should look for the code (RDSL) in the course listings for Fort Wayne in the online course schedule at IvyTech.edu/courses.

SERVICES AT RUDISILL CENTER

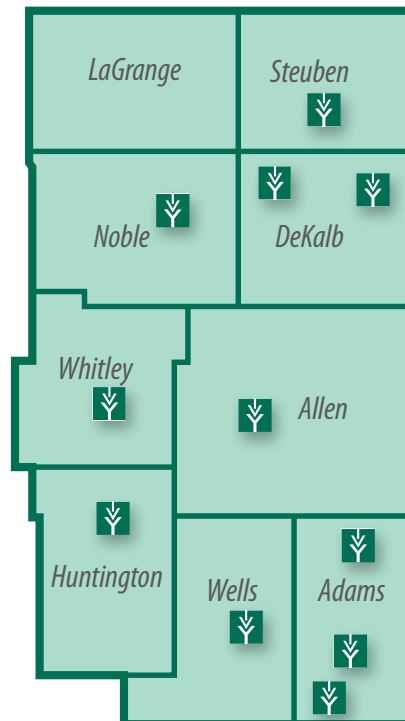
- Classes
- Apply for admission
- Assessment testing and evaluation
- Turn in College-related paperwork
- Add/drop/withdraw
- Academic advising by appointment
- Enroll and attend Academic Skills Advancement, General Education, Computer, and Business courses
- Open computer labs
- Testing proctoring
- College for Working Adults (CWA)



COMMUNITY CAMPUSES

Classes Close to Home

In addition to our courses at Fort Wayne's Coliseum Campus and North Campus, Ivy Tech Community College—Northeast offers courses throughout a nine-county service area. Ivy Tech partners with local high schools, community centers, and WorkOne county offices to provide classroom space for Ivy Tech students living in areas outside of Allen County. These convenient sites offer 250 classes in the fall and spring semesters in business, computer, technical, health-related, general, and developmental education. Most courses are taught in the evening. A smaller selection of classes are offered in the summer.



Adams County	
• Adams Central High School	ADCHS
• Adams County Memorial Hospital Annex	AMHA
• Belmont High School	BELHS
• Decatur WorkOne	DECWO
• South Adams High School	SADHS
Allen County	
• Charis House	FWCHH
• Rudisill Center	RDL
DeKalb County	
• Ashley Community Center	ASH
• Eastside High School	ESHS
Huntington County	
• Huntington North High School	HUNHS
• Huntington WorkOne	HUNWO
Noble County	
• East Noble High School	ENHS
• Four County Vocational - Dowling Street/Kendallville	DOWL
• Four County Vocational - Fairview/Kendallville	FVIEW
• Four County Vocational - Main Office/Kendallville	MAIN
Steuben County	
• Angola High School	ANGHS
• Caruso's Restaurant	CARUSO
Wells County	
• Bluffton High School	BLBHS
• Bluffton WorkOne	BLUWO
Whitley County	
• Columbia City High School	CCSHS
• Columbia City WorkOne	CCWO
• Huntington University	CCHU

COMMONLY OFFERED COURSES AT COMMUNITY CAMPUSES

The following list includes the most commonly offered classes during fall and spring semesters at Ivy Tech Community campus sites throughout the nine counties of northeast Indiana.

ACCT 101	Introduction to Accounting
ACCT 102	Managerial Accounting
APHY 101	Anatomy and Physiology I
APHY 102	Anatomy and Physiology II
BIOL 101	Introductory Biology
BUSN 101	Introduction to Business
BUSN 102	Business Law
BUSN 104	Investments
BUSN 105	Principles of Management
BUSN 202	Human Resource Management
BUSN 210	Managerial Finance
CINS 101	Introduction to Microcomputers
COMM 101	Introduction to Public Speaking
COMM 102	Introduction to Interpersonal Communication
DESN 103	CAD Fundamentals
ECON 101	Economics Fundamentals
ENGL 024	Introduction to Writing I
ENGL 025	Introduction to Writing II
ENGL 031	Reading Strategies for College I
ENGL 032	Reading Strategies for College II
ENGL 111	English Composition
HIST 101	Survey of American History
HLHS 101	Medical Terminology
MATH 015	Fundamentals of Algebra I
MATH 023	Essentials of Algebra I
MATH 035	Fundamentals of Algebra II
MATH 043	Essentials of Algebra II
MATH 118	Concepts in Mathematics
MKTG 101	Introduction to Marketing
OFAD 019	Keyboarding
POLS 101	Introduction to American Government
PSYC 101	Introduction to Psychology
SOCI 111	Introduction to Sociology
IVYT 101	First Year Seminar (1 cr.)
IVYT 120	New Student Seminar (3 cr.)

NOTE: Some Community Campus courses are Core Transfer Library (CTL) classes. See an advisor for the breakdown of these specific courses.

SEARCH FOR COURSE OFFERINGS IN YOUR AREA

- Go to IvyTech.edu/courses
- Select the Course Selection Search tool
- Choose desired Term
- Choose desired 'Subject' (using above class listing)
- Type in Course number (using above class listing)
- Choose 'Fort Wayne' under 'Campus'
- Click 'Class Search'
- Under each course offering, you will see a 'Where' designation. This tells you exactly where the course is being taught by location.

CONTACT US

Dana Barrett
dbarrett30@IvyTech.edu
260-480-2026

Anne Michel
amichel@IvyTech.edu
260-480-2018

ONLINE CLASSES

For online classes, contact the Distance Education office at 260-480-2046.