High School Seniors - Take a Course On Us!

Ivy Tech Community College – Northeast is pleased to offer Take a Course on Us again this year for high school seniors. **ALL high school seniors are eligible to apply for the program. Limited spots are available! Spots will be filled on a first-come, first-serve basis.**

Remember:
- Take a Course on Us will cover the cost of the tuition for a 3 credit hour course ($399.45), and the technology fee ($60).
- Textbooks will be at the student’s own expense.
- Approximate cost for textbooks is as follows:
  - Rental at Ivy Tech bookstore: $50-$75
  - Used at Ivy Tech bookstore: $50-$125
  - New at Ivy Tech bookstore: $75-$200
- The course **must** be an in-class course; online classes are excluded.
- Take a Course on Us will still have limited spots, but students can apply for the program immediately.
- **We cannot reserve spots:**
  - Make sure all steps are completed and proper documentation is turned in to ensure your spot in the program.
  - This includes both an admissions application and a Take a Course on Us request form.
  - Students must make sure they meet the pre-requisites for the course they wish to take.

The course selected may only be taken during the Spring 2016 semester, which begins on Monday, January 11th, and runs through Saturday, May 7th, 2016.

If you have any questions, please feel free to contact me at the below information.

Emily Knickrehm
Assistant Director of Admissions
Ivy Tech Community College Northeast
(P) 260-482-9171 ext. 034566  (E) Efranzeknickreh@ivytech.edu
**Ivy Tech Community College Courses Fulfilling Indiana Transfer General Education Core Competencies**

**Written Communication**
- 3 credits
- STEM: 3 credits
  - ENGL 111 English Composition*

**Speaking and Listening**
- 3-6 credits
- STEM: 3 credits
  - COMM 101 Fundamentals of Public Speaking*
  - and/or COMM 102 Intro to Interpersonal Communication*

**Quantitative Reasoning**
- 3-9 credits
- STEM: 6-9 credits
  - MATH 118 Concepts in Mathematics (not a STEM selection)*; MATH 123 Quantitative Reasoning (not a STEM selection); MATH 135 Finite Math* (not a STEM selection); MATH 136 College Algebra*; MATH 137 Trig with Analytic Geometry*; MATH 201 Brief Calculus*; MATH 202 Brief Calculus II*; MATH 211 Calculus I*; MATH 212 Calculus II*; MATH 221 Calculus for Technology I; MATH 222 Calculus for Technology II

**Scientific Ways of Knowing**
- 3-10 credits
- STEM: 6-10 credits
  - ASTR 101 Solar System Astronomy*; BIOL 101 Introductory Biology*; BIOL 105 Biology I*; BIOL 107 Biology II*; BIOL 121 General Biology; BIOL 211 Microbiology I*; CHEM 101 Introductory Chemistry*; CHEM 105 General Chemistry I*; CHEM 111 Chemistry I; PHYS 101 Physics I*; PHYS 102 Physics II*; PHYS 220 Mechanics*; PHYS 221 Heat, Electricity, & Optics; SCIN 100 Earth Science*; SCIN 111 Physical Science*

**Social and Behavioral Ways of Knowing**
- 3-9 credits
- STEM: 3-6 credits
  - ANTH 154 Cultural Anthropology; ECON 101 Economics Fundamentals*; ECON 201 Principles of Economics*; ECON 202 Principles of Microeconomics*; HIST 101 Survey of American History I*; HIST 102 Survey of American History II*; HIST 111 World Civilization I; HIST 112 World Civilization II; POLS 101 Introduction to American Government and Politics*; POLS 211 Introduction to World Politics*; PSYC 101 Introduction to Psychology*; PSYC 201 Lifespan Development*; PSYC 205 Abnormal Psychology*; PSYC 240 Human Sexuality*; SOCI 111 Introduction to Sociology*; SOCI 164 Multicultural Studies; SOCI 245 Cultural Diversity; SOCI 252 Social Problems*

**Humanistic and Artistic Ways of Knowing**
- 3-9 credits
- STEM: 3 credits
  - ARTH 101 Survey of Art & Culture*; ARTH 102 Survey of Art and Culture II*; ARTH 110 Art Appreciation*; ENGL 202 Creative Writing*; ENGL 206 Introduction to Literature*; ENGL 214 Introduction to Poetry*; ENGL 220 Introduction to World Literature*; ENGL 221 Introduction to World Literature After the Renaissance*; ENGL 222 American Literature to 1865*; ENGL 223 American Literature After 1865*; FREN 201 French Level III*; FREN 202 French Level IV*; HUMA 100 Theatre Appreciation*; HUMA 118 Music Appreciation*; PHIL 101 Introduction to Philosophy*; PHIL 102 Introduction to Ethics*; PHIL 220 Philosophy of Religion*; SPAN 201 Spanish Level III*; SPAN 202 Spanish Level IV*

**Total Transfer General Education Core**
- 30 minimum credits

*CTL courses

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*To enable students to connect college credits, Indiana developed the Core Transfer Library (CTL) www.transferIN.net. Courses on the CTL will transfer among Indiana public college and university campuses, assuming adequate grades. These courses may be used to meet general education requirements or elective requirements.*
Students can take courses in other programs. The above is a listing of general education courses. Below are the program codes to look up courses by program:

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
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<tbody>
<tr>
<td>Computer Information Tech</td>
<td>CINT</td>
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<tr>
<td>Accounting</td>
<td>ACCT</td>
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<tr>
<td>Anthropology</td>
<td>ANTH</td>
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<td>Automotive Technology</td>
<td>AUTC</td>
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<tr>
<td>Building Construction Technology</td>
<td>BCOT</td>
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<td>Business Administration</td>
<td>BUSN</td>
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<tr>
<td>Design Technology</td>
<td>DESN</td>
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<tr>
<td>Elementary Education</td>
<td>EDUC</td>
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<td>Health Care Support</td>
<td>HLHS</td>
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<td>Human Services</td>
<td>HUMS</td>
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<tr>
<td>Industrial Technology</td>
<td>INDT</td>
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<td>Landscape Technology</td>
<td>LAND</td>
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<td>Marketing</td>
<td>MKTG</td>
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<td>Office Administration</td>
<td>OFAD</td>
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<td>Public Safety</td>
<td>PSAF</td>
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<td>Pharmacy Technician</td>
<td>PHAR</td>
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<tr>
<td>Welding</td>
<td>WELD</td>
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<tr>
<td>Computer Information Systems</td>
<td>CINS</td>
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<tr>
<td>Advanced Manufacturing</td>
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<td>Automotive Body Repair</td>
<td>AUBR</td>
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<td>Aviation Maintenance Technology</td>
<td>AVIT</td>
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<td>Construction Technology</td>
<td>CONT</td>
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<tr>
<td>Criminal Justice</td>
<td>CRIM</td>
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<td>Early Childhood Education</td>
<td>ECED</td>
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<tr>
<td>Fire Science</td>
<td>FIRE</td>
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<td>Hospitality Administration</td>
<td>HOSP</td>
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<tr>
<td>Heating and Conditioning</td>
<td>HVAC</td>
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<tr>
<td>Life Skills</td>
<td>IVYT</td>
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<tr>
<td>Medical Assisting</td>
<td>MEAS</td>
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<tr>
<td>Machining Tool Technology</td>
<td>MTTC</td>
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<tr>
<td>Paralegal Studies</td>
<td>PARA</td>
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<tr>
<td>Phlebotomy</td>
<td>PHLB</td>
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<tr>
<td>Therapeutic Massage</td>
<td>TMAS</td>
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</table>
Selecting which course you want for Take a Course on Us

Important Notes:

⇒ The courses for spring 2016 semester start the week of January 11, 2016 and run through May 7, 2016.
⇒ M is for Monday; T is for Tuesday; W is for Wednesday; R is for Thursday; F is for Friday; S is for Saturday; MW is for Monday AND Wednesday; TR is for Tuesday AND Thursday.
⇒ Courses are listed by course title; course number; course registration number (CRN); day(s) each week the course meets; and start and stop times.

Here is how to find course descriptions:

1. Go to www.ivytech.edu/courses.
2. Click on the ‘Course Outline of Record’ on the bottom center.
3. Search for your course by using the drop down menu under ‘Category’
   or
   Type in the course and number under ‘Course Prefix and Number.’ (Example: ACCT 101).
4. Click on Search to view the course outline.

Here is how you can find the times and days each course meets:

1. Go to www.ivytech.edu/courses
2. Click on ‘Course Schedule Search’
3. Select the desired term (Spring 2015) from the drop down box, and click “submit”
4. Select your subject. Example: To look up Fundamentals of Public Speaking (COMM 101), select Communications in the subject drop box, as Public Speaking is a Communications course. For classes such as Basic Electricity (INDT 113), you will look under Industrial Technology, as Basic Electricity is an Industrial Technology course.
5. Type in the course number. Example: For Fundamentals of Public Speaking, the course number is 101, and for Basic Electricity, the course number is 113.
6. Select the instructional method you desire
   For traditional classroom setting: select instruction method as “traditional,” and campus as “Fort Wayne”
7. Click on Class Search.
8. View the days, times and locations for your class.
9. Click on the blue course title/course number to view seats available.
10. Record the course number, course registration number (CRN), course name, days and times on the Take a Course on Us Request Form.

Example: Course # CRN # Course Name Day Time
1ST Choice: COMM 101 33575 Fundamentals of Public Speaking M 9:30-12:20 p.m.
# Course placement/testing requirements

Many courses at Ivy Tech require proof of placement/testing results before the student can register for the course.

## The course placement requirement can be met one of two ways:

| Admissions | Presenting transcripts showing a completed college-level math and English course at another regionally accredited college.  
|---|---|
| or | Present SAT scores, 4 years old or less, 460 or higher scores in each section of reading, writing, and math.  
| | Present ACT scores, 4 years old or less, 18 or higher reading, 17 or higher writing, and 18 or higher math.  
| | Present PSAT scores, 4 years old or less, 46 or higher scores in each section of reading, writing, and math.  

**or**

Take the Ivy Tech Assessment (Course Placement) Test.  
Test can be taken on a walk-in basis.  
Make sure to take your Ivy Tech Student ID Number, a valid photo ID and state to the staff member that you are a Dual Credit Student!

| Harshman Hall  
(lower level next to bookstore) | Monday  
8:00 AM – 6:00 PM  
Tuesday  
8:00 AM – 6:00 PM  
Wednesday  
8:00 AM – 8:00 PM  
Thursday  
8:00 AM – 8:00 PM  
Friday  
9:00 AM – 5:00 PM  
Finish testing by ending hour shown above. |
|---|---|
| North Campus –  
3701 Dean Drive Fort Wayne, IN 46835 |

- Assessment test is not timed, but plan 2 hours to take the test.  
- Just because you take the assessment test does not mean you meet course placement requirements. You can check with an admission’s advisor for interpretation of your scores by calling Emily Knickrehm at 260-482-9171 ex. 034566
Ivy Tech Take a Course on Us Course Request Form

Part 1: Complete an Admissions Application
An admissions application may be completed online at www.ivytech.edu. Click on the ‘Apply Now’ link. Or you may print out an admissions application and return it with this form. Applications can be printed out by going to www.ivytech.edu. Click on the ‘Apply Now’ link and then click on the ‘Print the Application’ link.

Part 2: Personal Information

Full Name including Middle Initial:_______________________________________________

Ivy Tech Student ID Number: _________________________________________________
(Once you have submitted an application, you can call Ivy Tech Admissions Office at 260-480-4268 and request your Ivy Tech student ID Number).

Date of Birth:______________________  Email: ____________________________________

Phone:____________________________ High School Name: __________________________

Part 3: Meet Course Placement Requirement
All general education courses require students to be college ready. In order for us to assess this, students may either include a copy of their transcripts or test board report with ACT/SAT/PSAT scores. **If student’s scores do not meet appropriate levels listed on the ‘Course placement testing requirements’ sheet then students must take our free placement test** at Ivy Tech and have scores on file. If you are taking a course that has placement requirements, just taking the Assessment Test does not qualify you for the course, **you must make sure you score at appropriate levels for the course**. Most courses require a reading score to be 76 or higher and writing score 80 or higher.

Certain program courses do not require placement testing such as some industrial technology, early childhood education, and automotive courses. If you are unsure of the pre-requisites for your course, you may call Emily Knickrehm at 260-482-9171 ext. 034566 or email at Efranzeknickreh@ivytech.edu.

If you need to take the assessment test, please see the sheet labeled ‘Course placement/testing requirements’ for more information on testing center location and hour.

Part 4: Select Your Course
See instructions on page labeled ‘Selecting which course you want’ for instructions to view course descriptions, days and times the course meet, and number of seats open in the course.
Record Your Course Choices:

Example:
Course Number: CRN #: Course Name: Day and Time Course Meets:
COMM 101 33575 Fundamentals of Public Speaking M 9:30 – 12:20 p.m.

1st Choice: ____________________________________________________________
2nd Choice: __________________________________________________________
3rd Choice: __________________________________________________________

Part 5: Guidance Counselor Signature: _________________________________

Guidance Contact Number: __________________________ Guidance Email: _________________________________

Part 7: Complete the Take a Course on Us Student Participation Statement:
This should include your signature (and your parent’s signature if you are under 18).

Part 8: High School Transcripts:
Make sure to obtain an official copy of your high school transcripts to turn in with this request form.

Part 9: Submit Your Forms:
Please submit ALL of the following documents:
Completed Ivy Tech paper application (or include your Ivy Tech Student ID number on this form)
ACT/SAT/PSAT scores (if at appropriate levels) or make sure we have your Ivy Tech assessment scores on file
An official copy of your high school transcripts
This course request form with your class choices AND your guidance counselor’s signature
The signed Take a Course on Us Student Participation form to:

Mailing: Att: Emily Knickrehm  
Ivy Tech Community College  
3800 North Anthony Blvd.  
Fort Wayne, IN 46805  
Emailing: Efranzeknickreh@ivytech.edu  
Fax: Att: Emily Knickrehm 260-480-2053

Or Drop Off to: Admissions Office – Student Life Center on North Campus
(3701 Dean Drive, Fort Wayne, IN 46835) DO NOT MAIL TO THIS ADDRESS!

Wait to hear from us!
For any questions, email Emily Knickrehm at Efranzeknickreh@ivytech.edu
Student Participation Statement for Ivy Tech College-Based Dual Credit

Please carefully read each statement before signing below. No students participating in the college-based dual credit will be registered for classes until this form is completed and received by Ivy Tech with all signatures needed.

1. I/we understand that by completing the Ivy Tech application form, provided the student meets the admissions requirements, he/she will be admitted to Ivy Tech.

2. I/we understand that all invoices are sent electronically to the student. I/we must activate the student’s Campus Connect account (http:www.ivytech.edu) in order to receive an electronic bill. No paper bill will be sent.

3. I/we understand we will be responsible for all fees accrued, including late fees assessed if not paid by due date. Failure to pay the bill may result in Administrative Withdraw from classes; however the balance owed will remain on the student account if the student does not withdraw from his/her course by the 100% refund date provided by the Bursar’s Office.

4. I/we understand that if the student needs to withdraw from an Ivy Tech class, I/we must do so by contacting the Ivy Tech Admissions office at 260-481-9171 and complete the appropriate paperwork at the Express Enrollment Center (Student Life Center).

5. I/we understand that any courses registered for, or grades earned, become a permanent part of the student’s college transcript, regardless of grade earned.

6. I/we understand that high school students are not eligible to apply for or receive financial aid through the FAFSA.

7. I/we understand that if a student is taking course(s) through Ivy Tech and using course(s) to meet both college and high school requirements, that failure of the course(s) could affect high school graduation. I/we understand that it is the student’s responsibility to verify with the academic institution that the student plans to attend if the course(s) will both transfer to the institution and fit into the academic major. Public universities in Indiana have agreed to accept all courses listed on the Indiana Core Transfer Library at www.transferIN.net. A grade of C or better on an official Ivy Tech transcript is needed for transfer.

1. I/we understand that if I am released from my high school to come to Ivy Tech and take a class during my high school day, that I must have this approved by my guidance department at my high school.

2. I/we understand that once the student begins classes through Ivy Tech, all of the student’s records are protected by the Family Education Rights and Privacy Act (FERPA). Ivy Tech is not able to release student information without permission of the student. Therefore:

I authorize release of my academic information to my high school

I do not authorize release of my academic information to my high school

Name of High School: __________________________________________

I authorize release of my academic information to any other parties (parent, guardian, etc.)

I do not authorize release of my academic information to any other parties.

Name of Person releasing information to: __________________________________________

Printed Name of Applicant __________________________ Date ___________ Signature of Applicant __________________________ Date ___________

This sheet must be signed and returned with the student registration sheet, before a student can be registered for any classes at Ivy Tech Community College Northeast!
Student Participation Statement for Take a Course on Us Program

Please carefully read each statement before signing below. If the student is under 18, a parent/guardian signature is required. No student participating in the Take a Course on Us Program will be registered for classes until this form is completed and received by Ivy Tech with all signatures needed.

I/we understand that by completing the Ivy Tech application form, provided the student meets the admissions requirements, he/she will be admitted to Ivy Tech.

I/we understand that if the student needs to withdraw from an Ivy Tech class, I/we must do so by contacting the Ivy Tech Admissions office Take a Course on Us representative at 260-482-9171 ext. 034566 and complete the appropriate paperwork at the registrar’s office (Student Life Center on North Campus).

I/we understand that any courses registered for, or grades earned, become a permanent part of the student’s college transcript, regardless of grade earned.

I/we understand that high school students are not eligible to apply for or receive financial aid through the FAFSA.

I/we understand that if a student is taking course(s) through Ivy Tech and using course(s) to meet both college and high school requirements, that failure of the course(s) could affect high school graduation.

I/we understand that it is the student’s responsibility to verify with the academic institution that the student plans to attend if the course(s) will both transfer to the institution and fit into the academic major. Public universities in Indiana have agreed to accept all courses listed on the Indiana Core Transfer Library at www.transferIN.net. A grade of C or better on an official Ivy Tech transcript is needed for transfer.

I/we understand that if I am released from my high school to come to Ivy Tech and take a class during my high school day, that I must have this approved by my guidance department at my high school.

I/we understand that once the student begins classes through Ivy Tech, all of the student’s records are protected by the Family Education Rights and Privacy Act (FERPA). Ivy Tech is not able to release student information without permission of the student. Therefore:

☐ I authorize release of my final grade to my high school.
☐ I do not authorize release of my final grade to my high school.

Name of High School: ____________________________________________________________

Printed Name of Applicant ___________________________ Date ___________ Signature of Applicant ___________________________ Date ___________

Printed Name of Parent/Guardian ______________________ Date ___________ Signature of Parent/Guardian ______________________ Date ___________

This sheet must be signed and returned with the student course request form, before a student can be registered for any classes at Ivy Tech Community College Northeast!