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

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

<table>
<thead>
<tr>
<th>Course Duration</th>
<th>Day</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Last Day to Drop (100% Refund)</th>
<th>Last Day to Withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Weeks</td>
<td>All</td>
<td>January 16</td>
<td>May 12</td>
<td>January 29</td>
<td>April 14</td>
</tr>
<tr>
<td>12 Weeks</td>
<td>All</td>
<td>February 12</td>
<td>May 12</td>
<td>February 21</td>
<td>April 21</td>
</tr>
</tbody>
</table>

1st 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

2nd 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:

<table>
<thead>
<tr>
<th>Course Length</th>
<th>Format</th>
<th>Signatures Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Weeks</td>
<td>In person/online</td>
<td>Starting Saturday, January 20</td>
</tr>
<tr>
<td>8 Weeks or 12 Weeks</td>
<td>In person</td>
<td>After the first class meeting</td>
</tr>
</tbody>
</table>
| 8 Weeks or 12 Weeks   | Online          | Starting Thursday, January 18 (1st 8)
|                       |                 | Starting Thursday, February 15 (12 week)
|                       |                 | Starting Thursday, March 22 (2nd 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.