

ACADEMIC ADVISING CENTER

Harshman Hall Room 1015

HOURS:

Monday–Thursday: 8 a.m. – 6 p.m.

Friday: 9 a.m. – 5 p.m.

888-IVY-LINE

IvyTech.edu/Advising



Advisors are available by appointment or on a drop-in basis. Students can schedule an advising appointment at IvyTech.edu/Advising, by calling (260) 480-4125, or by visiting our office in Harshman Hall room 1015.

ADMINISTRATORS

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LIBERAL ARTS, GENERAL STUDIES, EDUCATION, UNDECIDED, AND COURSES ONLY

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ASSESSMENT INFORMATION

READING SCORE _____
WRITING SCORE _____
MATH SCORE _____

READING AND WRITING COURSES

_____ ENGL 075
_____ ENGL 111

MATH COURSES

STEM Path

_____ MATH 023
_____ MATH 043
_____ MATH 136
_____ MATH 211

Quantitative Reasoning Path

_____ MATH 080
_____ MATH 123

Tech Path

_____ FOUN 071
_____ MATH 122

STUDENT SUCCESS COURSES

_____ IVYT 1XX

ED READY AND IVY PREP

If you took the ACCUPLACER assessment and didn't place into the math or English course that you need, Ivy Prep can help you to prepare for your course without retesting. Ivy Prep in math, reading, and writing enable you to review in the topic and show that you are ready to take the math or English course that is needed in your program.

How Ivy Prep can help you to succeed

After you take the ACCUPLACER assessment, you may work in the Ivy Prep Program, which helps you to review in math and/or English. The process is easy! After you get your placement scores, meet with your advisor to go over the results. If you have not placed into your course, your advisor can help you get started with Ivy Prep. If you complete Ivy Prep for math and/or English, there is no ACCUPLACER retest required.

How long does Ivy Prep take?

The time needed to work in the program varies. For some students, it takes reviewing for just a few days. For others, it may take a few weeks. The time it takes to complete depends on your knowledge and how much time you have to invest in reviewing. You also may work with a tutor in your campus Learning Resource Center to help you when you feel stuck.

READY TO GET STARTED?

Center for Academic Excellence
(260) 480-4262
North Campus, 3701 Dean Drive, Fort Wayne
Harshman Hall, Room HM1610

Hours: 8 a.m. to 5 p.m., Monday through Friday (hours may vary by term, visit IvyTech.edu/tutoring for current hours)

ACADEMIC PLANNING

ORIENTATION

BEFORE CLASSES START:

Sign up for an in-person orientation at IvyTech.edu/Orientation.

Set up a payment plan or finalize your FAFSA information on MyIvy or at the Express Enrollment Center in the Student Life building.

Order or buy your books on MyIvy or at the bookstore in the lower level of Harshman Hall.

TIME MANAGEMENT

How many courses can you take? Consider the following:

A full-time course load is 12 credits minimum. Part-time is 6 credits minimum.

- Students should plan on spending approximately 10 hours per week on each 3 credit class.

How many hours do you work per week?

How much time do you need for family commitments?

Does your funding source require you to have a set number of credits?

- 21st century scholars need 12 credits per semester
- Students using VA benefits have set credit hour requirements
- Students receiving federal student loans are required to have 6 credits minimum

Work time = ____ hours per week

Family time = ____ hours per week

School time = ____ hours per week

Other = ____ hours per week

TOTAL hours per week _____

THERE ARE
168 HOURS
IN A WEEK.

IS YOUR PLAN REALISTIC?

COURSE DELIVERY

TRADITIONAL, ONLINE, AND HYBRID OPTIONS

Traditional courses are standard, in-person courses. These courses are taught on campus usually either once per week for 3 hours (for a 3 credit class) or twice per week for 1.5 hours. Courses with labs may meet for a longer amount of time.

Online courses do not meet on campus. Ivy Learn (via My Ivy) is the system that Ivy Tech uses to administer online courses. Courses can be synchronous--meaning there is a scheduled time you are expected to be online—or asynchronous, which requires students to submit assignments by a due date, but not to be available at a set time every week. Exams for online courses can be proctored, which means they will need to be taken in the testing center, or not proctored.

Hybrid courses are a mixture of both in-person and online formats. Some time will be spent on campus while the remainder is done online.

16-WEEK AND 8-WEEK COURSE OPTIONS

Many courses are offered in a standard 16-week format. These are full-semester courses. 16 week courses can be traditional, in-person courses, online courses, or hybrid courses.

Some courses are offered in an 8-week format. These courses take place over half of the traditional semester. 8 week courses often meet for twice the time of a 16 week class if they are in-person. 8 week courses can be traditional, online, or hybrid courses.

PLACEMENT

ASSESSMENT SCORES

Your advisor will review the results of your assessment scores with you. These scores will determine if you need remediation in math, reading, and/or writing. More information can be found under "Assessment Information."

WAIVERS

You may have been waived from taking the assessment test based on SAT/ACT/PSAT score or your high school GPA. If you did not receive a waiver and believe you may be eligible, tell your advisor.

ACADEMIC PLANNING

PRIOR CREDIT

DUAL CREDIT

Did you take dual credit courses while in high school? If so, tell your advisor. If the credit was through a college or university other than Ivy Tech, you will need to contact that institution and have transcripts sent here.

AP CREDIT

Did you take an AP class in high school? If so, did you take the AP exam and get a high enough score? Tell your advisor if you think you may have AP credit for a class. You will need to request your high school send transcripts to us in order to receive credit.

TRANSFER CREDIT

Were you a student at another college/university? Bring a copy of your transcript to your advising session so your advisor knows the classes for which you may be receiving transfer credit. Your grade must have been a 'C' or higher in order for credit to transfer. When classes transfer, only the credit transfers, not the grade.

The address for transfer credit evaluation is:

Ivy Tech Community College

Transcript Processing
9301 E. 59th Street
Indianapolis, IN 46216

If your institution participates in secure transcript exchange, you may also have them sent electronically to transcripts@ivytech.edu.

PRIOR LEARNING ASSESSMENT (PLA)

Do you have work experience or certifications? You may be eligible for Prior Learning Assessment credit if you currently hold a certification or have work experience. Let your advisor know about any certifications or work experience you have that relate to the program you are planning to pursue.

PLAN AHEAD

Keep in mind **summer and fall registration open around March 15** every year and **spring registration opens around September 15** every year.

ACADEMIC STANDING

To remain in good academic standing at the College, students must maintain a minimum cumulative grade point average (GPA) of 2.0. A student's academic standing is evaluated at the end of each semester/term, including summer. If a student maintains a cumulative GPA of 2.0 or higher, the student is in good standing and free to enroll each semester/term. If a student's cumulative GPA falls below a 2.0 GPA, the student will be placed into one of the statuses below and will work with an advisor on strategies to ensure success and an improved GPA.

DEFINITIONS

Good Standing: when a student attains a cumulative GPA of 2.0 or higher; the student may enroll for a future term

Academic Monitoring: when a student fails to attain a cumulative GPA of 2.0 or higher; the student may enroll for a future term but should work with an advisor for success strategies (re-taking coursework, adjusting number of hours taken, etc.)

Academic Monitoring Continued: when a student on Academic Monitoring status fails to attain a cumulative GPA of 2.0 or higher, but attains a term GPA of 2.0 or higher; student may enroll for a future term

Academic Dismissal: when a student on Academic Monitoring, Academic Monitoring Continued, or Academic Reinstatement status fails to attain a term and cumulative GPA of 2.0 or higher; the student is dropped from future coursework and must meet with an advisor to determine eligibility to enroll in future terms

Academic Reinstatement: when a student in Academic Dismissal status meets with an advisor and has received approval using our Academic Appeal form to re-enroll; student may enroll for a future term

IVY TECH COMMUNITY COLLEGE COURSES

FULFILLING INDIANA TRANSFER GENERAL TRANSFER CORE COMPETENCIES

SPEAKING AND LISTENING

3 - 6

COMM 101	Fundamentals of Public Speaking	3
COMM 102	Introduction to Interpersonal Communication	3

WRITTEN COMMUNICATION

3 - 6

ENGL 111	English Composition	3
ENGL 215	Rhetoric and Argument	3

QUANTITATIVE REASONING

3 - 12

MATH 123	Quantitative Reasoning	3
MATH 135	Finite Math	3
MATH 136	College Algebra	3
MATH 137	Trigonometry with Analytic Geometry	3
MATH 200	Statistics	3
MATH 201	Brief Calculus I	3
MATH 202	Brief Calculus II	3
MATH 211	Calculus I	4
MATH 212	Calculus II	4
MATH 221	Calculus for Technology I	3
MATH 222	Calculus for Technology II	3

SCIENTIFIC WAYS OF KNOWING

3 - 12

ASTR 101	Solar System Astronomy	3
ASTR 102	Stellar and Galactic Astronomy	3
BIOL 100	Human Biology	3
BIOL 101	Introductory Biology	3
BIOL 105	Biology I	5
BIOL 107	Biology II	5
BIOL 121	General Biology	4
BIOL 122	General Biology II	4
BIOL 211	Microbiology I	3
CHEM 101	Introductory Chemistry I	3
CHEM 105	General Chemistry I	5
CHEM 106	General Chemistry II	5
CHEM 111	Chemistry I	4
CHEM 211	Organic Chemistry I	5
CHEM 212	Organic Chemistry II	5
CHEM 215	Qualitative Chemical Analysis	3
PHYS 101	Physics I	4
PHYS 102	Physics II	4
PHYS 220	Mechanics	5
PHYS 221	Heat, Electricity, & Optics	5
SCIN 100	Earth Science	4
SCIN 111	Physical Science	3

**SOCIAL AND BEHAVIORAL
WAYS OF KNOWING**

3 - 12

ANTH 154	Cultural Anthropology	3
ECON 101	Economics Fundamentals	3
ECON 201	Principles of Macroeconomics	3
ECON 202	Principles of Microeconomics	3
HIST 101	Survey of American History I	3
HIST 102	Survey of American History II	3
HIST 111	World Civilization I	3
HIST 112	World Civilization II	3
POLS 101	Introduction to American Govern- ment and Politics	3
POLS 211	Introduction to World Politics	3
PSYC 101	Introduction to Psychology	3
PSYC 201	Lifespan Development	3
PSYC 205	Abnormal Psychology	3
PSYC 240	Human Sexuality	3
PSYC 253	Introduction to Social Psychology	3
SOCI 111	Introduction to Sociology	3
SOCI 164	Multicultural Studies	3
SOCI 245	Cultural Diversity	3
SOCI 252	Social Problems	3

**HUMANISTIC AND ARTISTIC
WAYS OF KNOWING**

3 - 12

ARTH 101	Survey of Art and Culture I	3
ARTH 102	Survey of Art and Culture II	3
ARTH 110	Art Appreciation	3
ENGL 202	Creative Writing	3
ENGL 206	Introduction to Literature	3
ENGL 214	Introduction to Poetry	3
ENGL 220	Introduction to World Literature Through the Renaissance	3
ENGL 221	Introduction to World Literature After the Renaissance	3
ENGL 222	American Literature To 1865	3
ENGL 223	American Literature After 1865	3
FREN 101	French Level I	4
FREN 102	French Level II	4
FREN 201	French Level III	3
FREN 202	French Level IV	3
GERM 101	German Level I	4
GERM 102	German Level II	4
GERM 201	German Level III	3
GERM 202	German Level IV	3
HUMA 100	Theatre Appreciation	3
HUMA 118	Music Appreciation	3
PHIL 101	Introduction to Philosophy	3
PHIL 102	Introduction to Ethics	3
PHIL 220	Philosophy of Religion	3
SPAN 101	Spanish Level I	4
SPAN 102	Spanish Level II	4
SPAN 201	Spanish Level III	3
SPAN 202	Spanish Level IV	3

REQUIREMENTS:

Must have 15 Ivy Tech Degree applicable Credits

15 of the Credits must be taken after fall 2013

No Course Substitutions allowed

Must have a Degree Applicable GPA above a 2.0

Must have at least one Degree Applicable Course after students Catalog Term (for example, a student graduating from Fall 2016 curriculum, must have at least one course in the Fall 2016 term or later)

AN INTRODUCTION TO FERPA

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (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 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.

DIRECTORY INFORMATION

This is information that is generally not considered to be 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 Fort Wayne has identified 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 for 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 888-IVY-LINE (888-489-5463).

FUNCTIONS & RESPONSIBILITIES OF STUDENTS & ADVISORS

THREE R'S OF ADVISING

● RELATIONSHIPS

- Remember, advising is a two-way street
- Foster open communication
- 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 MyIvy and read e-mail at least 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, and academic programs.

ADVISOR RESPONSIBILITIES

An academic advisor at Ivy Tech is expected to fulfill the following expectations:

- 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.
- Provide referrals to other college and community resources when appropriate.

SCHEDULING WORKSHEET

DIRECTIONS:

Below is a grid to help you manage your time. 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	SUNDAY
7 A.M.							
8 A.M.							
9 A.M.							
10 A.M.							
11 A.M.							
12 P.M.							
1 P.M.							
2 P.M.							
3 P.M.							
4 P.M.							
5 P.M.							
6 P.M.							
7 P.M.							
8 P.M.							
9 P.M.							
10 P.M.							

JARGON MADE EASY

3-Peat (Petition to repeat class 3 times): A student submits a form to the Vice Chancellor of Academic Affairs (VCAA) in order to request to take a class for the third time. Pick up form in Express Enrollment Center.

AA: Associate of Arts

AAS: Associate of Applied Science

AS: Associate of Science

AGS: Associate of General Studies

Abbreviations galore -- SL, HM, TC, CC, PS: Abbreviations seen in front of room numbers on your schedule for Ivy Tech Fort Wayne. They stand for Student Life Center (SL), Harshman Hall (HM), Technology Center (TC), Coliseum Campus (CC), and Public Safety Academy: Ivy Tech South Campus (PS).

Academic Advising Center: The office on campus where students with 14-or-fewer college-level credits receive advising about choosing classes and setting an academic plan.

Academic advisor: A faculty member or professional advisor assigned to help you make an academic plan, choose a major, or answer other questions about college.

Academic probation: A warning to a student that their academic progress is unsatisfactory, and they must improve.

Achieve Your Degree: A partnership between Ivy Tech Community College and community businesses and institutions to offer employees the opportunity to receive a free or discounted community college education.

Accreditation: An endorsement of educational institutions or academic degree programs based on specific qualifications.

Admissions: A place on campus where people not yet enrolled can meet with a counselor to learn more in-depth information about options at Ivy Tech. Students can also schedule a campus visit here.

Anthony Commons: The commons area located on the west end of the building in Coliseum Campus that also houses Wrap 'N' Roll Deli and Kelty's Kafe.

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 academic credit or grade; or taking required testing; registration occurs after the class has met enrollment requirements, if space is available.

Bachelor's degree: A four-year degree from a college, university, or professional school.

Blue Bamboo Cafe: Eatery at Student Life Center on the North Campus.

Bursar: The office on campus that takes payments.

#/Student ID#: A unique numerical identifier assigned by Ivy Tech to each individual student to serve as an ID for the length of time as a student.

CDL: Commercial Driver's License

CNA: Certified Nursing Aide

CNC: Computer Numerical Control is the automation of machine tools that are operated by precisely programmed commands encoded on a storage medium.

CRN: Course Registration Number

Café Verde: The quiet study space in the center of Coliseum Campus.

Co-requisites: A class that must be taken with another specific class.

Commencement: Graduation ceremony

Completion Rate: The number of credit hours successfully completed divided by the total credit hours attempted.

Course Number: The number your college or university uses to classify a course.

Cost of Attendance: An estimate of the total cost to attend as a full-time student. (Tuition, books, misc. expenses, travel, room/board)

Course numbers: Numbers assigned to specific classes.

Credit hour: Credit given for attending one lecture hour of class each week for 16 weeks or equivalent. Most college classes are three credit hours, meaning their total meeting time for a week is three hours.

Curriculum: All courses required for a particular degree as listed in the catalog.

Degree: A certificate of completion of a course of study. A diploma is issued in recognition of the accomplishment.

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

Dependent student: A student who does not meet any of the criteria for an independent student.

Distance education: Allows a student to take a course or a degree online.

Drop: Un-enrolling from a course prior to the deadline, which may affect financial aid.

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. Be aware of the deadline for exercising the drop/add option.

Dual Credit: High school students enrolled in high school and college courses for credit simultaneously, which leads to earlier college completion and/or transfer options.

Early College: Focused high school dual credit in a degree program that allows students to earn high school and college credit simultaneously leading to earlier college completion and/or transfer options. Student and academic supports are provided for students in their high school, so they can reach college and career readiness.

Elective: A course chosen from a specified list to meet a requirement, such as Statewide Elective, Transfer Cluster Elective, or Transfer General Education Core elective; alternately, a course chosen due to student interest, which may not meet a requirement.

Express Enrollment Center: The office in Student Life Center on the North Campus that will help with everything from enrollment needs to financial aid issues.

FAFSA: Free Application for Federal Student Aid found at <https://fafsa.ed.gov/FAFSA/app/fafsa>; must be completed within stipulated time frames to be considered for financial aid or scholarships.

FSA ID: Federal Student Aid identification, which is comprised of a username and password and can be used to login to certain Federal Student Aid websites, such as the FAFSA.

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.

Financial Aid: Money you receive for your college tuition or expenses that you may or may not have to pay back.

Full-time student: A student who enrolls in at least 12 credit hours of courses per semester.

General education: Associate degree classes including English, math, science, communication, social sciences, and more.

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

Graduation Rate: The percentage (or average number) of first-time, full-time students graduating with a degree within 150% of the timeframe to receive a credential [2-year degree in 3 years, 1-year program in 1.5 years].

Grant (Pell): Financial assistance that does not require repayment. (Attendance requirements apply)

Hirelvvy: Career Development 's online job and internship board.

Hybrid class: A name used to describe a course using the traditional face-to-face delivery and other components of learning, such as online assignments, lectures, and activities.

Independent student: One of the following: at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, an orphan, a ward of the court, or someone with legal dependents other than a spouse, an emancipated minor or someone who is homeless or at risk of becoming homeless.

Intent to graduate: Declaring or applying for a date you intend to graduate from college.

International Students: Students who are non-immigrant aliens allowed to enter the U.S. for a specific purpose and for a limited period of time. Many receive an F-1 student visa and enter the U.S. in F-1 status to pursue a full course of study toward a degree at an academic institution. International students may also seek an M-1 student visa if they are entering to pursue a course of study at a vocational or non-academic institution. There are many other visa classifications that may or may not permit enrollment at a post-secondary institution.

F-1 Student: An F-1 student is a nonimmigrant who is pursuing a "full course of study" to achieve a specific educational or professional objective, at an academic institution in the United States that has been designated by the U.S. Department of Homeland Security (DHS) to offer courses of study to such students, and has been enrolled in SEVIS (the Student and Exchange Visitor Information System). The F-1 category is created by section 101(a)(15)(F) of the Immigration and Nationality Act (INA), and regulated by DHS regulations at 8 C.F.R. 214.2(f).

J-1 Status: Non-immigrant status conferred on exchange visitors participating in U.S. Department of State-approved exchange visitor programs who meet the requirements outlined in 8 CFR 214.2(j)(1).

Alternate Responsible Officer (ARO): A person designated by a U.S. Department of State-authorized exchange visitor sponsor to support the Responsible Office and maintain SEVIS data.

Designated School Official (DSO): The person at each campus who federal law and regulations requires to update and maintain the SEVIS records of non-immigrant students in F and M visa categories.

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 and may include pay/credit.

IvyLearn: The online classroom environment website.

IvyLife: The web and social media platform available for student government and student organizations.

Ivy Tech Alert: Emergency text alert system so students can find out about campus emergencies — IvyTech.edu/alert.

Ivy Tech email address: MyIvy username + @ivytech.edu = email address

Ivy Tower Plaza: The outdoor commons area between Harshman Hall and the Student Life Center.

Kelty's Kafe: Weekly specials prepared at Coliseum Campus Anthony Commons.

Loans: Financial assistance that must be repaid (often times with interest).

Major: Your primary area of study. Your college major is the field you plan to get a job in after you graduate (for example: business, linguistics, anthropology, psychology, etc.).

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 halfway point in a semester or course.

MyIvy: The online system students use to register for classes and check things like email, grades, bills, financial aid status, college announcements, calendars, just to name a few.

Non-resident: A student who isn't an official resident of Indiana. Out-of-state tuition applies.

Online classes: Courses you take by computer instead of in a traditional classroom.

Part-time student: A student who enrolls in 11 credit hours or less (this definition can vary based upon source of funding). In financial aid terms, three-quarter time is 9–11 credit hours per semester, part-time is 6–8 credit hours per semester, and less than part-time is 1–5 credit hours per semester.

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

PSA: Public Safety Academy: Ivy Tech South Campus

Registration: Enrollment in classes.

Resident: A student who lives in Indiana. Tuition is more expensive for non-residents.

SAP: Satisfactory Academic Progress -- To remain in good academic standing at the College and retain eligibility for Title IV financial aid, students must maintain a minimum grade point average (GPA), complete the courses in which they enroll, and complete their program of study within a reasonable period of time. You can get specific information on every SAP status and its definition at IvyTech.edu/financial-aid.

Scholarship: A form of financial aid you do not have to repay if all academic performance requirements are met. Students must apply for scholarship through IvyTech.edu/scholarships. Some may require written essays along with the application in order to be considered.

Semester: The length of time a class lasts. There are three semesters: Fall starts mid-August and ends mid-December. Spring starts mid-January and ends mid-May. Summer is eight weeks, from June to August.

Summer session: A summer term of approximately eight weeks.

Syllabus: An outline of the subjects in a course of study or teaching.

TC: Technical Certificate; an Ivy Tech credential of approximately 30 credits offered by many programs of study.

TRIO: A comprehensive student support services program available to first-generation students, low-income students, and students with disabilities. Free to students; funded by a grant from the U.S. Department of Education.

TSAP (Transfer Single Articulation Pathways): By completing a TSAP degree program, you will be eligible to transfer to a public four-year institution in the state of Indiana in junior status.

Three-quarter time: 9–11 credit hours

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

VA student: A student who is attending college with veteran benefits, bills, or grants.

Web registration: Registration through MyIvy for classes.

Weekday abbreviations: M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday, S = Saturday

Withdrawal: The period of time in which a student may withdraw from a course by filing a change of enrollment form through the Express Enrollment Center. Records indicate a "W" rather than a grade when the withdrawal process is completed. Withdrawal deadlines are located on the College Calendar.

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

Wrap 'N' Roll Deli: Eatery at Coliseum Campus Anthony Commons.

PROGRAMS A-Z

Fort Wayne and Warsaw Locations

IvyTech.edu/programs

No matter what your goals are, Ivy Tech Community College has a program that's right for you. In as little as two years, you can get the degree you're looking for, or you can earn a certification in as little as one year. And, unlike some schools, Ivy Tech credits transfer to many colleges and universities so you can get started on a four-year degree at a fraction of the cost. Explore transfer opportunities as you browse through Ivy Tech programs. So what are you waiting for? When you're ready, Ivy Tech is ready to help you get started.

	FORT WAYNE	WARSAW
A		
Accounting	•	•
Advanced Automation and Robotics Technology	•	•
Agriculture	•	
Automotive Technology	•	
Aviation Maintenance Technology	•	
B		
Biology*	•	
Building Construction Management	•	
Building Construction Technology	•	
Business Administration*	•	•
Business Operations, Applications, and Tech	•	•
C		
Computer Science*	•	•
Criminal Justice*	•	•
Cyber Security/Information Assurance	•	•
D		
Database Management and Administration	•	•
Design Technology	•	
Diesel Technology	•	
E		
Early Childhood Education*	•	•
Education*	•	
Electrical Engineering Technology*	•	
Electronics and Computer Technology	•	
Engineering	•	
Engineering Technology	•	
Entrepreneurship	•	•
G		
Gen Ed Transfer Core (General Education)	•	•
General Studies	•	•
H		
Healthcare Specialist	•	•
Health Information Technology	•	
Heating, Ventilating and Air Conditioning Tech (HVAC)	•	
Homeland Security/Public Safety	•	
Hospitality Administration	•	•
Human Services*	•	•
I		
Industrial Technology	•	•
Informatics*	•	•
Information Technology Support	•	•

	FORT WAYNE	WARSAW
L		
Legal Studies	•	•
Liberal Arts	•	•
Library Technical Assistant	•	•
M		
Machine Tool Technology	•	•
Manufacturing Production and Operations	•	•
Mechanical Engineering Technology*	•	
Medical Assisting	•	•
N		
Network Infrastructure	•	•
Nursing - RN (Science & Practical Nursing)*	•	
P		
Paralegal Studies	•	•
Paramedic Science	•	
Patient Care Technician	•	•
Practical Nursing (LPN)	•	
Professional Communication	•	
Psychology	•	
R		
Respiratory Therapy	•	
S		
Secondary Education*	•	
Server Administration	•	
Software Development	•	•
Supply Chain Management	•	•
T		
Therapeutic Massage	•	
V		
Visual Communications	•	

***Transfer As A Junior** programs allow you to take your first two years of classes at Ivy Tech then transfer to any public four-year institution in Indiana and start as a junior. Learn more transfer opportunities at IvyTech.edu/transfer.

EXPRESS ENROLLMENT CENTER

WHO WE ARE, WHAT WE DO, AND WHY WE'RE A BETTER CHOICE FOR YOU

STUDENT RESOURCES AT IVY TECH COMMUNITY COLLEGE'S FORT WAYNE CAMPUS

888-IVY-LINE • IvyTech.edu/Help

Express Enrollment Center: *Everything starts here!*

Student Life Center, inside main entrance

- Apply to Ivy Tech
- Get a student ID # and set up MyIvy account
- Complete new student orientation
- Get help filling out the application for Federal Student Aid (FAFSA)
- Learn about financial aid requirements, verification process, and loan applications/processes
- Get an assessment equivalency high school waiver; SAT, PSAT, or ACT scores; or previous college credit with a grade C or better
- Submit high school and college transcripts
- Get help registering or dropping & adding classes
- Change your program
- Get graduation application
- Get official Ivy Tech transcript
- Pay your bill or get answers to billing questions
- Get questions answered about transfer credits, graduation, diplomas, transcripts, GPA, and Dean's list

Coliseum Campus (CC)

3800 North Anthony Blvd., Fort Wayne, IN 46805

Harshman Hall (HM), Student Life Center (SL), Technology Center (TC)

North Campus, 3701 Dean Dr., Fort Wayne, IN 46835

Public Safety Academy: Ivy Tech South Campus (PS)

7602 Patriot Crossing, Fort Wayne, IN 46816

260-482-9171 888-IVY-LINE (888-489-5463)

STUDENT RESOURCES

IVY TECH COMMUNITY COLLEGE'S FORT WAYNE CAMPUS

888-IVY-LINE • IvyTech.edu/Help

ACADEMIC ADVISING CENTER

Harshman Hall, Room HM1015

(260) 480-4125

- Get help selecting courses and connecting to resources
- Meet with the 21st Century Scholar Support Specialist
- Develop an Academic Completion Plan

ADMISSION

Student Life Center, SL101

(260) 480-4268

- Tour campus
- Learn more about Ivy Tech programs, degrees, and certificates
- Get more information about Prior Learning Assessment, or other special programs at the College

BOOKSTORE, BARNES & NOBLE

Harshman Hall, Room 0235

(260) 480-4216

- Purchase books and supplies

BURSAR'S OFFICE

Student Life Center

Express Enrollment Center

(260) 480-2064

- Pay college fees
- Request official college transcripts

CAREER DEVELOPMENT

Harshman Hall, Room HM1102

(260) 480-2282

- Get assistance with selecting a career
- Receive assistance with resume and other job seeking skills
- Learn about internships & employment opportunities

CENTER FOR ACADEMIC EXCELLENCE

Harshman Hall, Room HM1610

(260) 480-4262

Coliseum Campus, Room C2308

- Get free tutoring
- Use the open computer lab

DISABILITY SUPPORT SERVICES

Harshman Hall, Room HM1710

(260) 480-4110

- Get support and accommodations for a documented disability

FINANCIAL AID PROCESSING CENTER

Student Life Center, SL1118

(888) 489-5463

- First check in at the Express Enrollment Center
- Get information about scholarships, work study opportunities, and child of a disabled veteran

FITNESS CENTER AND GYMNASIUM

Student Life Center, Room SL109

- Workout at any of the 1-of-25 fitness stations
- Obtain access code at Harshman Hall Security/Info Desk (Room HM1704)

IVY TECH ONLINE

Student Life Center, Room SL148

(260) 480-2046

- Receive help with online classes and IvyLearn or Canvas
- Proctored testing for online courses and make-up testing

LIBRARY

Coliseum Campus, Room CC1770

(260) 480-4172

- Check out library books and access online databases along with streaming videos
- Use open computer lab with printer and copier access
- One-one-one librarian assistance for research and questions
- Small group study and collaborative work spaces

STUDENT LIFE

Student Life Center, Room SL107

(260) 481-2232

- Join student clubs or organizations
- Find out what's happening on campus

TRIO PROGRAM

Harshman Hall, Room HM1656

(260) 480-4197

- First-generation, low-income, or students with disabilities get additional support services
- Individualized support services such as mentoring, advising, tutoring, personal problem-solving, and more

CAMPUS RESOURCES

CATEGORY	CONTACT	MORE INFO
21st Century Scholars	Advising	
Adding/dropping classes	Advising	ivytech.edu/advising
Academic Dismissal	Advising	
Billing	Express Enrollment	My Ivy
Career Exploration	Career Development	ivytech.edu/careerdevelopment
Child care	Student Life	My Ivy/Ivy Assist
Computer Lab	Center for Academic Excellence, Library	
Course selection	Advising	ivytech.edu/tutoring
Counseling	Bowen Center	800-342-5652
Ed Ready	Center for Academic Excellence	ivytech.edu/ivyprep
Emergency	Security	ivytech.edu/alert
Enrollment verification	Express Enrollment	
FAFSA help	Express Enrollment	
Financial aid help	Express Enrollment	
Fitness center access	Security	
Grade Appeals	Academic Affairs (see advising)	
Graduation application	Registrar/Express Enrollment	My Ivy
Housing	Student Life Office	My Ivy/Ivy Assist
International Students	Registrar/Express Enrollment	
Interviewing help	Career Development	
Ivy Prep	Center for Academic Excellence	ivytech.edu/ivyprep
Job seeking assistance	Career Development	
Major exploration	Career Development	
Math placement score	Advising	
Math tutoring	Center for Academic Excellence	Math lab; HM 2nd floor
Math testing	Assessment Center	
Military credit	VA rep—Express Enrollment	
Military benefits	VA rep—Express Enrollment	
Online courses	Educational Technology	Fortwayne-edtech@ivytech.edu
Reading placement score	Advising	
Registering for classes	Advising	
Research help	Library	ivytech.edu/library
Resume help	Career Development	
Scholarships	Financial Aid/Express Enrollment	ivytech.edu/scholarships
Student code of conduct	Student Success	HM 2nd floor
Student ID	Security	Harshman Hall
Student organizations	Student Life Office	
Tech support	Help Desk	helpdesk@ivytech.edu
Testing	Testing Center	HM 1330
Textbooks	Bookstore	HM lower level or My Ivy
Transferring credit	Advising	transcripts@ivytech.edu
Transcripts-official	Registrar/Express Enrollment	
Tuition	Express Enrollment	
Tutoring	Center for Academic Excellence	ivytech.edu/tutoring
Veterans (VA) Benefits	Express Enrollment	
Withdrawing from classes	Advising/Express Enrollment	
Work study	Financial Aid/Express Enrollment	
Non-academic assistance	Student Success Office	HM 2nd floor or My Ivy
Writing assistance	Center for Academic Excellence	Writing Lab, HM 1st floor
Writing placement score	Advising	



IVY TECH COMMUNITY COLLEGE FORT WAYNE
Coliseum Campus and North Campus
Map and Directions

Coliseum Campus

3800 N. Anthony Blvd., Fort Wayne, Indiana 46805
260-482-9171

From I-69: Take exit 312A. Go south on Coldwater Rd. to Coliseum Blvd (Highway 930/SR 30). Turn left (east) onto Coliseum Boulevard, go past the Allen County Memorial Coliseum, and over the St. Joe River. Follow to Crescent Ave. which is at the second stop light past the Memorial Coliseum. Turn right onto Crescent Ave., and turn into the Ivy Tech parking lot.

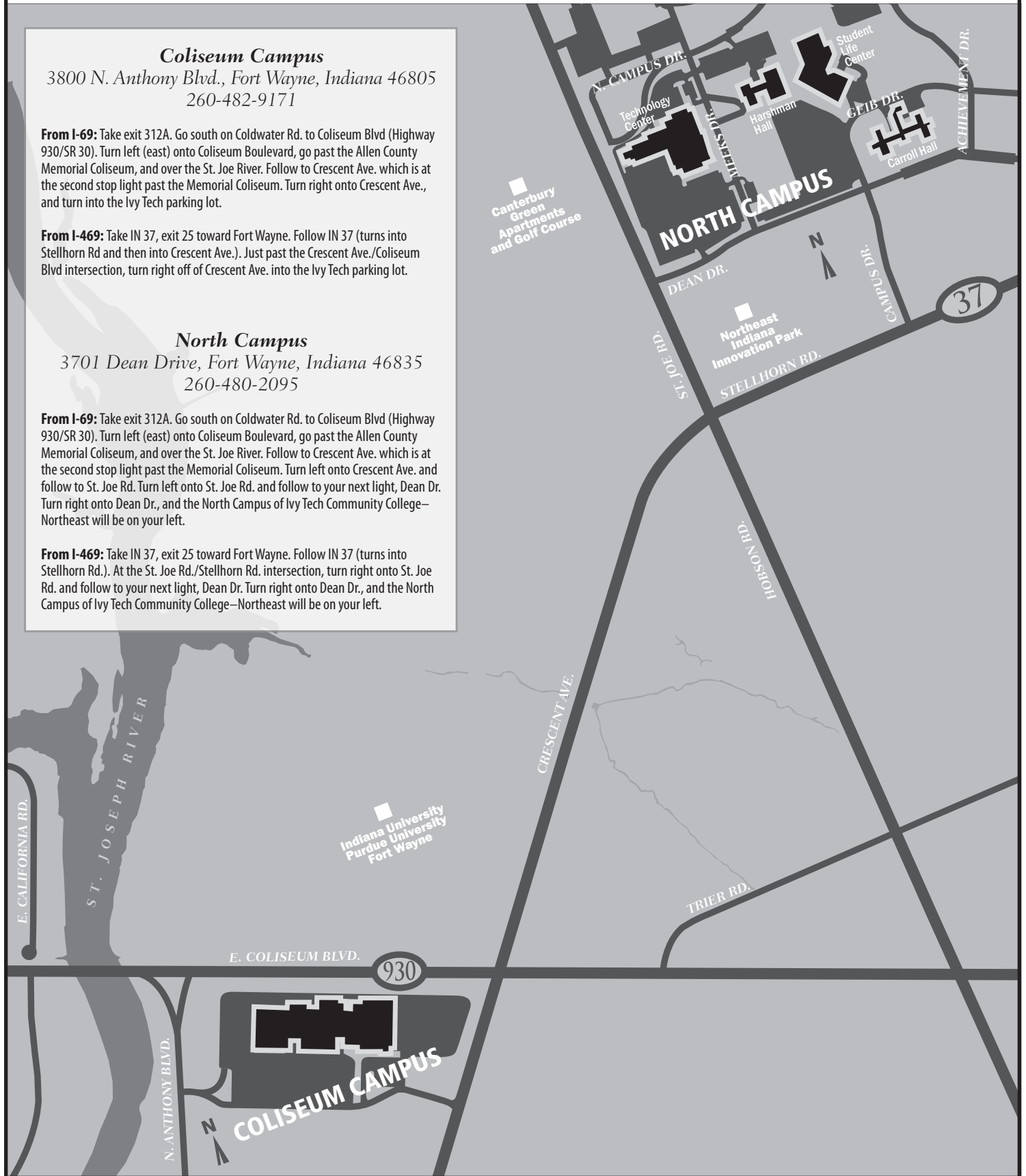
From I-469: Take IN 37, exit 25 toward Fort Wayne. Follow IN 37 (turns into Stellhorn Rd and then into Crescent Ave.). Just past the Crescent Ave./Coliseum Blvd intersection, turn right off of Crescent Ave. into the Ivy Tech parking lot.

North Campus

3701 Dean Drive, Fort Wayne, Indiana 46835
260-480-2095

From I-69: Take exit 312A. Go south on Coldwater Rd. to Coliseum Blvd (Highway 930/SR 30). Turn left (east) onto Coliseum Boulevard, go past the Allen County Memorial Coliseum, and over the St. Joe River. Follow to Crescent Ave. which is at the second stop light past the Memorial Coliseum. Turn left onto Crescent Ave. and follow to St. Joe Rd. Turn left onto St. Joe Rd. and follow to your next light, Dean Dr. Turn right onto Dean Dr., and the North Campus of Ivy Tech Community College—Northeast will be on your left.

From I-469: Take IN 37, exit 25 toward Fort Wayne. Follow IN 37 (turns into Stellhorn Rd.). At the St. Joe Rd./Stellhorn Rd. intersection, turn right onto St. Joe Rd. and follow to your next light, Dean Dr. Turn right onto Dean Dr., and the North Campus of Ivy Tech Community College—Northeast will be on your left.



THE FRESHMAN FIFTEEN

- 1 Ivy Tech username and password—The Express Enrollment Center can help you set up your username and password for your My Ivy account. This will include your email login.
- 2 Ivy Tech email—CHECK YOUR IVY TECH EMAIL REGULARLY!! This is the main way that advisors will communicate with you. A good rule of thumb is to check it three times per week. Also, you will always need to use your Ivy Tech email account (no personal email accounts) to correspond with your advisor due to federal privacy laws.
- 3 MyIvy—my.ivytech.edu is your portal for everything Ivy Tech. You will use My Ivy to check your email, register for classes, accept your financial aid, and set up a payment plan, among many other things.
- 4 Your academic advisor—You will need to meet with your advisor (in person, remotely, via email, or over the phone) at least once per semester to update your academic plan. You can find your assigned advisor in Ivy Advising, which is accessed via My Ivy.
- 5 Required Advising and Pins—Every student is required to meet with their advisor (in person, email, remotely, or by phone) once per semester in order to update their academic plan and get their pin to register.
- 6 Ivy Learn—Log into Ivy Learn via My Ivy. Ivy Learn is the system all online courses utilize for course delivery. Your in-person courses will also have a presence in Ivy Learn.
- 7 Ivy Advising—Use Ivy Advising to schedule an appointment with your advisor and view other staff and faculty members that are available to support you. Log into My Ivy and click on “Student,” “Advising,” “Ivy Advising.”
- 8 Academic standards — To remain in good academic standing at the College, students must maintain a minimum cumulative grade point average (GPA) of 2.0. A student’s academic standing is evaluated at the end of each semester/term, including summer.
- 9 Adding/dropping classes—Students are able to change the times or delivery method (online vs. in person, etc.) of their classes via My Ivy.
- 10 Flags—If you are struggling in a course, or if an instructor wishes to give you “kudos” for a job well done, you will be notified of this via email and Ivy Advising. Your advisor may also contact you regarding flags.
- 11 Degree Completion Tracker—Students are able to access a degree audit of their declared programs. Degree audits outline requirements for your selected program, and let you know which courses you have left to take. Contact your advisor for more information.
- 12 Your academic plan—You will work with your academic advisor to create an academic plan. This plan includes the courses you will take in order to complete your certificate or degree. You can access your plan on My Ivy. Click on “Student,” “Advising,” “Degree Completion Tracker.”
- 13 Eight week classes—Some courses are offered in an eight week format instead of the traditional sixteen week format. For most courses, the eight week offering is an accelerated version of the traditional sixteen week course.
- 14 Viewing your class schedule—You can view your class schedule on My Ivy. Log in, click the “Student” link, then “course info,” and then “class schedule.”
- 15 FREE TUTORING—Students have access to free tutoring in the Center for Academic Excellence. There are also open labs for writing and math in Harshman Hall. Please take advantage of this FREE service.

REQUIRED ADVISING AND PIN NUMBERS

HOW DOES REQUIRED ADVISING WORK?

All students, excluding limited enrollment program and apprentice students, will be required to meet with an advisor (by email, phone, class visit, group appointment, Zoom, one on one, etc.) prior to registering for classes.

Students will then receive a six-digit PIN number that they will need in order to register for classes. They will receive their PIN in one of two ways:

1. At the conclusion of an advising meeting, or
2. Through an email if the student is in good standing and has an updated academic plan

Please Note: You will not be able to register for classes if you do not have a PIN.

WHAT IF I FORGOT OR LOST MY PIN?

Don't worry! You can always find it listed in the top right section of your Ivy Advising Dashboard.

You can also contact our Ivy Tech Help Center team if you misplace or are having issues with your PIN. They are available seven days a week from 7 a.m. to 1 a.m. (EST) over the phone at 888-IVY-LINE (888-489-5463) or via online chat (IvyTech.edu/chat).

WHAT CAN I EXPECT DURING MY ADVISING APPOINTMENT?

You and your advisor will explore your personal, academic, and career interests:

- What are your academic and career interests?
- What majors/careers are you considering?
- When do you plan to complete your degree/certificate and/or transfer?
- What does your life look like outside of Ivy Tech (work, family responsibilities, social engagements, etc.)?
- Review the programmatic information and requirements of your chosen degree or certificate.
- You and your advisor will develop a timeline for completion of your academic goals at Ivy Tech.
- Clarify advisor/advisee responsibilities.
- Your advisor can provide basic information of campus/community resources and refer you to these resources as necessary.
- Explain Course placement and Financial Aid processes.
- An explanation and demonstration of the self-service tools available to you (MyIvy, IvyLearn, Ivy Advising, Degree Tracker).

WHAT CAN I EXPECT DURING FUTURE APPOINTMENTS?

- Review your personal, academic, and career goals for updates and changes.
- Adjust Academic Completion Plan and/or expected completion date accordingly.
- Review your progress toward your academic goal and confirm ideal completion date.
- Examine any potential roadblocks to your academic progress and success.
- Explore and connect you to resources that will help you achieve your goals.
- Discuss learning opportunities on campus beyond the classroom — Career Development workshops, Student Life engagement opportunities, etc.

REQUIRED ADVISING AND PIN NUMBERS

HOW TO ACCESS YOUR ACADEMIC COMPLETION PLAN

1. Log in to MyIvy with your username@ivytech.edu and password at my.ivytech.edu
2. Click on Student > Advising > Degree Completion Tracker
3. Click on the Plan tab and open your Academic Completion Plan by clicking on the name of the plan with the lock image next to it.

****If an Academic Completion Plan has not been created yet, please refer to the instructions on How to Schedule an Appointment with your Assigned Advisor.**

HOW TO SCHEDULE AN APPOINTMENT WITH YOUR ASSIGNED ADVISOR

All students are provided with an Assigned Advisor based on their student status or program of study.

1. Log in to MyIvy with your username@ivytech.edu and password at my.ivytech.edu
2. Select Student > Advising > Schedule an Advising Appointment > My Success Network; locate your Assigned Advisor and click on Schedule an Appointment
3. Your Assigned Advisor's calendar will open up. Select any plus (+) sign to schedule an appointment at that time.

****If plus (+) signs are NOT visible, please email your Assigned Advisor to schedule.**

Federal regulations require that academic information be discussed using your Ivy Tech email address only.

HOW TO SCHEDULE CLASSES IN MYIVY

1. Log in to MyIvy with your username@ivytech.edu and password at my.ivytech.edu
2. Click on Student > Student Dashboard > Add/Drop Classes
3. Verify your Contact Information and Program, if necessary
4. Select the Term in which you wish to enroll. Click on Class Search at the bottom of the screen
5. On the new screen, mark the Subject, Course Number and Campus for the class you wish to enroll in. Click on Section Search at the bottom of the screen
6. Mark the box under the CRN for the course(s) you wish to enroll in (note that Online formats are highlighted in yellow) Click on Add to Worksheet. Return to Step 4 and repeat for each course you wish to enroll in
7. Once all course CRNs have been added to the Worksheet, click on Submit Changes to finalize your registration