



NEW STUDENT
Survival guide



Welcome to Ivy Tech Community College!

My name is Alex Painter, and I serve as the Vice Chancellor of Enrollment Services for the Richmond campus and service area. I wanted to personally reach out and say how proud we are of you.

Choosing to go to college is a big step, and it is not one you take lightly. You have made the decision to invest in yourself, your future, and your goals. That matters! It says something about who you are, and we are excited to have you here because of it.

As a new student, this is an exciting step, and it is completely normal to feel some uncertainty. Just know this: you have earned your place, you belong here, and you are not doing this alone. At Ivy Tech, you have a full team behind you, from Enrollment and Financial Aid to Advising, your faculty, and more, all here to support you, answer your questions, and help you succeed every step of the way.

This is your starting point. It is where you begin building momentum, gaining confidence, and working toward the future you have in mind. Stay engaged, ask questions, and take advantage of every opportunity in front of you.

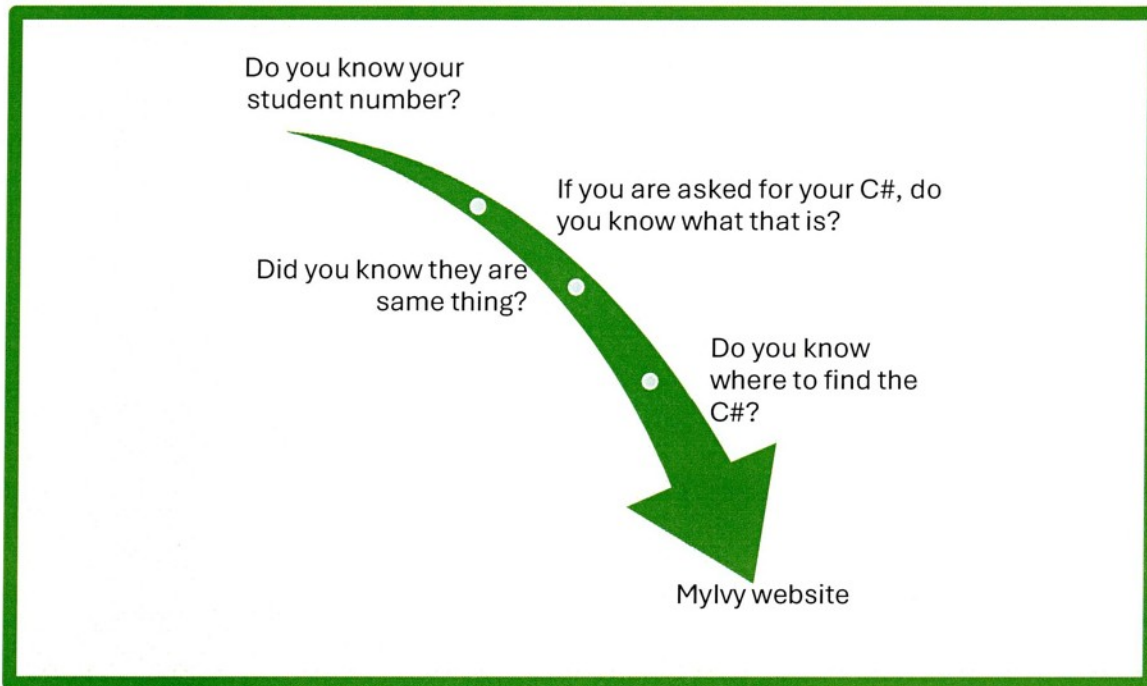
We are proud of you for getting here, and we are even more excited to see where you go from here.


Once more, welcome to Ivy Tech!

Best,

Alex Painter
Vice Chancellor of Enrollment Services
Ivy Tech Community College – Richmond

WHAT IS MY C#?



myivy Search 

Hi Monica,

ID#: CO [REDACTED]
mda [REDACTED]@ivytech.edu



Email

ACADEMIC SPEAK

→ Free Application for Federal Student Aid - FAFSA

A form for current and prospective college students in the U.S. to determine eligibility for student financial aid.

A FAFSA needs to be completed each school year – Fall to Summer

→ Knowledge Assessment (KA) – determines course placement

This compares to:

SAT, PSAT, ACT

If a student does not meet the required 2.6 GPA from high school transcripts

College transcript(s) without a passing grade of C or better in English and math

→ Learning Resource Center (LRC) – library

Tutoring services

Proctored exams

Quiet rooms

Access to the Testing Center

→ **Proctored exams** – an exam administered by a trained, independent person in a secure testing environment (LRC)

→ Satisfactory Academic Progress – SAP

Federal requirements for financial aid recipients MUST be met to establish or maintain financial aid eligibility:

Maintain a 2.0 GPA

A successful completion rate of 67% of classes that you are enrolled in each semester.

Complete your program within a reasonable amount of time, not to exceed the Maximum Timeframe (MT)

→ **Schedule Builder** is the application whereby your advisor or enrollment specialist builds your schedule.

They will use different factors to set up your schedule according to your needs.

By campus	DAYS	
Course number	Monday - M	Thursday - R
Course mode – online only, Learn Anywhere,	Tuesday - T	Friday - F
virtual, traditional, or blended.	Wednesday - W	Saturday - S

Syllabus: A summary outline of the course of study!

This is a very important tool for you to refer back to during your course. Please be sure to read through it thoroughly and note important information regarding due dates, communication, and course policies.

Habits for Student Success



Register Early

Complete your FAFSA on time



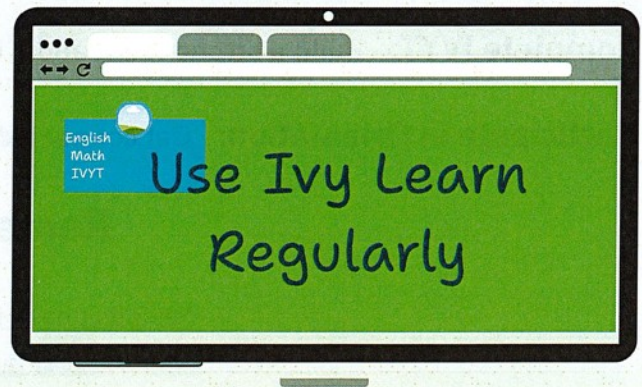
Participate in Orientation



Be in Paid Status at the start of the term



Enroll & Complete IVYT Student Success



English
Math
IVYT

Use Ivy Learn Regularly

Meet with your Advisor



Meet with the Career Coach



Your Habits for Success

Start where you are. Grow as you go.

College isn't about having everything figured out—it's about building habits that help you move forward with confidence. These simple steps will keep you grounded, focused, and supported throughout your journey.

The 8 Habits That Keep You Moving Forward

Register Early Secure your classes and set yourself up for success with the best schedule options.

Use IvyLearn Regularly: Stay engaged, check announcements, and keep up with assignments—little check-ins go a long way.

Meet with an Academic Advisor: You're not alone—your advisor helps you stay on track and make confident decisions.

Meet with a Career Coach: Your future starts now. Explore your goals and create a plan that fits your purpose.

Complete the FAFSA on Time: Don't miss out on financial support—complete early to maximize your opportunities.

Be in Paid Status by Start of Term: Lock in your schedule and avoid delays—this step keeps everything moving smoothly.

Complete IVYT: Build a strong foundation, learn your tools, and start your semester with confidence.

Participate in Orientation: Get connected, ask questions, and feel prepared—you belong here.

Remember This

You don't have to do everything at once.

Just take the next step.

Progress over perfection.

Consistency over pressure.

You are capable. You are supported.

And you are building something meaningful.

Need Help? We're Here for You

Reach out anytime—you have a team ready to support you every step of the way. 463-293-8219

MYIVY LINKS AND FAVORITES







FAVORITES

WE HAVE COMPILED A LIST OF LINKS SHOULD BE ON YOUR FAVORITES PAGE.

1. STUDENT EMAIL – INFORMATION TECHNOLOGY
2. IVY LEARN – QUICKLINKS OR ACADEMICS & ADVISING
3. KNOWLEDGE ASSESSMENT – QUICKLINKS OR ACADEMICS & ADVISING
4. SCHEDULE BUILDER - QUICKLINKS OR ACADEMICS & ADVISING
5. FINANCIAL AID REQUIREMENTS – BILLING & FINANCIAL AID
6. SELECT REFUND PREFERENCE – BILLING & FINANCIAL AID
7. APPLY FOR SCHOLARSHIPS - BILLING & FINANCIAL AID
8. IVY ALERT – CAMPUS & LIFE RESOURCES

My Favorites

TOOLS RESOURCES

 Student Email Information Technology	♥	 IvyLearn Academics & Advising	♥
 Knowledge Assessment Academics & Advising	♥	 Schedule Builder Academics & Advising	♥
 Financial Aid Requirements Billing & Financial Aid	♥	 Select Refund Preference Billing & Financial Aid	♥
 Apply for Scholarships Billing & Financial Aid	♥	 IvyAlert Campus & Life Resources	♥

THIS IS HOW YOUR FAVORITES PAGE WILL LOOK AFTER YOU ADD THESE TOPICS. THERE IS NO LIMIT WHEN ADDING FAVORITES. YOU MAY FIND THERE WILL BE A PARTICULAR LINK YOU CLICK MORE OFTEN. MAKE IT YOUR FAVORITE! AND SOME OF THESE FAVORITES YOU MAY NOT NEED.

QUICKLINKS VIEW

FAVORITES

SCHEDULE BUILDER
KNOWLEDGE ASSESSMENT
IVY LEARN

OTHER IMPORTANT LINKS

CAMPUS STORE-order
physical textbooks




















DEGREE COMPLETION TRACKER

QUICKLINKS

See all

 Campus Store Campus & Life Resources	♥	 IvyLearn Academics & Advising	♥	 WhitePages Human Resources & Payroll	♥
 Schedule Builder Academics & Advising	♥	 Degree Completion Tracker Academics & Advising	♥	 Unofficial Transcripts Academics & Advising	♥
 Schedule an Appointment Academics & Advising	♥	 Google Drive Information Technology	♥	 Knowledge Assessment Academics & Advising	♥

ACADEMICS & ADVISING VIEW

 Campus Tutoring Services Academics & Advising	 Textbooks Support Academics & Advising	 Schedule an Appointment Academics & Advising
 IvyConnect for Students Academics & Advising	 FYIvvy Academics & Advising	 DualEnroll.com Academics & Advising
 SAP Appeal Request for Students Academics & Advising	 Enrollment Verification Academics & Advising	 Schedule Builder Academics & Advising
 Grades Academics & Advising	 Registration Status Academics & Advising	 Unofficial Transcripts Academics & Advising
 Request Official Transcript Academics & Advising	 Apply to Graduate Academics & Advising	 Academic Profile Academics & Advising
 Knowledge Assessment Academics & Advising	 Degree Completion Tracker Academics & Advising	 Schedule Testing Appointment Academics & Advising
 IvyLearn Academics & Advising		

FAVORITES



















SCHEDULE BUILDER-create your class schedule
KNOWLEDGE ASSESSMENT-if you need to take assessment
IVYLEARN-where you complete your coursework

OTHER IMPORTANT LINKS

CAMPUS TUTORING SERVICES - Sign up for tutoring services on your campus
ENROLLMENT VERIFICATION - VERIFY YOUR ENROLLMENT
DEGREE COMPLETION TRACKER- you can check the classes that you need for your degree, TC, OR CT

SCHEDULE TESTING APPOINTMENT-schedule your mid-term, final, certification test here

BILLING & FINANCIAL AID VIEW

 25-26 Special Circumstance Request Form Billing & Financial Aid	 24-25 Special Circumstance Request Form Billing & Financial Aid	Financial Literacy Modules (WhichWay) Billing & Financial Aid
 Veteran Benefit Request Form Billing & Financial Aid	 Setup Payment Plan Billing & Financial Aid	 View/Pay Balance Billing & Financial Aid
 View eBill Billing & Financial Aid	 Holds: Billing, Registration, Academic Billing & Financial Aid	 Holds: Financial Aid Billing & Financial Aid
 Apply for Scholarships Billing & Financial Aid	 Financial Aid Awards Billing & Financial Aid	 Select Refund Preference Billing & Financial Aid
 View/Manage Refund Account Billing & Financial Aid	 Request a Student Loan Billing & Financial Aid	 Verification File Review Billing & Financial Aid
 Financial Aid: More options Billing & Financial Aid	 Financial Aid Requirements Billing & Financial Aid	 View Messages from Financial Aid Billing & Financial Aid
 View 1098-T Tax Form Billing & Financial Aid		

FAVORITES

APPLY FOR SCHOLARSHIPS
SELECT REFUND PREFERENCE-if you need help please contact the financial aid office: 765.966.2656 ext. 1219
FINANCIAL AID REQUIREMENTS-here you will find any FA requirements that must be completed for financial aid

OTHER IMPORTANT LINKS

VIEW 1098-T TAX FORM-Used for tax purposes
VIEW MESSAGES FROM FINANCIAL AID-YOU CAN FIND YOUR FINANCIAL AID MESSAGES HERE
SPECIAL CIRCUMSTANCE REQUEST-YOU

WILL FIND THE REQUEST FORM HERE AND WHAT REASONS FOR SPECIAL CIRCUMSTANCES

SETUP PAYMENT PLAN

CAMPUS & LIFE RESOURCES



Campus Store
Campus & Life Resources



IvyAlert
Campus & Life Resources



HireIvy
Campus & Life Resources



Ivy Career Strong
Campus & Life Resources



Library - Statewide
Campus & Life Resources



Library
Campus & Life Resources



Contact Center
Campus & Life Resources



Incident Reporting Form
Campus & Life Resources



Disability Accommodation Re...
Campus & Life Resources



IvyLife
Campus & Life Resources



TurboVote
Campus & Life Resources



LinkedIn Learning
Campus & Life Resources

FAVORITES

[IVY ALERT](#)-text alert system for campus closings or emergencies

OTHER IMPORTANT LINKS

[DISABILITY ACCOMMODATION REQUEST](#)-the form to request accommodations due to your disabilities.

[IVYLIFE](#)-Connect with Ivy Life to participate in campus activities

[IVY CAREER STRONG](#)-An assessment tool to help guide you to a career

INFORMATION TECHNOLOGY

FAVORITES

[STUDENT EMAIL](#)

OTHER IMPORTANT LINKS

[GOOGLE DRIVE](#)-Documents, sheets, or slides



Student Email
Information Technology



Indiana Speed Test
Information Technology



Profile Manager
Information Technology



Change password
Information Technology



Google Hangouts
Information Technology



Google Drive
Information Technology



What is Ivy+ Textbooks?

Ivy+ Textbooks is Ivy Tech Community College's equitable access program that supplies eligible students with all required textbooks and courseware at a low, per-credit-hour price, significantly reducing the average student's cost of materials.

What is included in the Ivy+ Textbooks program?

The Ivy+ Textbook program covers all required textbooks and courseware. Course materials that are recommended but not required, program fees, course fees, and consumable fees (e.g. exam fees, proctoring fees, scrubs, welding rods, etc.) are not currently included in the per-credit-hour price.

How much does the Ivy+ Textbook program cost?

Ivy+ Textbooks is an equitable access program. Eligible* students are automatically enrolled and charged a low, per-credit-hour fee for all required textbooks and courseware. For the 2024-2025 academic year, the textbook fee is only \$16.50 per credit hour.

How is the Ivy+ Textbook program billed?

The Ivy+ Textbook fee is assessed based on the number of credit hours you are enrolled in for the semester and will appear as a line item on your student bill. To figure out how much your textbook fee will be, multiply the number of credit hours you are enrolled in for the semester by the current per-credit-hour rate.

Ex: If you are enrolled in 15 credit hours, you will have a fee of \$247.50 ($\16.50×15)

Who is NOT eligible for Ivy+ Textbooks?

Currently, dual credit, KLLM, skills training, and building/construction trade apprenticeship students are currently excluded from Ivy+ Textbooks. Students in these programs either have their materials covered by the program or are responsible for sourcing and purchasing required items on their own.

How will I receive my materials?

Ivy Tech is a digital-first institution. Most required textbooks and materials integrate into the College's learning management system and will be available to you in IvyLearn 2-days before the start of class. Before the start of term, you will receive an email from eCampus confirming your materials. At this time, you can confirm your preferred delivery method for any printed textbooks and materials. These options include pickup at an Ivy Tech campus store or pick-up center or having the materials shipped directly to your address of choice.

I need accessible textbooks, how do I gain access?

Accessible Format Textbooks are available for students with disabilities. Eligibility and requests are handled by [Disability Support Services](#).

Can I order print copies of my digital textbooks?

Some publishers offer a low-cost or looseleaf print edition of their books that students can order from the bookstore to supplement their digital texts. This availability varies by publisher. These materials are an additional cost and are not covered by the Ivy+ Textbook fee. However, you can use your financial aid to pay for these materials through eCampus.

What happens to my materials if I add or drop a course?

If you add or drop a course, our system will register the change within 24 hours. At that time, you will be notified on how to either confirm your new materials or return any physical textbooks to eCampus, either in-person at a campus store or through a pre-paid mailing slip. To avoid charges, you will have 7 days from the time the course is dropped to return your old books.

How can I return my rented textbooks/materials to the bookstore?

You can return your rented textbooks in one of two ways. The materials can be returned to any Ivy Tech campus store in person or by mail through a prepaid return label from eCampus.

What happens if I don't return my rented materials to the bookstore?

You are required to return any Ivy+ rental textbooks to the bookstore within 30 days after the end of your course. Failure to do so will result in a hold on your student account that will prevent registration until the materials are either returned or you pay the replacement costs.

What if I need the same book for the next semester?

If you are using the same textbook across courses or over multiple semesters, eCampus will instruct you on how to manage your textbooks. For items delivered as 'Print Keep,' you will be flagged internally as having already received the required materials so you do not receive duplicate copies. For items delivered as 'Print Rental,' you will be directed to keep your books for the sequential courses and will receive an updated date that materials will be due back to eCampus. Digital books will be delivered in IvyLearn and will appear on your bookshelf via the Textbooks link for each course that uses that text.

Can I opt out of Ivy+ Textbooks?

Eligible students will automatically be enrolled in Ivy+ Textbooks and charged the per-credit-hour fee for required textbooks and courseware. You must take action to opt out. Opting out of Ivy+ Textbooks applies to the entire semester. You cannot pick and choose select courses to opt out of.

Opting out means you are responsible for purchasing all of your own textbooks, courseware, and other required materials for all courses over the 16-week semester.

The window to opt out of Ivy+ Textbooks is from the time you receive your textbook selection email from the bookstore through the last full refund date of your earliest starting class. You can change your opt out/in status for Ivy+ Textbooks via the [Opt Out Portal](#) in MyIvy during this window.

I have additional financial aid funds, can I use them in the bookstore?

Yes. After covering your required materials, you can also use your remaining financial aid to purchase other needed supplies or supplemental texts and materials from the campus store.



For the most seamless rental return process, please return your course materials to any Ivy Tech Community College Campus Store.



1 If you are unable to return your rentals to a campus store location, visit ivytech.ecampus.com and select **Login/Sign Up** in the upper-right corner to return materials online.



2 Select **Sign In via MyIvy**. You will be redirected to sign in using your Ivy Tech Community College credentials.



3 Select **Manage My Rentals/Returns** from the menu at the top.



4 Select **Return At End Of Term** if your semester is coming to a close or **Textbook Change Return** if you have dropped a course. To avoid charges, you will have 7 days from the time your course was dropped to return your old books. Kits can be returned if they are unopened, unused, and returned within 30 days.



5 Locate the rental(s) you wish to return and select the **Ship this book back for free** box. Select **Print Label & Complete Return**.



6 Print your free UPS or post office label and packing slip. Insert the packing slip with the rental(s) you are returning and place the shipping label to the outside of your package. Take your package to The UPS Store or post office, depending on which label is used.

Textbooks

Do you need a physical book? Let me tell you how to find a physical copy of your textbook(s). **Please note that you will have access to your digital copy(ies).**

PART 1: SEE ALL YOUR DIGITAL COURSE TEXTBOOKS

STEP 1: Log onto MyIvy and access your schedule builder. You need to open your CURRENT SCHEDULE!

IMPORTANT! Please write down the campus, course number and section! You will need this course info to search for your textbook(s) later!

Applied Org Leadership Studies 202
Team Leadership & Conflict Resolution

Please select the classes you wish to include.

Included (1 of 1) Advanced Filters

CRN	Seats Open	Instructor	Day(s) & Location(s)	Dates	Campus
69381	26	Not Assigned	WWW	03/17/2025 - 05/11/2025	Online Only Classes (IvyOnline)

CRN: 69381
Section: 50P
Subject: ADLS
 Instruction Mode: Online Only
 Seats Capacity: 30
 Seats Open: 26
 Seats Filled: 4
 Parts of Term: Spring 2025 - 2nd 8 Weeks
 Instructor: Not Assigned
 Campus: **Online Only Classes (IvyOnline)**
 Credits: 3
 Waitlist Seats: 5
 Textbook: Click Here

Day(s) & Location(s):
WWW
Dates: 03/17/2025 - 05/11/2025

Title: Team Ldrsp & Conflict Res. - 2nd 8 weeks ONLINE

Back Save & Close

STEP 2: Select Campus Store in Quicklinks on your

MyIvy Homepage.

QUICKLINKS

- Workday Business Affairs
- Campus Store Campus & Life Resources**

STEP 3:

Click Login/Sign Up in the upper right-hand corner. You will select **SCHOOL SIGN IN VIA MYIVY**

IVY TECH COMMUNITY COLLEGE

Shop Textbooks Search

Sign In To Your Account

School Sign In **Sign in via MyIvy**

New Customers Don't have an account? **Create Account**

Sign In To Your Account

Email: mduan32@ivytech.edu

Password

Forgot your password?

Sign In & Continue

STEP 4: Student Dashboard – Select your Term from the drop-down menu. Select the VIEW button on Ivy+ Textbooks Provided Course Materials.

Choose a term below to view your student specific details.

Spring 2025

You are viewing **Spring 2025**.

Participation Status Opt-in

Ivy+ Textbooks Provided Course Materials View

Other Course Materials Needing Purchase Select Items →

Items to Return Return Items →

STEP 5: You will see your digital books listed

Ivy+ Textbooks Provided Course Materials

Course Info	Book	Format	Status
IvyOnline BIOL 101 12P	BioBeyond	Digital	Access to this material is available via Textbooks Link in IvyLearn
IvyOnline BIOL 101 12P	Generic Candelo e-Book	Digital	Access to this material is available via Textbooks Link in IvyLearn
IvyOnline PSYC 101 SMP	Connect Online Access for Experience Psychology	Digital	Access to this material is available via Textbooks Link in IvyLearn
Richmond HUMS 102 LI	Becoming a Helper	Digital	Access to this material is available via Textbooks Link in IvyLearn
Richmond HUMS 103 VII	Intentional Interviewing and Counseling: Facilitating Client Development in a Multicultural Society	Digital	Access to this material is available via Textbooks Link in IvyLearn

PART 2: HOW TO FIND YOUR PHYSICAL TEXTBOOKS FOR PURCHASE

STEP 6: The information from your course is needed for this step. Please note the CAMPUS, COURSE NUMBER, SECTION, AND CRN. Once you fill your course in, click the **FIND MATERIALS** button.

HI, MONICA! SELECT YOUR COURSES
Enter your courses below to find your textbooks.

SPRING 2025

CAMPUS	COURSE NUMBER	SECTION	CRN
IVYONLINE	AOLS 202	SOP	69381
CAMPUS	COURSE NUMBER	SECTION	CRN
CAMPUS	COURSE NUMBER	SECTION	CRN

[ADD MORE COURSES >>>](#) [ADD ADDITIONAL TERMS >>>](#)

STEP 7: Copy the ISBN Number, then paste it in the SEARCH bar and click ENTER.


REMEMBER the image of your textbook!

MY COURSE MATERIALS

IvyOnline AOLS 202 SOP 69381 Spring 2025

TEAM LDRSP/CONFLICT RES

REQUIRED




LEADERSHIP: THEORY AND PRACTICE
SAGE VANTAGE
PETER NORTHOUSE

ISBN13: 9781071821164
EDITION: 9TH
PUBLISHER: SAGE
COPYRIGHT: 1/1/2021

This item is included in Ivy+ Textbooks.

REQUIRED



EFFECTIVE HUMAN RELATIONS INTERPERSONAL AND ORGANIZATIONAL APPLICATIONS
REECE, BARRY; REECE, MONIQUE


ISBN13: 9781306576162
EDITION: 13TH
FORMAT: HARDCOVER
PUBLISHER: Cengage Learning
COPYRIGHT: 1/1/2016

This item is included in Ivy+ Textbooks.

STEP 8: When the book populates, you will find "Other versions by this Author" link. Click that link. A list of several textbooks will populate. PLEASE select the book image from the previous page!

COMMUNITY COLLEGE

Shop ▾ Textbooks Search



Leadership: Theory and Practice
SAGE vantage
by Peter Northouse

Edition: 9th
ISBN13: 9781071821164
ISBN10: 1071821164
Format: Access Code
Pub. Date: 2021-01-01
Publisher(s): SAGE

Write a Review

Other versions by this Author

Buy Courseware


Online: 180 Days access \$77.63
Downloadable: 180 Days \$77.63

\$77.63

Add to Cart

List Price: \$76+96

STEP 9: You should see the book available as a digital rental, Used, or New. Make your selection between New or Used. You can continue to shop or make your purchase.



Write a Review

Leadership Theory and Practice
by Northouse, Peter G.

Edition: 9th
ISBN13: 9781071821164
ISBN10: 1071821164
Format: Paperback
Pub. Date: 2021-01-01
Publisher(s): SAGE

Other versions by this Author

List Price: \$139.00

Rent Textbook

Select Your Term(s)

Rent Digital **\$55.13**

Add to Cart

- Online 90 Days access \$55.13
- Downloadable 90 Days
- Online 120 Days access \$58.03
- Downloadable 120 Days
- Online 180 Days access \$68.03
- Downloadable 180 Days
- Online 360 Days access \$99.50
- Downloadable 360 Days

Buy Used **\$113.60**

In Stock

Add to Cart

Buy New **\$151.46**

Usually Ships in 6 - 10 Business Days

Add to Cart

Part 3: ECAMPUS Website

How to navigate eCampus website.

Dashboard on eCampus

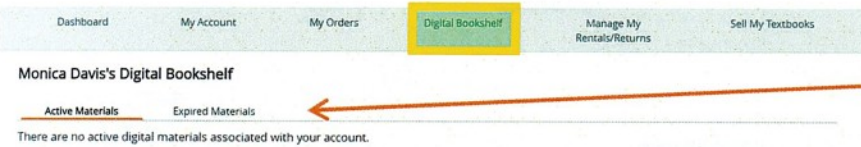
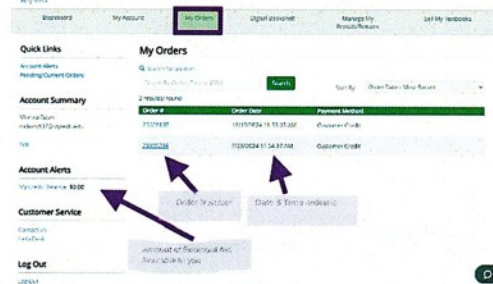


If you receive textbook(s) in the mail and you did not order any, **PLEASE READ ALL INFORMATION SENT. DO NOT THROW AWAY.** Then check your eCampus account information on rentals.

Account Information

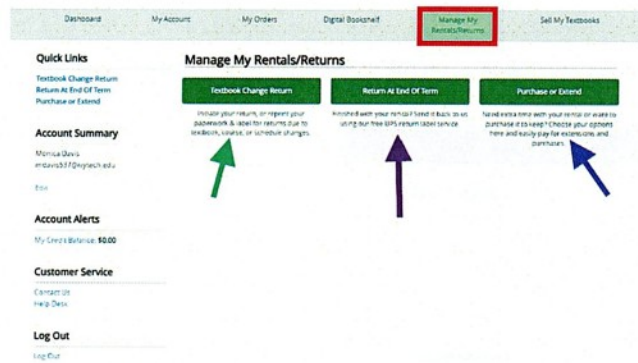


Your Orders page



Your Active and Expired Digital Materials Tab. Each tab will have your digital textbooks here.

- A. Textbook Change Return
- B. Return at End Of Term
- C. Purchase or Extend



Manage your Rentals/Returns

What is a syllabus?

A syllabus is a summary outline of a course of study.

This is a very important resource for students! Print out your syllabus for referencing important information

Course name

Contact information for: Instructor and the Department Chair

Support:

- Help Desk
- Online Learning
- Disabilities Support Contact
- Instructor's Supervisor

Required Text & Materials

Course Outline of Record:

- Learning Objectives
- Course Content

Course Policies & Procedures

- Method of Instruction
- Grades
- Due Dates & Deadlines
- Make-up Policy

Non-Attendance Drop

Last DAY to WITHDRAW

*Proctored Exam – an exam administered by a trained, independent person in a secure testing environment!

Course Communication

- Etiquette
- Conversations
- Notifications

Assignments & Grading

- Discussions
- Quizzes
- Written Assignments
- Midterm exam
- Final exam

Grade Calculation and Scale

Course Summary:

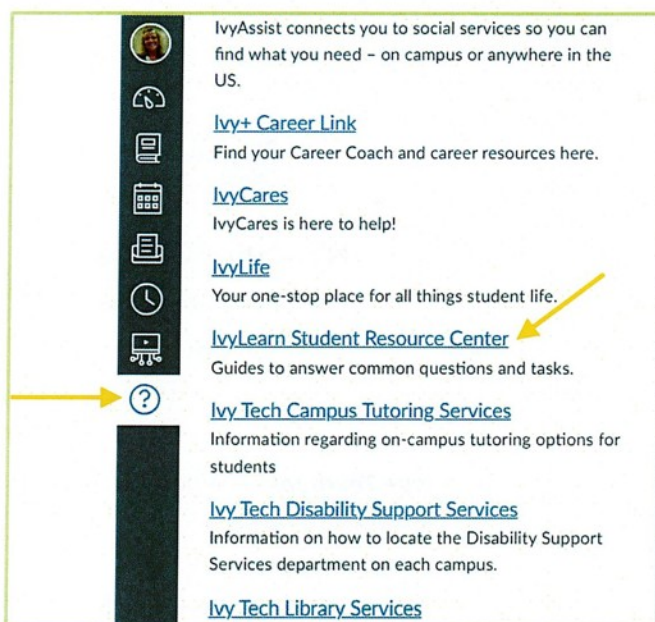
CALENDAR

All assignments with due dates

IvyLearn Student Resources

Canvas Navigation & Course Support

"We understand that navigating your courses can feel overwhelming at times, and it's okay to feel unsure about what to do next. This guide is here to support you—your step-by-step companion to mastering IvyLearn with confidence and clarity."



IvyAssist connects you to social services so you can find what you need – on campus or anywhere in the US.

[Ivy+ Career Link](#)
Find your Career Coach and career resources here.

[IvyCares](#)
IvyCares is here to help!

[IvyLife](#)
Your one-stop place for all things student life.

[IvyLearn Student Resource Center](#)
Guides to answer common questions and tasks.

[Ivy Tech Campus Tutoring Services](#)
Information regarding on-campus tutoring options for students

[Ivy Tech Disability Support Services](#)
Information on how to locate the Disability Support Services department on each campus.

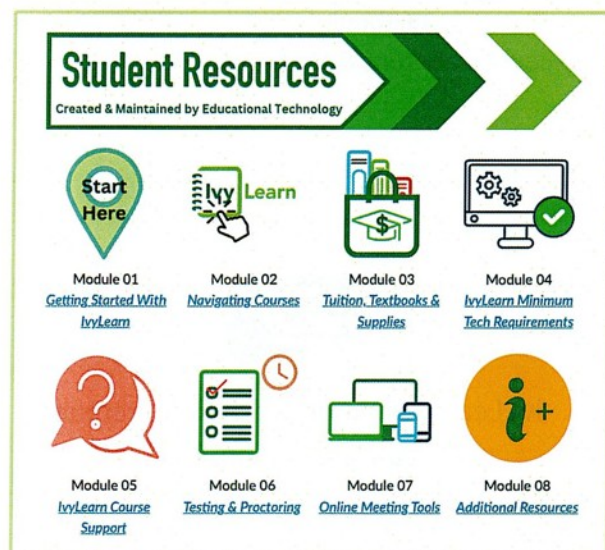
[Ivy Tech Library Services](#)

The **NAVIGATION** menu is on your left and at the bottom the icon of the Question mark (?) in the circle is the Resources List.

Once you click the icon a list populates and select the IvyLearn Student Resource Center.

If you need any assistance with IvyLearn/Canvas, PLEASE contact Rika Bennett at (463) 308-2182 or ebennett8@ivytech.edu

Resource Center - Modules



Student Resources
Created & Maintained by Educational Technology

Module 01
[Getting Started With IvyLearn](#)

Module 02
[Navigating Courses](#)

Module 03
[Tuition, Textbooks & Supplies](#)

Module 04
[IvyLearn Minimum Tech Requirements](#)

Module 05
[IvyLearn Course Support](#)


Module 06
[Testing & Proctoring](#)

Module 07
[Online Meeting Tools](#)

Module 08
[Additional Resources](#)

- [MODULE 01](#) Getting started with IvyLearn
- [MODULE 02](#) Navigating Courses
- [MODULE 03](#) Tuition, Textbooks, & Supplies
- [MODULE 04](#) IvyLearn Minimum Tech Requirements
- [MODULE 05](#) IvyLearn Course Support
- [MODULE 06](#) Testing & Proctoring
- [MODULE 07](#) Online Meeting Tools
- [MODULE 08](#) Additional Resources

Module 01




Getting Started with IvyLearn

Click one of the tabs below to learn more.

[Welcome!](#) [Getting Started](#)

Welcome to IvyLearn

IvyLearn is the Learning Management System (LMS) used at Ivy Tech. Watch this overview video: [Canvas Overview \(01:06:18\)](#) 

Notes with timestamps for video.

Welcome! – Overview of Canvas video with information timestamps

Getting Started – Canvas Resources

IvyLearn: Global Navigation Menu – Sidebar on the left on your Canvas page

IvyLearn: Course Navigation Menu – The side bar menu within your course(s)

Module 02




Navigating Courses

Click one of the tabs below to learn more.

[IvyLearn: Global Navigation Menu](#) [IvyLearn: Course Navigation Menu](#)

Module 03



Tuition, Textbooks & Supplies

Click one of the tabs below to learn more.

[Ivy+ Textbooks](#) [Confirm Delivery Address/Textbooks](#) [Access your Digital Textbook](#) [Supplies](#)

Ivy+ Textbooks – Where to find information & FAQ

Confirm Delivery

Address/Textbooks – How to verify your address for textbook delivery if you request a rental or purchase your textbook


Access your Digital Textbook – Information on your digital textbook

Supplies – If you would like to shop for supplies or need to purchase Scrubs & Uniforms

Browser & Computer Requirements – It is very important that you read this section! You cannot complete courses on your phone.

Canvas Student App – App instructions

Module 04



IvyLearn Minimum Tech Requirements

Click one of the tabs below to learn more.

[Browser & Computer Requirements](#) [Canvas Student App](#)

Module 05



IvyLearn Course Support

Click one of the tabs below to learn more.

[Course Technology](#) [Tutoring](#) [Library](#) [Using the Service Portal](#) [IvyTilt](#)

Course Technology – If you are having technical difficulties with Canvas, please, call

RIKA BENNETT, EDUCATIONAL TECHNOLOGY, AT 463-308-2182.

Tutoring – Information on online tutoring services

Library – Information on our library services

Using the Service Portal – Knowledge Base search

IvyTilt – Ivy Tech Information Literacy Tutorial

Testing Tips – Information on what to do before, during, and after testing

Testing Center Information

Module 06

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Testing & Proctoring

Click one of the tabs below to learn more.

[Testing Tips](#) [Testing Center Information](#)

Module 07



Online Meeting Tools

Click one of the tabs below to learn more.

[Zoom Guides and Support](#)

Zoom Guides and Support – Information on Meeting tools.

Microsoft 365 – Information on how to download and install

Publisher Guides – Student guides and support for students

Time Management & Participation – Important information for students when to start work each week in your course

Communication – Important information that is important for online communication.

Canvas Guides – Student and Video guides for students.

Module 08



Additional Resources

Click one of the tabs below to learn more.

[Microsoft 365](#) [Publisher Guides](#) [Time Management & Participation](#) [Communication](#) [Canvas Guides](#)

What is the difference between a DROP and a WITHDRAWAL?

DROP: Dropping a course is when a course is removed from a student's record so that no record of the dropped course remains on the transcript.

DEADLINE TO DROP: If your class is an 8-week course, then you have up to 8 calendar days to drop the course. If your class is 16 weeks, then you have 14 calendar days.

****Calendar days will include Saturdays and Sundays.***

WITHDRAWAL: Withdrawal happens after the drop period has ended and students are expected to stay in the course. If the student does not wish to participate in the course, then they may withdraw from the course. There will be a "W" on your transcript, and it does not contribute to your GPA nor credit toward graduation.

A student can withdraw from the 2nd week of the course to the end of the week at the 75% completion of the class.

****ALWAYS check with Financial Aid before withdrawing from your course****

****Whether you receive aid or pay out of pocket ALWAYS check with Financial Aid****

DEADLINE TO WITHDRAW: If your class is 16-weeks the last week to withdraw will be the 12th week. If you are taking a 8-week class, the last week to withdraw is the 6th week.

You can find more information on drop and withdrawal dates here:

<https://www.ivytech.edu/classes/class-policies-grades/>.



Welcome to Ivy Tech - Richmond and the world of Financial Aid. In this document, it will give you some general information that can help with funding your education.

FAFSA Process

The Free Application for Federal Student Aid (FAFSA) is complete online at studentaid.gov. It is a FREE application that could allow you to be eligible for federal grants, loans, state grants as well as some scholarships. Student and parent (if dependent student) must create an FSA ID (<https://studentaid.gov/fsa-id/create-account/launch>) so you can sign the FAFSA electronically. Even if you know that you will NOT be eligible for the grants, it doesn't hurt to apply for the FAFSA because that could make you eligible for some additional scholarships.

Federal Financial Aid

FA Programs	Description	Application	Eligibility
<i>FEDERAL PELL GRANT</i>	<ul style="list-style-type: none">- Need-based Grant- Grant is portable from school-to-school- Funds are sent to the school from the Department of Education to pay eligible students	<ul style="list-style-type: none">- Free Application for Federal Student Aid (FAFSA)- Application opens on Oct 1st of the year prior to the Fall Start- Application is required annually- studentaid.gov	<ul style="list-style-type: none">- Undergraduate student without first bachelor or professional degree- FAFSA is basis for eligibility for most of the other Federal aid
<i>FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)</i>	<ul style="list-style-type: none">- Need-based/Campus-based Grant- Funds are awarded by the school	<ul style="list-style-type: none">- FAFSA is required annually	<ul style="list-style-type: none">- Undergraduate student without first bachelor or professional degree- First priority given to the Pell Grant recipients with the most exceptional need
<i>FEDERAL WORK-STUDY</i>	<ul style="list-style-type: none">- Need-based/Campus-based Grant- Funds are awarded by the school	<ul style="list-style-type: none">- FAFSA is required annually	<ul style="list-style-type: none">- Undergraduate and graduate students- Funds paid to the student throughout the year based on number of hours worked



IVY TECH COMMUNITY COLLEGE

FEDERAL DIRECT STUDENT LOANS (SUBSIDIZED AND UNSUBSIDIZED)

- Originated by the school with funds from the federal government
- Need-based subsidized loan supplemented by a non-need-based unsubsidized loans up to combined limit
- Interest rate is maxed at 8.25% and are subject to change on July 1st each award year

- FAFSA required annually
- Master Promissory Note (MPN) required

- Undergraduate and graduate enrolled at least ½ time
- Eligibility for Subsidized must be determined prior to Unsubsidized
- Interest subsidy for undergraduates during at least ½ time enrollment, grace period for certain loans and deferment periods for Subsidized loans
- Repayment of loan begins 6 months after separation from school or if the student is below ½ time

FEDERAL DIRECT PLUS LOAN (PARENT LOAN)

- Originated by the school with funds from the federal government
- Interest rate is maxed at 9% and are subject to change on July 1st each award year

- FAFSA required annually
- PLUS Master Promissory Note (PLUS MPN) required

- Natural or adoptive parents or stepparents (if they are included on the FAFSA) of eligible dependent undergraduates enrolled at least ½ time
- Borrower must not have any adverse credit history
- Must not be in default on a federal loan
- Must be a US citizen or eligible non-citizen
- Repayment is 60 days after the loan is fully disbursed



Indiana State Grants

There are grants through the State of Indiana that a student could be eligible for. The FAFSA is required for the Indiana State grants. The deadline for the FAFSA to possibly receive state grants is April 15 of the year of the Fall start.

Veterans Assistance Benefits

Any student who is a veteran or are a dependent of a veteran, may be eligible to use VA benefits through the Federal program or maybe the State program.

For the Federal VA benefits, there is an application process that must be completed with the VA directly online. You can speak to the Veteran & Military Benefits Specialist (VMBS) on campus for more details.

Scholarships

There are scholarships available with Ivy Tech (<https://www.ivytech.edu/financial-aid/scholarships.html>). Then you can fill out the application online to see if you qualify for any of the scholarships.

Financial Aid Department

If you have any questions about your financial aid or about your financial situation, you can reach out to one of us in the Financial Aid Department for assistance.



Shanin Taylor

Director of Financial Aid

staylor557@ivytech.edu

Office Phone Extension 14254

Marty Hoffman

Assistant Director of Financial Aid

mhoffman24@ivytech.edu

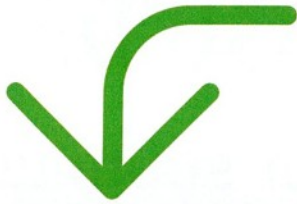
Office Phone Extension 14123

**Complete
your
FAFSA
NOW!!!**



**Fund your
Future**

GETTING STARTED WITH DISABILITY SUPPORT SERVICES (DSS)



Follow the steps below to
receive the support you need!

1

Confidentially disclose your disability

Visual impairment, hearing loss, anxiety, depression, PTSD, Autism, learning disability, ADHD, Dyslexia, etc.

2

Provide documentation

Copy of IEP or 504, or a letter from a physician, counselor, or psychologist

3

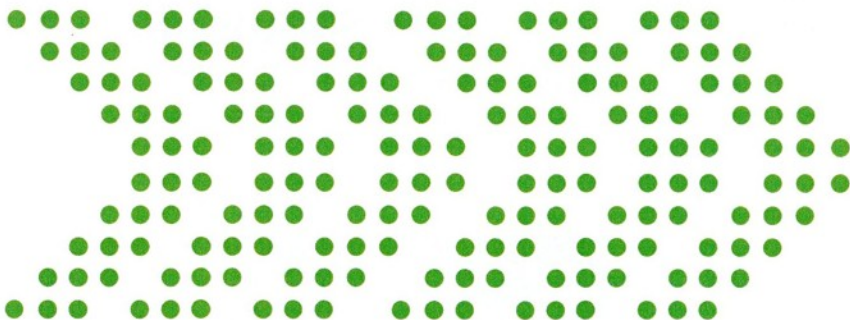
Complete the Online Request for Documentation

http://ivytech-accommodate.symphlicity.com/public_accommodation/

4

Meet with DSS Staff to determine your eligibility

If eligible, your accommodation letter will be sent directly to you and your course instructors



MORE INFORMATION:

Eric Swanson
eswanson16@ivytech.edu
(463)293-8489



DISABILITY SUPPORT SERVICES (DSS) DOCUMENTATION GUIDE

Use the following criteria as a source for submitting appropriate and complete documentation:

1

Credentials of the evaluator(s)

5

Description of expected progression

2

A diagnostic statement identifying disability

6

Description of current/past accommodations, services, and/or medications

3

Description of diagnostic methodology

7

Recommendations for accommodations

4

Description of functional limitations

MORE INFORMATION:

Eric Swanson

eswanson16@ivytech.edu

(463)293-8489



IVY TECH
COMMUNITY COLLEGE



Richmond Campus

CAREER COACH

Bailey Owens



Career Coaches provide support, guidance and resources to help individuals make informed decisions about their careers and achieve their goals. Start by meeting your career coach and continue through each phase until you are ready to launch your career!

1

Meet Your Career Coach

Employer Engagement

Resume & Cover Letter

2

Elevator Pitch

Interviewing

LinkedIn Profile

3

Employability Skills

Work & Learn

Launch Your Career

Schedule with Bailey through MyIvy!



463-304-9990



bowens87@ivytech.edu



STUDENT ORIENTATION

Join us for our exciting Student Orientation Events designed to help you kickstart your journey. We're thrilled to have you as part of our community!

What to Expect

- **Introduction to Campus**

Explore our campus and get familiar with essential facilities, resources, and services available to you.



- **Q&A Sessions**

Have your questions answered by faculty & staff during our open discussion panels

- **Engaging Workshops**

Participate in interactive workshops covering important topics such as academic success, time management, and extracurricular opportunities.

- **Meet Fellow Students**

Connect with new classmates and build friendships that will last throughout your time here

After orientation, you should feel prepared to:

- Attend your classes with confidence
- Use campus resources when you need support
- Get involved and make the most of your college experience



We're Here for You

Your success matters. The Office of Student Life and campus partners are here to support you every step of the way - don't hesitate to reach out, get involved, and take advantage of all Ivy Tech has to offer.

More Info : tstrate@ivytech.edu

NAVIGATING

IVYLIFE

WHAT IS IVYLIFE?

IVYLIFE IS WHERE YOU CAN FIND:

- CAMPUS PROGRAMMING & EVENTS
- CAMPUS NEWS & UPDATES
- STUDENT ORGANIZATIONS
- SERVICE LEARNING OPPORTUNITIES
- ELECTIONS
- STUDENT LIFE FORMS

GETTING STARTED ON IVYLIFE

4 WAYS TO LOG IN

SIGN INTO MYIVY

1. IN THE SEARCH BAR, TYPE FOR IVYLIFE -OR-
2. SELECT IVYLIFE FROM TOOLS & RESOURCES
3. REGISTER YOUR ACCOUNT & SIGN IN

OPEN YOUR WEB BROWSER:

- TYPE "HTTP://IVYLIFE.IVYTECH.EDU"

DOWNLOAD THE CORQ APP:

1. GO TO THE APP OR GOOGLE PLAY STORE
2. SEARCH CORQ
3. DOWNLOAD IT
4. REGISTER YOUR ACCOUNT & SIGN IN

SCAN THE QR CODE:



UNLIMITED THINGS TO DISCOVER

- YOU MAY NEED TO REGISTER YOUR ACCOUNT
 - USE YOUR IVY TECH EMAIL ADDRESS
- SIGN IN
- UPDATE YOUR PROFILE
- SELECT YOUR BRANCH TO FILTER RESULTS
 - BRANCH = CAMPUS
- BROWSE EVENTS, ORGANIZATIONS, NEWS, & MORE
- JOIN ORGANIZATIONS (STUDENT CLUBS)
- RSVP TO UPCOMING EVENTS
- FIND SERVICE LEARNING OPPORTUNITIES



TOGGLE

The Toggle Button will expand the tools menu, providing descriptions of each icon.



HOME

The Home Button will take you back to the home screen from any IvyLife page.



EVENTS

The Event Button will take you to the events page, where you can browse upcoming and past events. Filter your results by branch to see events at your campus.



ORGANIZATIONS

The Organizations Button will take you to the Student Organizations (Clubs) page, where you can browse registered student organizations, constitutions, rosters, and upcoming meetings and events. You can filter your results by branch to see events at your campus.



NEWS

The News Button will take you to the News page, where you can browse Ivy Tech news and updates. Filter your results by branch to see events at your campus.



FORMS

The Forms Button will take you to the Forms page where you can browse Student Life forms required for funding and event requests. Filter your results by branch to see events at your campus location.

HAVE FUN.
MAKE FRIENDS.
GET INVOLVED.



STUDENT RESOURCES AND TOOLS

TRIO Student Support Services (SSS)

TRIO is an academic and personal development program to help identified students achieve academic and career goals by providing supportive experiences and wrap-around services.

Eligibility Requirements:

- Student's parent(s) did not complete a bachelor's degree
- Student meets TRIO low-income level requirements
- Student has a documented disability

***MUST MEET AT LEAST ONE FROM THE ABOVE LIST**

Additional Requirements:

- Student is a U.S. citizen or eligible non-citizen
- Student is seeking a certificate or degree at Ivy Tech
- Student has an academic need for services

If you meet any of the eligibility requirements, please contact

- ❖ Jake Siders @ csiders@ivytech.edu or
- ❖ Anna Klitch-Harrelson @ aklitchharrelson@ivytech.edu

Link to TRIO information: <https://www.ivytech.edu/student-services/support-services/trio-program/>

Disability Support Services (DSS)

If you have a disability, you will want to learn more about Disability Support Service and how they can support you, click here [DSS](#).

If you need to request accommodations, please click this link – [Accommodation Request](#).

You can contact Eric Swanson, DSS advisor, @ eswanson16@ivytech.edu

Link to DSS: <https://www.ivytech.edu/student-services/disability-support/>

Link to Accommodation Request: https://ivytech-accommodate.symplicity.com/public_accommodation/

Ivy Cares

Ivy Cares is here to assist you with finding additional campus and community support throughout your academic journey. Sometimes called "wraparound services," Ivy Cares focuses on helping students connect with resources in the following areas: emergency transportation assistance, food security, mental health resources, technology assistance, and emergency aid funding. Check this link [Ivy Cares for Services](#)

****PLEASE NOTE THAT IVY CARES SERVICES WILL VARY BY CAMPUS****

You can contact Kristen Soots @ ksoots5@ivytech.edu

Link to Ivy Cares information: <https://www.ivytech.edu/student-services/support-services/ivycares/>

Tutoring

Ivy Tech offers free tutoring services to Ivy Tech students. You can find our Tutoring office in the Learning Resource Center. Students also receive 25 free hours of online tutoring services at Tutor.com. Click here for the link, [TUTORING SERVICES](#). If you are interested in meeting with our tutors, please contact Steven Cleaver @ scleaver4@ivytech.edu.

Link to Tutoring information: <https://www.ivytech.edu/student-services/support-services/tutoring/>

VA Education Benefits

If you have served in the U.S. military and earned Education benefits, check out this link, [VA Education Benefits](#). You will find information on how to use your VA benefits, how to apply for your benefits, and military transcripts. You can find additional resources on this page as well. If you have questions or need assistance, contact our VA representative.

Link to more VA Education Benefits information: <https://www.ivytech.edu/student-services/support-services/va-education-benefits/>

Testing Services

We provide exam administration and related services to prospective students, current students, community members, businesses and other groups throughout Indiana.

Types of Exams offered:

- Proctored exams for designated Ivy Tech classes are taken at the LRC
- Exam proctoring for national colleges and universities
- Certification and professional licensure testing
- Indiana state agencies (IDEM, IDOH, IDHS, IDOI)
- Support for local community testing needs
- Credit for Prior Learning exams (CLEP, DSST)

For more information check the page at [TESTING Services](#) or contact Kristen Sweet @ ksweet1@ivytech.edu.

Link to Testing Services information: <https://www.ivytech.edu/student-services/support-services/testing-services/>

Microsoft OFFICE 365

ALL students have access to Microsoft Office 365 while using Ivy Tech computers. Students also can download Office 365 to their personal computer or laptop. Here is the link to the instructions on "[How to download Office 365](#)." Please read through the instructions thoroughly, but if you need assistance, please contact the **IVYLINE @ 1-833-648-5463**.

****You can find this document through the MyIvy Search bar. Type in Office 365 and click on Academic Software: Microsoft Office 365.****

Computer Specifications

Please see this Knowledge Base information for computer specifications:

https://my.ivytech.edu/myivy?id=kb_article_view&sysparm_article=KB0012972

[NewEgg](#) is a site that sells refurbished laptops at reasonable prices. Here is the link to check laptops out: <https://www.newegg.com/p/pl?d=laptop+refurbish&Order=1>



Ivy Tech Transcript Request

Official transcripts: Go to PARCHMENT.COM. (If it is your first time on Parchment, create an account). Fee is \$6 per transcript. In most cases, electronic transcripts will be processed within 2 hours. Mailed transcripts can take 3-5 days

Unofficial transcripts: MyIvy → Browse Topics → Academics & Advising → Unofficial Transcripts. Unofficial transcripts are free and can be printed immediately

If you have transfer credit from another college:

Official transcripts from higher institutions may be sent to Ivy Tech for evaluation of transfer credit.

By mail: send to Transcript Processing Center, Ivy Tech Community College, 9301 E. 59th St., Indianapolis, IN 46216

**Allow 5-7 days for review from the date transcript is received at Processing Center. You will receive an email on whether transfer credit was applied to your record*

Changing Your Address or Name

Change of address, phone number or email: Log in to MyIvy → Tools & Resources → academic profile (select the appropriate term from the drop down and click on the submit button) → Personal Information (You will find several links to change information on your record. Click the link for whatever you wish to change and make the desired changes)

Change of name or correct your date of birth: Go to <https://www.ivytech.edu/registrar/index.html> and then select the first bullet.-"changing your demographic information". This will take you to a page where you will enter your name and email. Then, click on "Begin Signing" to complete the process. You must also submit documentation along with the form (driver's licence/state-issued ID)

Change of social security number: Bring your social security card to the Express Enrollment Center to update

Enrollment Verification

To print an enrollment verification, log in to:

MyIvy → Browse Topics → Academics & Advising → Enrollment Verification

*May be used when you need to send proof of enrollment to a third party



IVY TECH
COMMUNITY COLLEGE
RICHMOND

Registrar's Office FAQ

Commencement

Richmond Commencement Ceremony is held once a year on Saturday after the end of the Spring term – includes Fall, Spring and upcoming Summer graduates

Grad Fair is held each February or March for graduation candidates to receive information and purchase cap and gown

When you are within one semester of Degree Completion

Apply to graduate during your final term. Log in to MyIvy → Browse Topics → Academics & Advising → Apply to graduate → click on term selection, select term, select degree

Degrees are awarded after final grades have been posted and degree audit has been reviewed by the Office of the Registrar

E-Diplomas are sent when degree is awarded; hard copy diplomas are mailed 2-3 weeks later

Contact Information

General Email: Registrar-Richmond@ivytech.edu

Dr. Lee Ann Powell, Registrar

lpowell91@ivytech.edu