WELCOME TO
Ivy Tech South Bend
New Student Orientation
Welcome to Ivy Tech Community College.

I know attending college is an important decision in your life and I am pleased that you selected Ivy Tech to take the first steps toward fulfilling your educational goals and career aspirations.

Our faculty and staff want to ensure that your experience at Ivy Tech is positive and helps meet your expectations. One way that we believe you will have the best experiences possible is for you to take advantage of the academic support services and student life opportunities at the college.

We have made these services and opportunities available in order to help you to be better informed about what it takes to achieve success as a student at Ivy Tech and as a graduate entering the workforce or transferring to complete a baccalaureate degree.

After completing this initial orientation, I encourage you to reach out to faculty and staff if you have questions or need further assistance.

We are here to help you and we look forward to working with you to achieve your success.

With my sincere best wishes,

**Thomas G. Coley, Ph.D.**
Chancellor, Ivy Tech Community College North Central and Northwest
Janet Evelyn, Ph.D.
South Bend Campus President
jevelyn1@ivytech.edu

Margaret Semmer, Ed.D.
Vice Chancellor, Academic Affairs and Student Success
msemmern1@ivytech.edu

Lisa Shaffer, Ph.D.
Vice Chancellor, Enrollment, Marketing and Communication
lashaffer22@ivytech.edu
College Resources

You’ll meet and work with many people and departments while you’re attending Ivy Tech. Following is important information.
The first semester at college can be confusing.

Following are some important terms that you’ll hear while you’re a student at Ivy Tech.

**Credit Hour**
A credit hour typically represents one hour of lecture time or two hours of laboratory time per week for the semester. If you have a three credit hour lecture class, it will probably meet for one three-hour session or three one-hour sessions.

**Prerequisite**
A course that must be satisfactorily completed, usually with a grade of C or better, before taking higher-level courses.

**Academic Skills Advancement Courses**
Developmental or “brush-up” courses. ASA courses provide instruction to help develop writing, reading, and/or mathematical skills to be successful in college-level courses.

**Program Ready**
A student who is academically ready to take college-level courses.

**Transfer Credits**
Credits awarded by Ivy Tech that other colleges and universities will accept toward their degree requirements.

**Ivy Tech Online**
Courses that utilize, in-whole or in-part, online technology. These courses are offered in one of three formats: online, video conferencing and hybrid (some classes will meet on campus in a classroom and some will meet online).

**GPA**
Grade Point Average. A numerical indication of the student’s performance for courses in which quality points can be earned. The GPA is calculated by dividing the number of quality points earned by the number of credits earned.
At the Express Enrollment Center, you can:

- Create a Campus Connect account
- Complete Free Application for Federal Student Aid (FAFSA)
- Get financial aid information
- Pay tuition
- Schedule appointments for assessment, advising and more!

**Hours**

Monday – Thursday 8:00 AM – 6:00 PM  
Friday 8:00 AM – 5:00 PM  
Saturday 9:00 AM – 1:00 PM

**888-IVY-LINE (888-489-5463)**

Location: First floor of the main campus building, easily accessible through the east entrance.
Federal Financial Aid

Pell Grant
The Pell Grant is a grant from the federal government that does not have to be paid back. The grant may only be awarded to undergraduate, degree-seeking students who have not already obtained a bachelor’s degree. The award amount is based on a student’s financial need as determined by the Free Application for Federal Student Aid (FAFSA) application.

Federal Supplemental Educational Opportunity Grant
SEOG awards are made to undergraduate students with financial need. Ivy Tech has a limited amount of funds to award to eligible students. Eligible Pell Grant recipients with the lowest Expected Family Contribution are considered first for available federal SEOG funds.

Federal College Work-Study Program
Ivy Tech participates in the Federal College Work-Study Program. FCWS funds are awarded to students on the basis of financial need. Students seeking FCWS need to complete and return a Work-Study Application for consideration. Visit the Financial Aid office on your campus for more information.

Federal Direct Stafford Loan
The Federal Direct Stafford Loan program enables students to borrow from the U.S. Department of Education. The loan amount is limited to the cost of education minus EFC, and in some instances minus other financial aid the borrower is expected to receive for the loan period. Dependent, first-year students may borrow a maximum of $5,500 per school year. Dependent, second-year students may borrow a maximum of $6,500 per school year (subject to other restrictions per federal regulations). Independent, first-year students may borrow a maximum of $9,500 per school year. Independent, second-year students may have a loan limit of $10,500.
Federal Financial Aid (cont.)

Federal Direct Parent Loan (PLUS)
The Federal Direct PLUS is for parent borrowers of dependent students and provides additional funds for educational expenses. Federal Direct PLUS loans enable parents with good credit histories to borrow for each dependent child who is enrolled at least half-time. Federal Direct PLUS loans are made by the U.S. Department of Education. Applicants do not have to show financial need, but must undergo a credit analysis. Repayment begins within 60 calendar days of disbursement, and deferments are available under certain conditions. Federal Direct PLUS loans cannot exceed the College’s estimated cost of education minus other financial aid. Parents may apply for a PLUS loan at: www.studentloans.gov.

National Farmworker Jobs Program
This is a grant from the Department of Labor that assists those who have done seasonal or migrant farm-work in the last two years. Unlike student loans this is a grant and therefore does not have to be paid back. This grant can only be considered by students who are only planning on obtaining a two-year degree or less. This grant can assist its students with tuition, books, tools, and a weekly stipend for time spent in the classroom.

Jesusa Rivera
Bilingual Case Manager
851 Marietta Street  South Bend, IN 46601
574–855–5326
jesusar@proteusinc.net
Institutional Financial Aid

Scholarships
Scholarships are gift-aid and do not require repayment. Scholarships are often offered at campus or community levels. Ivy Tech scholarships are typically awarded close to the beginning of each semester. Students can see if they received an Ivy Tech scholarship by logging on to their Campus Connect account and viewing their financial aid awards.

Financial need is a criterion for the majority of scholarships. It is strongly recommended that you complete the Free Application for Federal Student Aid (FAFSA) before applying for scholarships. If you do not intend to complete the FAFSA, please contact the financial aid office to determine what scholarships might be available to you.

Visit http://www.ivytech.edu/financial-aid/scholarships.html to learn more.

To learn about all the financial aid opportunities made available to Ivy Tech students, including institutional scholarships and loans, on-campus job opportunities, and federal and state aid in the form of grants and loans, visit www.IvyTech.edu/financial-aid.
South Bend Advising Center

**Schedule an appointment now**

Last name of student beginning A – B
Amber Ruszkowski, aadkinson@ivytech.edu

Last name of student beginning C – F
Thomas Brown, tbrown497@ivytech.edu

Last name of student beginning G – J
Aaron Burdin, aburdin@ivytech.edu

Last name of student beginning K – M
Vacant, contact Alexandria (Bobbi) Hall, adensmore@ivytech.edu

Last name of student beginning N – R
Shekeva Adams, sblakley1@ivytech.edu

Last name of student beginning S – V
Amanda Reasonover-Wade, areasonoverwade@ivytech.edu

Last name of student beginning W – Z
Gale Vaughn, Asst. Director of Student Support and Advising, gvaughn@ivytech.edu

**Director of Academic Advising**
Alexandria (Bobbi) Hall, adensmore@ivytech.edu
All new students meet with Academic Advisors to discuss education and career goals. Continuing students also have access to Program Advisors who work directly with the student to determine classes to complete a specific major.
Ivy Tech Follett Bookstore

You can purchase textbooks, Ivy Tech gear, class supplies and more at the Ivy Tech Follett Bookstore.

Books for online courses are purchased online at www.IvyTech.bkstr.com.

Always search for textbooks by course, not by book, to ensure you’re getting the right materials for class. Visit Campus Connect to discover your course materials.

Financial aid can be used at both the campus store and online store and many textbooks are available in used condition or to rent.
Make your classroom experience successful.

There are several ways to make your classroom experience successful:

- Arrive to campus on time, or even a little early.
- Attend all class sessions. Students who do not attend class during the first two weeks will be dropped from that class.
- Read the course syllabus. It includes important information about your instructor, course grading system, important dates and more.
- Participate in class discussions. Sometimes, class participation is graded. Even if it’s not, you’ll get more out of the class by participating.
- Turn in assignments on time.
- Ask your instructor questions. Make sure to ask the instructor’s preferred communication method. Often, e-mail is the best way to reach someone at Ivy Tech.
- Check both Campus Connect and your Ivy Tech e-mail regularly.
- Let your instructor know in advance if you can’t attend class. Not only is it courteous, but it helps you stay on top of assignments.
- Be aware of your academic standing. You must maintain a GPA of at least 2.0 to remain in good academic standing and graduate on time. GPAs lower than 2.0 can even impact your eligibility for financial aid.
Career Services

Room 1221 | 574–289–7001 ext. 5779 | www.IvyTech.edu/career-services

The Office of Career Services actively supports students and alumni in identifying potential employment and also supports employers in connecting with talented individuals to fill their positions.

Need help deciding on a major? Career Services can help! Students can take career assessments to help identify strengths and interests. Students can also benefit from several interviewing resources available through Career Services. E-mail Reg2CareerServices@lists.ivytech.edu or contact:

Chandra Gary  
Regional Director  
cgary@ivytech.edu

Rebecka Hardy  
Assistant Director  
rhardy@ivytech.edu
Disability Support Services

The Office of Disability Support Services (DSS) provides assistance to students, who qualify for reasonable accommodation under the Americans with Disabilities Act (ADA), and Sections 504 and 508 of the Rehabilitation Act.

Reasonable accommodations may be granted, based upon verification with appropriate documentation, for chronic illnesses, neurological conditions, learning disabilities, psychiatric illnesses, mobility impairments, and other conditions or impairments that limit one or more of life’s major activities. For more information, visit www.IvyTech.edu/dss or contact:

Sandra Senatore-Roberts
Director of Disability Support Services
ssenatorerobert@ivytech.edu
Regular Hours
Monday – Thursday 7:30 AM – 7:00 PM
Friday 7:30 AM – 5:00 PM
Hours may vary during summer and winter.

The Ivy Café is open to students, faculty, staff and the public. We offer a variety of hot and cold meals, snacks and beverages. The Ivy Café is located on the first floor near the bookstore.

Visit our web page to view our complete menu or daily selections. Daily Specials are listed on the North Central events calendar and on Campus Connect.

www.IvyTech.edu/northcentral/dining-services/Dining-Services-Home.html
IvyLife is your gateway to student involvement at Ivy Tech! It is an on-line platform available to all students that provides tools to help you learn about what’s going on and how to get involved on campus. Students can:

- Learn about campus events and activities
- Search and join student organizations
- Find opportunities to get involved
- Generate records of your campus involvement
- Connect with other students

In addition, student organization leaders and advisors will be able to communicate with members, share important documents, conduct online polls, post event information and create group web pages.

**Doranna Byrd**
Assistant Director of Diversity Affairs
dbyrd12@ivytech.edu
What’s going on?

Students can benefit from several communication resources available on campus.

**Campus Calendar**

[www.IvyTech.edu/northcentral/calendar.html](http://www.IvyTech.edu/northcentral/calendar.html)

View the campus calendar to find details on important deadlines, events and opportunities on campus.

**Campus Connect**

[cc.ivytech.edu](http://cc.ivytech.edu)

Campus Connect is the primary resource for student information. Students can check e-mail, view course information, view student accounts, see important announcements, view unofficial transcripts, explore links and much more.

**E-mail**

Your Ivy Tech e-mail is your primary source of communication between you and your instructors. Important messages from the College can also arrive in your inbox, so be sure to check it daily.

**Ivy Tech Facebook**

[www.facebook.com/ivytech](http://www.facebook.com/ivytech)

Ivy Tech’s statewide Facebook page is a great way to ask questions, connect with other students, and learn important information about Ivy Tech.

**Message Screens**

The screens on campus display important information including upcoming events and campus policies.
Sign up for Ivy Tech Alert!

**Step 1:** Visit [www.IvyTech.edu/alert](http://www.IvyTech.edu/alert).

**Step 2:** Fill out the form and select from which campus(es) you’d like to receive text message or e-mail alerts.

**Step 3:** Receive notifications in the event of campus closings, emergencies, or important college updates.

This service is completely FREE* and it takes less than 1 minute to sign up!

*Other than any charges you may incur from your cell phone carrier.
Library

574–289–7001 ext. 5343 | www.IvyTech.edu/library
Location: First floor near the north entrance

Regular Hours
Monday – Thursday 7:45 AM – 8:00 PM
Friday 7: 45 AM – 8:00 PM
Saturday 8:00 AM – 12:00 PM
Hours may vary during summer and winter.

Our libraries offer resources both on campus and through our virtual library. With just a few clicks you’ll have access to extensive lists of journals, magazines, e-books, newspapers and instructional tools.

John Fribley
Library Director
jfribley@ivytech.edu
Parking on campus

www.IvyTech.edu/parking

Beginning July 1 each year students, faculty, and staff can obtain a parking pass at the Bursar Office free of charge. Passes are valid for one academic year (August 1 – July 31) and are required to park on all North Central campuses and sites.

Jim Clark
Director of Security
jclark240@ivytech.edu
Student Help Center


The Student Help Center is a great resource to find answers to common student questions, such as:

▪ When will financial aid be posted to my account?
▪ How can I request a copy of my Ivy Tech transcript?
▪ Do I have to take the ACCUPLACER test?
▪ How can I check the status of my FAFSA?
▪ When will I know that my refund is being processed?
▪ Why do I have a hold? How do I get my hold removed?

You can browse answers to common questions or contact the Student Help Center via phone or live chat. You can also submit a help ticket for technical support.
South Bend Testing Center

574–289–7001, ext. 6806 | distancetesting-southbend@lists.ivytech.edu

Monday – Thursday 8:30 AM – 7:00 PM
Friday 8:30 AM – 5:00 PM
Saturday 9:30 AM – 1:00 PM

Hours may vary during summer and winter.

Accuplacer exams are used to determine the level of your reading, writing and math skills in order to place you in the appropriate classes.

Learn more: www.IvyTech.edu/assessment and www.IvyTech.edu/ivyprep

Proctored exams are held in a controlled and monitored environment. Restrictions might include limiting the use of notes, textbooks, calculators, or supplying the student with necessary hands-on materials for completing the exam.

Learn more: www.IvyTech.edu/online/testing-centers.html
Tutor Center

Room 1210 | 574–289–7001 ext. 5337 | www.IvyTech.edu/tutoring

Regular Hours
Monday – Friday 8:30 AM – 8:00 PM
Saturday 9:00 AM – 1:00 PM

In-Person Tutoring
Tutoring for English and math is available for walk-ins or by appointment. Tutoring for all other subjects is by appointment only.

IM Tutoring
Instant message tutoring through Blackboard IM is available during the Fall and Spring semesters.

In Blackboard IM, select the School tab. Select North Central>SB Tutor Center English or SB Tutor Center Math. A green icon indicates that a tutor is available to chat.

All tutoring at the Tutor Center is free of charge to Ivy Tech students.
Matthew Vincent (pictured above) made the transition from combat to classroom with Ivy Tech.

Veterans Affairs

Ivy Tech is committed to providing resources to ensure veterans succeed. To learn more visit www.IvyTech.edu/veteran-services or contact:

Adam Grooms
Interim Veteran Services Coordinator
agrooms1@ivytech.edu

Matthew Vincent (pictured above) made the transition from combat to classroom with Ivy Tech.
Ivy Tech South Bend

220 Dean Johnson Blvd.
South Bend, IN 46601  Map it

574–289–7001  888–IVY–LINE

www.IvyTech.edu/northcentral