Welcome to
Ivy Tech Community College
Michigan City Campus

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
Rick Soria, J.D.
Michigan City Campus President
rsoria@ivytech.edu

Margaret Semmer, Ed.D.
Vice Chancellor, Academic Affairs and Student Success
msemmer1@ivytech.edu

Lisa Shaffer, Ph.D.
Vice Chancellor, Enrollment, Marketing and Communications
lshaffer@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.
Academic Advisors + Program Advisors = A Successful Future

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.

Schedule an appointment NOW!
www.Ivytech.edu/advising
1.888.IVY.LINE (1.888.489.5463)
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.
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

Mandy Chalk
Associate Director
mchalk1@ivytech.edu
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](http://www.IvyTech.edu/dss) or contact:

Rhonda Craig  
Associate Director of Student Services  
rcraig21@ivytech.edu
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.

Uzoma Oluka  
Regional Director  
Student Life, Development & Leadership  
uoluka@ivytech.edu

Stacey Staack  
Coordinator  
Student Life, Development & Leadership  
sstaack@ivytech.edu
What’s going on?
Students can benefit from several communication resources available on campus.

**Campus Calendar**
www.IvyTech.edu/northwest/calendar.html
View the campus calendar to find details on important deadlines, events and opportunities on campus.

**Campus Connect**
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/ivytechnw
Ivy Tech’s 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.

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

Step 3: Receive text message or e-mail alerts in the event of a weather-related campus closing or emergency.

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

Ivy Tech Alert is a time-sensitive emergency communications system. Ivy Tech Alert helps keep students, faculty and staff safe by providing notification of weather closings and emergency events on campus.

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

www.IvyTech.edu/library

219.879.9137 ext. 6223 • Located on the 3rd Floor
Hours: Monday-Thursday-8am-7pm
     Friday-8am-5pm
     Saturday-Call for availability

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.

Barbara Weaver
Regional Director
bweaver@ivytech.edu

Gayle Simpson
Library Assistant Manager
gsimpson@ivytech.edu
Parking on campus

[www.IvyTech.edu/parking](http://www.IvyTech.edu/parking)

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](mailto:jclark240@ivytech.edu)
Student Help Center

888-IVY-LINE | www.IvyTech.edusupportcenter.com

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.
Testing Center

219.879.9137
Hours: Monday-Thursday- 8am-6pm
    Friday- 8am-5pm
    Saturday- Please call for available hours.
    Hours may vary during semesters.

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

Mark Lewers
Regional Manager
mlewers@ivytech.edu
Tutor Center

www.IvyTech.edu/tutoring

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

All tutoring at the Tutor Center is free of charge to Ivy Tech students.

Karen Seller
Regional Manager
kseller@ivytech.edu
Veterans Affairs

www.IvyTech.edu/tutoring

Ivy Tech is committed to providing resources to ensure veterans succeed.

To learn more visit www.IvyTech.edu/veteran-services or contact:

Russell Linder
Coordinator
rlinder2@ivytech.edu

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