**Student’s Rights & Responsibilities**

Student’s Rights & Responsibilities and College Policies may be viewed via Campus Connect.

**Student Handbook & College Calendar**

The link to the Student Handbook is located in Campus Connect. The College Calendar is also located in Campus Connect—dates of open registration, withdrawal, semester beginning/ending, and holiday/breaks are listed along with other important happenings at Ivy Tech.

**Student Affairs**

The place to go for:

- Submitting a Course Enrollment Form or using a computer to drop/add online
- Submitting a Change of Enrollment Form
- Submitting a Change of Information Form
- Submitting official academic records, such as high school and college transcripts or ACT and SAT scores
- Requesting official copies of Ivy Tech transcripts

**FERPA**

The Family Educational Rights and Privacy Act must be signed by you in order to release your private student record information. Consent forms remain in effect for one calendar year from the date it is received by Student Affairs.

**ACCUPLACER**

If you haven’t taken the Accuplacer Assessment (and if you need to take it) we recommend that you prepare for it. To prepare yourself, view the study guide options.

When you’re ready, you can call to take the Accuplacer Assessment by contacting the Madison, Lawrenceburg, or Batesville campus.

**...After ACCUPLACER**

Upon completion of Accuplacer, you are immediately given a copy of your Accuplacer scores. Take these scores to Student Affairs where they will be explained to you. After explanation, you will either be advised or you will make an appointment for advisement.

**FYI** Information will not be provided to parents unless the student (over 18 years old) signs a consent form. For more info, see Student Handbook or visit this link: http://www.ivytech.edu/indianapolis/registrar/ferpa.html
Testing Center
This is where you will take the Accuplacer Exam – room 1255. Other services include:
- Distance Education Testing
- Corporate College Testing
  - Certifications, TEAS, MOS, VUE, IDOI/IDHS, and more

College Resources
Computer & Distance Education Services
- Blackboard Issues
- Campus Connect Issues
- Log-on Issues
- Printing Issues
- Campus Computer Issues

College Resources
Career Services
- Career Advising and Planning → Professional Resources → Internships and Job Shadowing → Online Career Assessments → Build the career you want!
  - Educates about career development, career planning, and the career search process
  - Offers one-on-one, personalized career advising
  - Offers resources for career and skills assessment
  - Provides learning opportunities that enhance career development planning.
- Contact Rachel Cooper for more information at 812-265-2580 ext. 5303 or 812-537-4010 ext. 5303

College Resources
Disability Services located in the library
- In Madison, contact Tim Renners, Library Director, for more information at 812-265-2580 ext. 4106
- In Lawrenceburg and Batesville, contact Ann Stenger, Library Assistant, at 812-537-4010 ext. 5259
- To request services
  - Complete the Requesting Disability Services form
  - Provide documentation of disability
  - Meet with Disability Services
  - Must be done every semester that you wish to have services.

Student Life & Development
“Serving the Whole Student”
- Student success is based on making student learning meaningful by connecting to the institution, faculty, community, and peers.
- Student Leadership Academy (SLA)
- Student Government Association (SGA)
- Campus Activities Board (CAB)
- Phi Theta Kappa (PTK)
- Contact Barb Sigmon, Asst. Director of Student Life and Development in Madison at 812-265-2580 ext. 4134 or in Lawrenceburg at 812-537-4010 ext. 4134
- Check out the IvyLife and Student Life links in Campus Connect
and Finally...

- **Student ID’s**
  - Made in Library, include C#
- **Wellness Center**
  - A perk for registered students!
- **Ivy Tech is a smoke-free campus.**
  - Allowed in the parking lot and designated area only
- **Children are not allowed in classrooms or labs**
  - For safety reasons, must be supervised at all times
- **Park in the designated area that fits your situation**

WELCOME TO
IVY TECH COMMUNITY COLLEGE!