



Ivy Information

Spring 2018

Lake County – East Chicago	(219) 392-3600
Lake County – Gary	(219) 981-1111
Michigan City	(219) 879-9137
South Bend/Elkhart – Elkhart	(574) 830-0375
South Bend/Elkhart – South Bend	(574) 289-7001
Valparaiso	(219) 464-8514
Warsaw	(574) 267-5428

My Ivy	my.ivytech.edu
Ivy Learn	ivylearn.ivytech.edu
Helpdesk	www.ivytech.edu/help or (888) IVY LINE
Library	www.ivytech.edu/library
Ivy Alert	www.ivytech.edu/alert

Visit My Ivy to:

Register for courses
View holds
Update address/phone
View announcements
Set up payment plan
Schedule an advising
appointment
Access e-mail



Review grades
Accept/view financial aid
View bill
View College Calendar
Order official transcript
View Course Catalog
View Student Handbook



See more at
www.15tofinishindiana.org

Did you know?

- ✓ Support Services for students with disabilities is available
- ✓ Tutoring is available for FREE in many subjects
- ✓ Every campus/site has student clubs and leadership activities
- ✓ Free parking passes are required and are available at the Bursar's Office
- ✓ Career Services is available
- ✓ Ivy Tech is smoke-free
- ✓ Certificates and Technical Certificates may be available in your program

Grades are available on My Ivy the Wednesday after the end of the semester.

Tuition & Fee Payment Due Date:

Friday, January 12, 2018

To avoid being dropped from class(es), you must pay the total due, pay 1st payment on deferral agreement through Nelnet, or verify financial aid eligibility. Filing the Financial Aid (FAFSA) form does not fulfill this requirement; you must verify your eligibility and aid with the Financial Aid department.

For more information about tuition and fee rates, go to www.ivytech.edu/tuition

For more information about payment and refunds, go to www.ivytech.edu/business-office/



Countdown to Graduation - March 2018

Commencement - May 2018

Look out for e-mails with more information.

If you are completing a certificate, technical certificate or degree in Spring or Summer, you can apply for graduation through My Ivy.

Spring 2018

January 12 – Payment Due
 January 15 – College Closed
 March 11-17 – Spring Break

March 19 – Summer/Fall Registration Starts
 May 1 – Financial Aid Priority for Summer 18

Course Duration	Day	Begin Date	End Date	Last Day to Drop (100% Refund)	Last Day to Withdraw
16 Weeks	All	January 16	May 12	January 29	April 14
12 Weeks	All	February 12	May 12	February 21	April 21
1 st 8 weeks	Tuesday (+ Online)	January 16	March 10	January 19	February 24
	Wednesday	January 17	March 10	January 22	February 24
	Thursday	January 18	March 10	January 23	February 24
	Friday	January 19	March 10	January 24	February 24
	Saturday	January 20	March 10	January 25	February 24
2 nd 8 weeks	Monday (+ Online)	March 19	May 12	March 22	April 28
	Tuesday	March 20	May 12	March 23	April 28
	Wednesday	March 21	May 12	March 26	April 28
	Thursday	March 22	May 12	March 27	April 28
	Friday	March 23	May 12	March 28	April 28
	Saturday	March 24	May 12	March 29	April 28

Please see your advisor for important dates for classes starting/ending on other dates.

Adding/Reinstating/Changing a Course After the Start of the Semester

Signature/approvals are required from the Instructor AND Program Chair or Dean (of the course) to add a course:

Course Length	Format	Signatures Required:
16 Weeks	In person/online	Starting Saturday, January 20
8 Weeks or 12 Weeks	In person	After the first class meeting
8 Weeks or 12 Weeks	Online	Starting Thursday, January 18 (1 st 8)
		Starting Thursday, February 15 (12 week)
		Starting Thursday, March 22 (2 nd 8)

Students who have been dropped for non-payment must obtain a signature from the Bursars Office, instructor, and program chair/dean. Signatures are good for 48 hours only.

Changing sections of the same course may occur with approval of the Instructor and Dean of the course you are adding. The change will be processed as a drop/add if the courses are the same part of term (for example, a first 8 week class to another first 8 week class). The change will be processed as a withdraw/add if the courses are different parts of term (for example, a first 8 week class to a second 8 week class). A withdraw will count toward the number of course attempts, total attempted hours, and you will be charged for both courses.

Is there a class you want to take but it is full? *No need to worry- add yourself to the waitlist for your chance to add the course.* To add yourself to the waitlist, enter the CRN in the Drop/Add section of My Ivy. You will get an error saying the course is full and a drop-box that allows you to select Waitlist. Select Waitlist and submit. Once a spot is open, the next person on the list will receive an e-mail. **Be sure to check your e-mail daily – if a spot opens in your course, you will have just 24 hours to add the course.**



