South Bend-Elkhart Student Information Packet

WELCOME

TO YOUR BEST SEMESTER EVER!!

SOUTH BEND:

220 Dean Johnson Blvd.

South Bend, IN 46601

(574) 289-7001

ELKHART COUNTY:

22531 County Road 18

Goshen, IN 46528

(574) 830-0375

FOLLOW US

Welcome to the South Bend–Elkhart Campus!

We are happy you are here and look forward to working with you as you begin your educational journey at Ivy Tech. Please consider this document a useful resource throughout your journey.

Our Express Enrollment Center will assist you as you work to achieve your educational goals. The advisors will aid you in course selection and the development of your academic completion plan. Your academic completion plan is a road map of your educational journey from beginning to end. It is a working document that provides your path to graduation.

Pictured (from left to right) Student Service Professionals Barbara Williams, Anna Duron, Daana Young (Business Office Manager) and Adam Huff. Also pictured, German 'Q' Quezada, Director of Admissions.

Our campus faculty and staff are committed to your success and achievement through interactive advising, wraparound services, and dedication to quality education. We hope your Ivy Tech education is a positive and satisfying experience.

Thank you, again, for choosing the South Bend-Elkhart Campus to pursue your educational journey. We are happy to assist you and look forward to celebrating your success with you.

A digital copy of this resource can be found on our orientation webpage at **www.ivytech.edu/orientation** and select South Bend-Elkhart for the campus.

Have a Great Semester!   ~South Bend-Elkhart Staff & Faculty

TABLE OF CONTENTS

MEET YOUR ADMINISTRATORS

David Balkin, PhD
CHANCELLOR
dbalkin@ivytech.edu | EXT. 5706

Karen White-Goyzueta
VICE CHANCELLOR OF ACADEMIC AFFAIRS
kwhitegoyzueta@ivytech.edu | EXT. 5377

Alexandria Hall, EdD
VICE CHANCELLOR OF ENROLLMENT SERVICES
adensmore@ivytech.edu | EXT. 5442

Kelly Friend
VICE CHANCELLOR OF STUDENT SUCCESS
kfriend21@ivytech.edu | EXT. 5422

DEANS

Juan Lopez
DEAN OF ADV. MANUFACTURING,
ENGINEERING & APPLIED SCIENCE
jlopez314@ivytech.edu | EXT. 5385

Barbara MacMillan
DEAN OF HEALTH SCIENCES & PUBLIC
AFFAIRS & SOCIAL SERVICES
bmacmillan2@ivytech.edu | EXT. 6379

Kathryn Waltz-Freel
DEAN OF ARTS, SCIENCES & EDUCATION
kwaltz@ivytech.edu | EXT. 5417

Violet Hawkins, JD
DEAN OF INFORMATION TECHNOLOGY &
BUSINESS, LOGISTICS & SUPPLY CHAIN
vhawkins@ivytech.edu | EXT. 1037

Sharvon Robinson
DEAN OF NURSING
srobinson204@ivytech.edu | EXT. 5716

#IvyIsWhereYouAre

SUCCESS CHECKLIST

Preparing and connecting first semester students with the support and services needed to succeed while on the path to completion

STEP ONE: APPLY

(continue to STEP TWO if already completed)

___ **Meet with Student Services Professional (SSP)**

- O Enroll at Ivy Tech at **www.ivytech.edu/ApplyNow**
- O Submit high school transcript or GED
- O Submit PSAT, SAT, ACT, or transcripts from previous college credit (*if applicable*)
- O Complete the FAFSA Form for Federal Student Aid at **www.FAFSA.gov** (School Code 009917)
- O Create a MyIvy account at **https://myivy.ivytech.edu/**
- O Complete FYIvy at **www.ivytech.edu/FYIvy**
- O Get Student ID
- O Complete Knowledge Assessment placement at **myitcc.edready.org**

STEP TWO: ENROLL - PAGES 4-10

___ **Meet with Academic Advisor to establish academic plans at www.IvyTech.edu/Advising**

- O Complete intake form
- O Review assessment results and determine next steps
- O Complete Ivy Prep Math and English assessment **myitcc.edready.org** (*if applicable*)
- O Create an Academic Completion Plan (ACP)
- O Register for first semester courses
- O Take an IVYT111 - 115 Ivy Skills course during the intersession week before the semester start
- O Sign up for New Student Orientation at **www.ivytech.edu/orientation** (*select South Bend-Elkhart County location*)

STEP THREE: PAY - PAGES 12-13

___ **Meet with Financial Aid or Bursar's Office to arrange finances**
- O Complete FAFSA verification (*if required*)
- O Apply for tuition payment plan (*if applicable*) **www.ivytech.edu/payment-plans/**
- O Complete the Ivy Scholarship Application **www.ivytech.edu/financial-aid/scholarships.html**
- O Apply for the Ivy Work Study program (*if applicable*) **www.ivytech.edu/financial-aid/2548.html**

STEP FOUR: GET READY - PAGES 14-21

___ **Participate in New Student Information Sessions**
- O Participate in a campus face-to-face New Student Orientation

___ **Meet with Educational Technology for training workshops r1r2-online@ivytech.edu**
- O Complete MyIvy and IvyLearn workshop, the Course Navigation Ivy Learn module, or the online information session
- O Participate in a Computer Literacy workshop (Google Suite, Microsoft Office, Read & Write Gold, and Email)
- O Meet with the Student IT Support Desk for technology support (*if needed*)

___ **Prepare for all your classes**
- O Verify home internet connection or determine an alternate internet source
- O Verify transportation, child care, and work schedule (*if applicable*)
- O Review all courses in Ivy Learn and print a copy of each course calendar
- O Purchase all books and supplies for the entire semester (1st & 2nd 8 week courses)

STEP FIVE: GET GOING!
(Semester-by-Semester Checklist continued...)

FIRST SEMESTER: 0 – 15 credits (Best First Semester Ever cont.)

___ **Attend Classes**
- O   Show up on time, with books and supplies, for all class sessions throughout the semester
- O   Communicate with faculty in advance of an absence, or immediately after an emergency absence, to arrange submission of coursework

___ **Participate in student support services**
- O   Connect with faculty during office/student engagement hours within the first three weeks
- O   Enroll in face-to-face tutoring sessions or visit **www.tutor.com**
- O   Join in Supplemental Instruction (SI) sessions (*if available*)
- O   Request disabilities accommodation **ivytech-accommodate.symplicity.com** (*if needed*)
- O   Meet with IvyCares staff to discuss available wraparound services
- O   Participate in a library research literacy workshop

___ **Participate in student life at www.ivytech.edu/student-life**
- O   Attend Welcome Fest event
- O   Join a student club or organization, participate in a student event or trip

___ **Apply for Certificate award (*if applicable*)** on MyIvy: Click Student > Advising > Apply to Graduate

SECOND SEMESTER: 16 – 30 credits

_____ Meet with Academic Advisor: update academic plan and enroll in courses
_____ Meet with Financial Aid Dept. or Bursar's Office: arrange finances & purchase books and supplies
_____ Participate in all class sessions: follow the guidelines for any emergency absence procedures
_____ Participate in student support services: faculty office hours, tutoring, SI sessions
_____ Participate in student life activities: apply for the leadership training
_____ Apply for Certificate Award or Technical Certificate (*if applicable*) on MyIvy: Click Student > Advising > Apply to Graduate

THIRD SEMESTER: 31 – 45 credits

_____ Meet with Academic Advisor: update academic plan and enroll in courses
_____ Meet with Financial Aid Dept. or Bursar's Office: arrange finances & purchase books and supplies
_____ Participate in all class sessions: follow the guidelines for any emergency absence procedures
_____ Participate in student support services: faculty office hours, tutoring, SI sessions
_____ Participate in student life leadership activities
_____ Apply for Certificate Award or Technical Certificate on MyIvy: Click Student > Advising > Apply to Graduate

FINAL SEMESTER: 46 – 60 credits

_____ Meet with Academic Advisor: update academic plan and enroll in courses
_____ Meet with Financial Aid Dept. or Business Office: arrange finances & purchase books and supplies
_____ Participate in all class sessions: follow the guidelines for any emergency absence procedures
_____ Participate in student support services: faculty office hours, tutoring, SI sessions
_____ Participate in student life leadership activities
_____ Apply to graduate on MyIvy: Click Student > Advising > Apply to Graduate
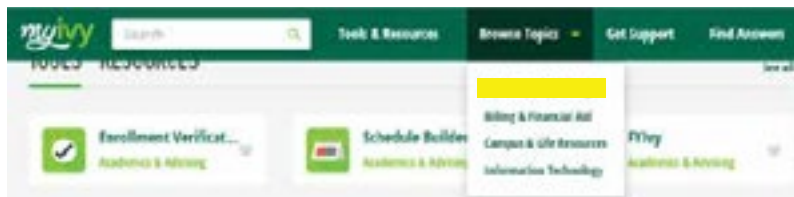
#IvyIsWhereYouAre

How to Schedule an Appointment with your Advisor

1 Log in to **MyIvy** with your username@ivytech.edu and password at **myivytech.edu**

2 Click the arrow next to Browse Topics and Click on Academic Advising

3 Click on Schedule Appointment

Academic Advising

Center Hours:

Hours may vary during high enrollment dates - please see your Advisor

SOUTH BEND
(574) 289-7001
M – Th: 8:00 a.m. – 6:00 p.m.
F: 9:00 a.m. – 5:00 p.m.

ELKHART COUNTY
(574) 830-0375
M – Th: 8:00 a.m. – 6:00 p.m.
F: 9:00 a.m. – 5:00 p.m.

www.ivytech.edu/**advising**

Amanda Reasonover-Wade
DIRECTOR OF ACADEMIC ADVISING
EXT. 6937 / ROOM #120-O | areasonoverwade@ivytech.edu
OFFICE HRS: M 8:00 A.M. – 5:00 P.M., T 9:00 A.M. – 6:00 P.M.,
W – F 8:00 A.M. – 5:00 P.M.

Brett Closson
EXT. 6936 / ROOM #120F | bclosson1@ivytech.edu
OFFICE HRS: M – TH 8:30 A.M. – 5:30 P.M., F 8:00 A.M. – 5:00 P.M.

Darin Doverspike
EXT. 1307 / ROOM #120D | ddoverspike@ivytech.edu
OFFICE HRS: M – TH 8:30 A.M. – 5:30 P.M., F 8:00 A.M. – 5:00 P.M.

COMING SOON!

Liana Legus
EXT. 6840 / ROOM #120E | llegus@ivytech.edu
OFFICE HRS: M – TH 9:00 A.M. – 6:00 P.M., F 8:00 A.M. – 5:00 P.M.

April Black
EXT. 5342 / ROOM #120DR | ablack98@ivytech.edu
OFFICE HRS: M, T, TH, F: 8:00 A.M. – 5:00 P.M., W: 9:00 A.M. – 6:00 P.M.

COMING SOON!

Taylor Thomas, M.A.
tthomas224@ivytech.edu
OFFICE HRS: M,T,W,R: 9:00 A.M. – 6:00 P.M., F: 8:00 – 5:00 P.M.

Hannah Treadway
EXT. 4427 / ROOM #107, htreadway@ivytech.edu
OFFICE HRS: M – F 8:00 A.M. – 5:00 P.M.

#IvyIsWhereYouAre

WELCOME TO YOUR
CAMPUS STORE

We're Here to Help You Succeed, Starting with Saving You Money

Choose Used or Rental Textbooks & save up to 90% off the cost of New

Get the best price with Price Match
See a bookseller or our website to get started

Avoid shipping fees - order online & pick up for free in store

Plus, get access to spirit gear promotions, new arrivals, trending supplies & more when you sign up for email

Download the My College Bookstore App &
GET ACCESS TO APPAREL DISCOUNTS

appbnc.com

My College Bookstore

Download on the App Store

GET IT ON Google play

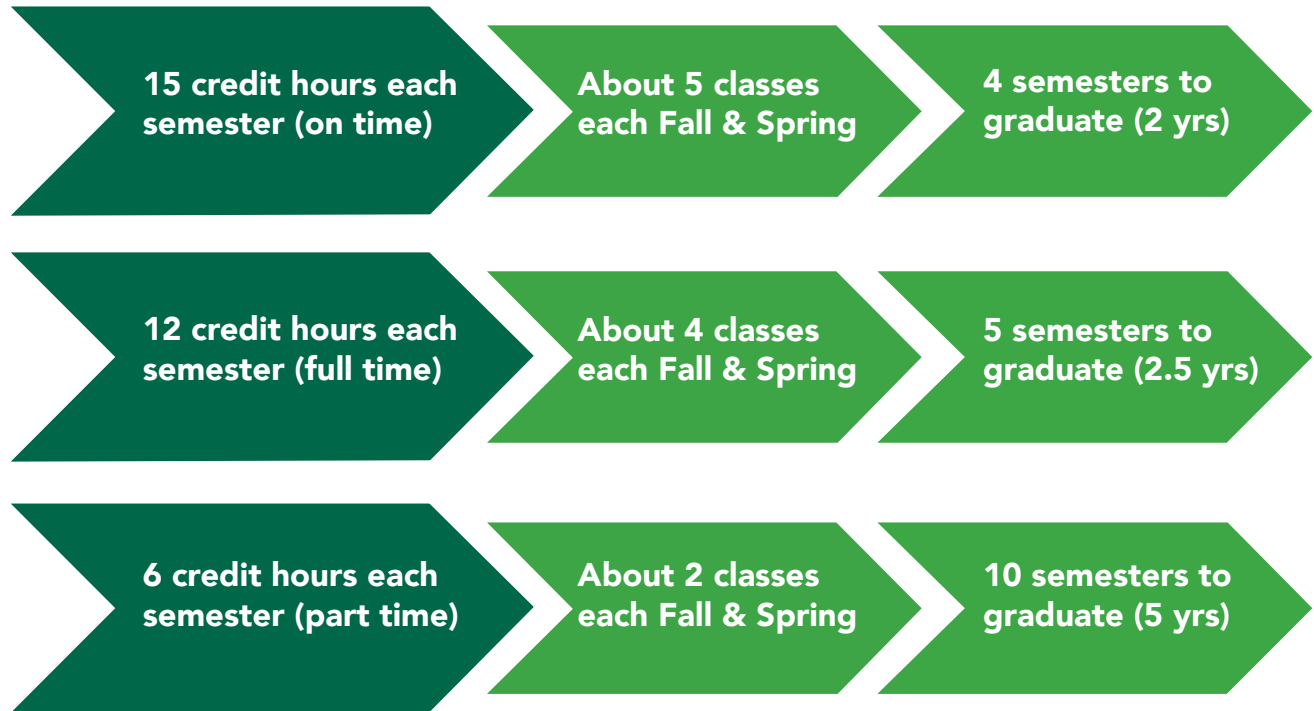**MICHELLE CLOUD**

(574) 289-7001 EXT. 5346
220 Dean Johnson Boulevard, South Bend, IN 46601-3415
22531 County Road 18, Goshen, IN 46528-8484

HTTPS://IVYTECH.BNCOLLEGE.COM/SHOP/IVY/HOME

Talk to your advisor about your GRADUATION TIMELINE today!

Consider your semester load (chart based on associate-level degrees)

15 credit hours each semester (on time)	About 5 classes each Fall & Spring	4 semesters to graduate (2 yrs)
12 credit hours each semester (full time)	About 4 classes each Fall & Spring	5 semesters to graduate (2.5 yrs)
6 credit hours each semester (part time)	About 2 classes each Fall & Spring	10 semesters to graduate (5 yrs)

Other factors to consider

- Do you need to take any College Prep Courses?
- Do you have any previous college credits that will apply to your degree?
- Do you have any Prior Learning experience that might count as college credit?
- Are you applying to a Limited Enrollment Program?
- Are you able to take classes in the Summer?
- Will there be semesters that you might need to cut back on credit hours?
- Will there be semesters that you might be able to pick up more credit hours?
- Can you "stack" your degree so that you can earn a CT or TC (or both!) along the way?

When do you plan to complete your certificate or degree?

- How many hours are required for your goal?
- How many hours toward your degree have you already earned?
- If you are applying to a Limited Enrollment plan, when do you plan to apply?
- When will you complete your degree goal? _____

TESTING

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

IVY TESTING SERVICES

Welcome to the Ivy Tech Community College's Testing Services. We provide exam administration and related services to prospective students, current students, community members, businesses and other groups throughout Indiana.

We are happy to announce the launch of Testing Services Virtual Proctoring as one of the options for proctored testing. We will have available seats through out the week for your convenience.

Mission Statement

To operate as a world-class test center network providing high-quality, demand-driven testing services to prospective and current students, employers and the local community.

Supports outcome measurement by providing an opportunity for students and the workforce at large to validate skills, knowledge learned and to obtain portable, industry recognized credentials. Testing Services adheres to the NCTA Professional Standards and Guidelines.

The types of exam administration we offer include:

- **Prospective Students:** Ivy Tech's course placement assessment
- **Current Students:** Proctored exams for various Ivy Tech classes (Academic program testing, Distance Education course testing, Make-up testing, etc.)
- Exam proctoring for other colleges or universities
- Certification and professional licensure testing
- Credit for **Prior Learning** exams (CLEP, DSST)

Damon L. Pittman

TESTING SERVICE MANAGER | EXT. 1235
dpittman4@ivytech.edu

Tanya Wichlacz

Administrative Assistant | EXT. 5357
twichlac@ivytech.edu

Benefits of Testing and/or Ivy Prep:

1. Makes it more likely that you'll place into your chosen program path

2. Makes it less likely that you'll have to take remedial classes, which saves you money and time on the way to graduation

3. Available to all Ivy Tech students whether you're taking Accuplacer for the first time or trying to improve your score

SOUTH BEND
(574) 289-7001
220 Dean Johnson Blvd.
South Bend, IN 46601

| Damon Pittman | EXT. 1235 |
| Tanya Wichlacz | EXT. 5357 |

SB Academic Testing Center
Tue: 9:00 a.m. - 4:00 p.m.
Wed & Thu: 9:00 a.m. - 6:00 p.m.
Fri: 9:00 a.m. - 4:00 p.m.

SB Certification Testing Times
Tue - Fri: 9:00 a.m. - 4:00 p.m.

ELKHART COUNTY
(574) 830-0375
22531 County Road 18
Goshen, IN 46528

| Kelly Miller | EXT. 4484 |
| Anthony Gullens | EXT. 4414 |

Elkhart Testing Center:
Tue & Wed: 9:00 a.m. - 6:00 p.m.
Thu: 9:00 a.m. - 3:00 p.m.
Closed Fridays

VIRTUAL TESTING AVAILABLE ON CASS SELF SERVE FOR ACADEMIC AND CERTIFICATION TESTING.

Any students who want to schedule certification testing need to know that all certification testing is housed in the ITOSS building on 250 Sample Street, South Bend.

Academic Advisors New students, returning students & transfer students	**+**	Faculty Advisors All students after advising	**=**	A Successful Future

Academic advisors work with entering students to help them navigate through their program of choice at Ivy Tech. Students are assigned a faculty advisor after their first appointment or when a program has been chosen. They will work with their advisor and faculty advisor every semester leading to graduation.

All students are required to have an updated academic plan on file and be in good standing to enroll or will need to meet with an advisor/faculty advisor.

UNDERSTANDING YOUR ACADEMIC STANDING

- **Good** - Student with an accumulated GPA of 2.0 or higher

- **Academic monitoring** - Student with an accumulated GPA below a 2.0, or student with a semester GPA of 2.0 but not an accumulated GPA of 2.0 or higher

- **Academic dismissal** - Student who has two consecutive terms with a GPA below a 2.0 and is required to sit out until an academic appeal is submitted

- **Academic reinstatement** - Student has filed an academic appeal and has been approved to take classes and is required to maintain a semester GPA of a 2.0 or higher to avoid academic dismissal

PAY

START

File your Free Application for Federal Student Aid (FAFSA) to see what kind of federal and state aid you may be eligible to receive.

Learn more at **studentaid.ed.gov/sa/fafsa**
To be considered for state funding you must file by April 15th, before the academic year you want to attend. Federal aid is available throughout the year. Be sure to use the Ivy Tech Community College **school code when filing: 009917**

Ivy Tech has established financial aid priority processing dates for each enrollment period. Find those dates and learn more at **ivytech.edu/financial-aid**.

GRANTS

A variety of grants are offered to those who qualify, and they do not need to be repaid. Contact the financial aid office at your local location for a list of available grants and how to apply for them.

ADDITIONAL FINANCING OPPORTUNITIES

We offer a variety of resources that help remove barriers to your success. If you filed a FAFSA and did not qualify for federal grants, there are still options to make payment easier. Ivy Tech participates in Federal Work Study programs, accepts Federal Direct Loans and works with you through tuition payment plans.

Learn more at **ivytech.edu/tuition**.

There's nothing better than gettingsomething for free – especially when it's money. Visit: **ivytech.edu/financial-aid/scholarships.html** or CALL US!!!

UNDERSTANDING YOUR FINANCIAL AID SAP STATUS

To remain in good academic standing at the College and retain eligibility for Title IV financial aid, students must:

- Maintain a minimum grade point average (GPA) of 2.0
- Successfully complete 67% of the courses in which they enroll
- Complete their program of study within a reasonable period of time (150% of the total credit hours required by the student's program)

PLEASE CALL US WITH ANY QUESTIONS

SOUTH BEND (574) 289-7001
This location has an Express Enrollment Center.

Wendy Railing | EXT. 5339
DIRECTOR OF FINANCIAL AID

Vicky Crippin | EXT. 6818
ASSISTANT DIRECTOR OF FINANCIAL AID
Fax: (574) 236-7177
SouthBendElkhart-FinAid@ivytech.edu

ELKHART COUNTY (574) 830-0375

Anna Duron | EXT. 6146
ASSOCIATE DIRECTOR OF FINANCIAL AID
Fax: (574) 830-0377
SouthBendElkhart-FinAid@ivytech.edu

Easy Online Enrollment
Monthly Payment Plan | No Interest

Ivy Tech Community College offers several payment plan options for students, which provide them with a low cost option for budgeting tuition and fees. It is not a loan program; therefore, you have no debt, there are no interest or finance charges assessed, and there is no credit check. You can choose to make your monthly payments directly from your bank account or by credit/debit card for a minmal service fee. MasterCard, Visa, Discover, and American Express are accepted.

Sign up early to take advantage of the most options!

If your federal student aid or loans do not cover the cost of your tuition and/or you need assistance paying for college, one option is **Ivy Tech's tuition payment plan**.

What to Know:

- A non-refundable enrollment fee of $30 is due at time of enrollment
- A minimal service fee will be charged for each debit or credit card transaction
- Payments are due on the 20th of each month (or the following business day)
- Payment plans may not be established for amounts under $100
- There is a $30 fee if an ACH (electronic check) payment is returned
- If you withdraw from classes after the refund period (noted in the refund policy), you will be responsible for paying the balance of your account
- The College reserves the right to increase your payment plan balance to include any past due balance you may owe
- Any costs incurred in the collection of a delinquent account, including collection fees and attorney fees, will be added to the balance of the student's account

How to Sign Up

- Log in to **MyIvy (myivy.ivytech.edu)**
- Select **Student**
- Select **Billing and Financial Aid**
- Select **Setup Payment Plan**

Thank You for your service!

Ivy Tech accepts most State, Federal, and Department of Defense benefits.

The Veteran Services Office can assist you in applying for federal VA benefits (variations of GI Bill and VA Voc Rehab). The Veteran services office can also assist you in applying for Department of Defense benefits (tuition assistance).

State VA benefits (Child of a Disabled Veteran Grant and National Guard Supplemental Grant) are processed by Financial Department.

Possible credit for previous training

- Official transcripts required for evaluation
- CLEP tests to test out of certain subjects
- VA benefit usage not required

Benefit Programs

- The Post-9/11 GI-Bill
- Montgomery GI Bill® Active Duty (MGIB-AD-30) program
- Montgomery GI Bill® Selected Reserve (MGIB-SR-1606) program
- Survivors & Dependents Assistance (DEA-35)
- Vocational Rehabilitation and Employment (VR&E-31) Vet Success program
- National Guard Supplemental Grant (NGSG)
- National Guard Extension program
- State Grants for Military and Public Safety Officers

other benefits may be available

Additional Information is available at www.ivytech.edu/**veteran-services**

CONTACT

South Bend-Elkhart

Veteran Services Office

**Located in South Bend Express Enrollment
nc-veterans@ivytech.edu | (574) 289-7001
Fax: (574) 245-7120**

student life is the
community
of our college

GET INVOLVED WHILE YOU PREPARE FOR YOUR LIFE!

Welcome! Joining a student club or organization can impact your career, create networking opportunities, help develop your leadership skills, and enhance your student experience.

Look for opportunties to sharpen your etiquette skills and attend college sponsored dinners and trips.

Getting involved is essential in your overall development and will contribute to your social, cultural, educational, and leadership skills.

Leadership Opportunities

- **Student Leadership Conference**
- **Student Leadership Academy**
- **Student Government Association (SGA)**

my ivy

Current students can access IvyLife through the home page quick link in **MyIvy.**

Clubs

- Alpha Delta*
- Black Student Union
- Campus Activity Board (CAB)
- Human Services Club
- IT Club
- Latino Student Alliance
- LGBTQ+ Club - South Bend
- Phi Theta Kappa, Beta Beta Alpha Chapter
- Women in IT
  some restrictions may apply

Organizations

- Student Government "SGA"
- National Society of Leadership & Success (NSLS)
- Minority Male Initiative (MMI)

Clubs and Organizations to JOIN

Dexter Overall

DIRECTOR, DIVERSITY, EQUITY, BELONGING, AND STUDENT LIFE

doverall@ivytech.edu
South Bend: Room #155 | EXT. 6845
Elkhart Room: #202 | EXT. 4435

www.ivytech.edu/**student-life**

Ask a Librarian! We're here for you!

Librarians and library materials are available online at the Library's home page through the link in your IvyLearn courses and in MyIvy.

A librarian is like a tutor for finding and citing information. They can help you develop your research topic, find the information your assignment requires in library databases or on the web, evaluate sources and cite them.

Online Research Assistance

Use the LibChat box to text or Zoom with library staff. Ask us anything!

M-Th: 9 a.m. - 8 p.m.
F: 9 a.m. - 5 p.m.
Su: 2 p.m. - 8 p.m.

Ask a librarian
https://library.ivytech.edu/sbe

SOUTH BEND
(574) 289-7001 EXT. 5343
ROOM #122
On Campus Hours:
M–Th: 9 a.m. - 6 p.m.
F: 9 a.m. - 5 p.m.

ELKHART COUNTY
(574) 830-0375 EXT. 4490
ROOM #133
On Campus Hours:
M–Th: 9 a.m. - 6 p.m.
F: 9 a.m. - 5 p.m.

(subject to change due to campus closures)

Tutoring at Ivy Tech

Work with a tutor! It's the smart thing to do…and it's ALWAYS free!

Tutors are available to help you understand your assignments, review for tests, and develop studying and learning strategies. They can assist you with math, writing, as well as other subjects, such as anatomy and physiology, chemistry, accounting, and more!

Improve your grades by meeting with a tutor as soon as you realize that you are not understanding your work. To make an appointment to meet with a tutor, send an email to **sbe-tutor@ivytech.edu**.

SOUTH BEND
(574) 289-7001 EXT. 5337
ROOM #156
Walk-in Campus Hours:
M, W: 10 a.m. - 2 p.m.
Virtual Hours
M–Th: 10 a.m. - 10 p.m.
F: 10 a.m. - 2 p.m.
Su: 6 p.m. - 10 p.m.
https://ivytech.zoom.us/my/sbetutor

ELKHART COUNTY
(574) 830-0375 EXT. 4483
ROOM #306
Walk-in Campus Hours:
T, Th: 10 a.m. - 2 p.m.
Virtual Hours
M–Th: 10 a.m. -10 p.m.
F: 10 a.m. - 2 p.m.
Su: 6 p.m. - 11 p.m.
https://ivytech.zoom.us/my/sbetutor

(subject to change due to campus closures)

FREE Microsoft Office 365 for your personal computer, up to 5 devices!

If you already have Office on your computer: In the app go to the upper right-hand corner log into your account with your Ivy Tech email.

If you have a Chrome Book or tablet: Download the apps from the App store and log in using your Ivy Tech email.

To install Office on a laptop or desk top (not Chrome Book): Open a web browser, (Chrome, Firefox, or Edge), and navigate to **www.office.com** Click on the "Sign in" buttonSign in with your Ivy Tech email address; you will then be directed to an Ivy Tech login page

Click on "Install office Apps" near the right-hand corner of the screen

Office365 will now install on your computer. After the installation is complete, sign into Office with your @ivytech.edu email address
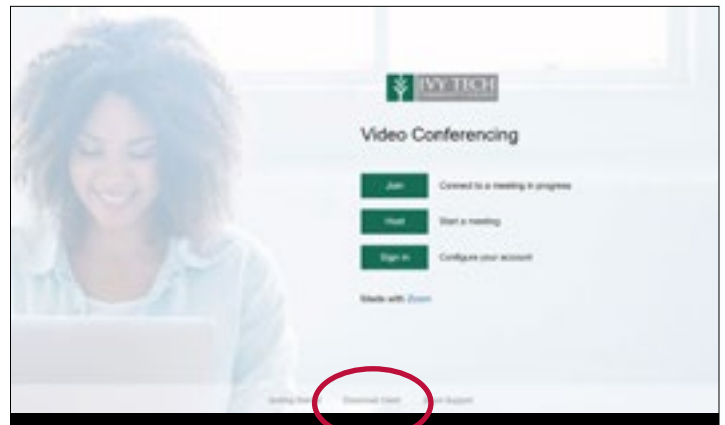
Virtual Classroom using Zoom

Taking a STREAMING course? Campus closed?

Zoom will be used to meet remotely.

Your instructor will send you information regarding your specific meeting time, beforehand you will need to download the zoom client on your device. Go to **ivytech.zoom.us** and download the client.

You do not need an account to join a zoom meeting.

Educational Technology: IvyOnline Learning Support Services

(574) 289-7001 EXT. 5326 | southbendelkhart-edtech@ivytech.edu

Zoom Room Assistance Visit: https://ivytech.zoom.us/j/6393653627

SOUTH BEND
ROOM #158

Walk-in Campus Hours:
M–Th: 10 a.m. - 4 p.m.
F: 10 a.m. - 2 p.m.

ELKHART COUNTY
ROOM #306

Walk-in Campus Hours:
M: 10 a.m. - 4 p.m.

Virtual Hours
M–Th: 8 a.m. - 6 p.m.   Lisa Tolliver Zoom   https://ivytech.zoom.us/my/lisatolliver
F: 8 a.m. - 4 p.m.   Diana Pittman Zoom   https://ivytech.zoom.us/my/diannapittman

Ivy Tech Technical Support: Help Desk

- Help Desk: 1-888-IVY-LINE (1-888-489-5463), select option 4
- Student Help Center: **ivytech.edusupportcenter.com**
- Submit a Help Ticket: **helpdesk.ivytech.edu/SelfService/Create.html**

Student Responsibilities for Access Accommodations in College:

- Students must self-identify to the Office of Disability Support Services (DSS)
- Student responsibilities: request accommodations at the start of every semester, manage time to complete all assignments by due dates, initiate contact with faculty and staff and seek assistance
- The accommodation process starts at the time of a student's self-disclosure and registration with DDS

Documented Disabilities:

- Physical impairment, medical condition, psychiatric disorder, neurological disorder, ADD/ADHD, hearing impairment, visual impairment, specific learning disability, Autism Spectrum Disorder

Request Accommodations:

- MyIvy > Student > Student Resources > Disability Accommodation Request

IVY CARES–POD7

People Overcoming Difficulty

- Health care referrals
- Child care referrals
- Life coaching
- Food pantry
- Seasons Counseling of Michiana
- Expungement referrals
- Community resources

CONTACT

South Bend-Elkhart

Sandra Senatore–Roberts

DIRECTOR OF DISABILITY SUPPORT SERVICES
South Bend-Elkhart
(574) 289-7001 EXT. #1002 | ssenatorerobert@ivytech.edu

IVYCARES-POD 7 RESOURCE & REFERRAL CENTER
South Bend (574) 289-7001 EXT. #1002 | pod7@ivytech.edu
Elkhart (574) 830-0375 EXT. #4494 | elkhart-pod7@ivytech.edu

IVY TECH
COMMUNITY COLLEGE

CAREER COACHING AND EMPLOYER CONNECTIONS

Contact Us Today!

sbe-careerdevelopment@ivytech.edu
www.ivytech.edu/career-development

Let us help you along your career path!
What can Ivy Tech career development do for you?

- Find majors that fit your skills and interests
- Find career pathways related to your major
- Develop successful interpersonal workplace skills
- Locate internships related to your major
- Network with potential employers
- Assist with résumés, cover letters, and portfolios
- Practice interview skills
- Help you understand professional dress and etiquette

ACCIDENT REPORTING

RISK MANAGEMENT

IVY ALERT

INCIDENT REPORTING

ANNUAL SECURITY REPORT

EMERGENCY PREPAREDNESS

Campus Security

SB – (574) 289-7001 EXT. 5375
ELK – (574) 830-0375 EXT. 4498

- Security is present on campus during operational hours
- Security will escort you to your vehicle at any time
- Campus ID are available at the security kiosk. Ivy Tech Security website provides students with several resources: **www.ivytech.edu/security-safety**

In case of an emergency, call 911 Immediately

#IvyIsWhereYouAre

Transferring

Transferring Ivy Tech credits to a four-year school could save you upward of $10,000

TRANSFER CREDITS FROM IVY TECH

TRANSFER CREDITS TO IVY TECH LEARN MORE!

We offer more than 100 transfer programs with in- and out-of-state schools, which means transferring your Ivy Tech credits to another college or university has never been easier. Last year, more than 31,000 students transferred; we'd love to help you become one of them this year.

Take advantage of reverse transfer at Ivy Tech to earn an associate degree. From raises and promotions, a credential on your resume, there are many benefits to having an associate degree.

Even if you start at Ivy Tech and transfer to a four-year college for your bachelor degree, you may be eligible to transfer your credits back to Ivy Tech and receive an associate degree – for no additional cost. Learn more about reverse transfer opportunities (please visit: **ivytech.edu/reversetransfer** for more information).

CONTACT A TRANSFER ADVOCATE

SOUTH BEND
(574) 289-7001

Liana Legus | EXT. #6840
ROOM #120E
llegus@ivytech.edu

ELKHART COUNTY
(574) 830-0375

Hannah Treadway | Ext. 4495
ROOM #107
htreadway@ivytech.edu

www.ivytech.edu/**transfer**

IMPORTANT DATES!

2021

Aug 6th – Payment deadline for first 8-week session

Aug 18th – Fall semester begins

Aug 18th – First 8-week classes begin

Sep 13th – Registration for Spring opens

Sep 27th – Oct 1st – Express Enrollment Week, 9 AM – 6 PM DAILY

Oct 8th – Payment deadline for second 8-week classes

Oct 20th – Second 8-week classes begin

Nov 4th – College 101, 6 PM

Dec 6th – 10th – Express Enrollment Week, 9 AM – 6 PM DAILY

Dec 14th – End of Fall term

2022

Jan 7h – Payment deadline for first 8-week session

Jan 28th – Spring semester starts

COLLEGE CLOSED:

New Year's Day
Martin Luther King, Jr. Day
Memorial Day
Independence Day

Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day

Classes at the South Bend and Elkhart County locations are not in session on days the holidays listed above are recognized.

Building hours

For office hours of other departments, please contact (574) 289-7001

Mon-Fri: 7 AM – 10 PM
Saturday: 7 AM – 1 PM
Sunday: closed

Enrollment Services

Mon-Thu: 9 AM – 6 PM
Friday: 9 AM – 5 PM

Dental Clinic hours

Monday: 8 AM – 12 PM, 1 – 5 PM
Tuesday: 4 – 8 PM
Wed, Thu: 8 AM – 12 PM
Friday: 4:30 – 8:30 PM

The student fee is $10. Patients can expect to be there for approximately 3 1/2 hours, and depending on their dental condition/length of time since last dental hygiene treatment, it may take several appointments.

Ivy Tech Alerts

The safety of our students, faculty, staff, and partners is of the utmost importance. To ensure you receive timely updates about campus emergencies, please update your IvyAlert preferences.

Your subscription to the new system defaults to your Ivy Tech email address and alerts you to events about each campus on which you are currently taking classes. To customize your alert preferences:

• Log in to **getrave.com/login/ivytech** using your MyIvy username and password

• Add additional email addresses and/or a mobile phone for text alerts (*standard data rates apply*)

• Choose "Opt-In Lists" to check off any of the 18 campuses for which you would like to receive alerts

For more information on helpful links & Ivy Tech Community College policies please visit **www.ivytech.edu/studenthandbook**

GLOSSARY OF TERMS

Academic Complete Plan (ACP) – a worksheet you will use to keep track of your educational, career and life goals and to plan the courses you will take each semester. Be sure to save this document and take it with you to each appointment you have with your advisor.

Academic Restriction – based upon the outcome of the SAP appeal, students may be placed on Academic Restriction. Students placed on Academic Restriction are not eligible for financial aid but are allowed to re-enroll and self-pay. Students on Academic Restriction are subject to interventions designed to support academic progress.

Associate degree – a two-year degree from a college or university; usually requires at least 65 credit hours.

Audit – to attend class without receiving credit for the class.

Bachelor degree – a four-year degree from a college, university or professional school; usually requires at least 124 credit hours.

Course Catalog – a book that contains all of the courses offered at the institution, organized by program of study. This is also where you would find your program's curriculum.

Credit hour – credit given for attending one lecture hour of class each week for 15 weeks or equivalent. Most college classes are 3 credit hours, meaning their total meeting time for a week is 3 hours.

Curriculum – the curriculum included all courses required for a particular degree as listed in the course catalog.

Degree – a certificate of completion of a course of study.

Degree Types:

    Associate of Arts (AA), Associate of Science (AS), Associate of Fine Arts (AFA): Prepare students for transfer to 4-year institutions and for careers

    Associate of Applied Science (AAS): Prepares students for careers, career changes, and career advancement.

    Technical Certificate (TC): Provides education in concepts and technical skills for specific occupations.

    Certificate (CT): Provides workforce training to become certified in a specific subject area.

Distance Education – allows a student to take a course or complete a degree online at the time and place most convenient for the student. Distance Education courses operate on the same semester schedule as a traditional course.

Drop/Add – the process for dropping or adding classes within a specified period of time. Dropping a course may change your status from full-time to part-time status. If receiving financial aid, a student adding or dropping a class should report the change to the financial aid officer.

Elective – a choice of several classes you may choose to take to fulfill a requirement on your curriculum guide.

Fees – course-related costs to attend college.

Final exams – exams given at the end of a semester generally over all the material in the course. The final exam plan is often described in the course syllabus that is provided by your instructor.

Full-time – enrolled in 12 or more credit hours a semester.

General Education – classes including English, math, science, communication, social sciences, and other requirements which are required to obtain a degree.

GPA – Grade Point Average, the average of your class grades (generally based on a 4.0 scale).

Grants – financial assistance that does not require repayment.

Half time – (*see also Part Time).*

Internship – a job in your field of study; may be required in some degree plans and may include salary and college credit. Other names for an internship may include externship, practicum or clinical.

Loans – financial assistance that must be repaid.

Mid-Term – the middle point of a semester. Some courses have exams at this time, somewhat like Final Exams and can cover all the material in the course up to that point.

Online Courses (Classes)–classes taken through the internet instead of in a traditional classroom.

Part-time – enrolled in less than 12 credit hours a semester.

Prerequisite – a course that must be taken before enrolling in another course that lists it as a prerequisite.

Program of study/Major – your concentrated field of study.

Registrar – a college office that directs registration, maintains student transcripts, and performs other duties as assigned. The registrar issues students' transcripts and evaluates incoming information regarding earning credits to complete your curriculum.

Registration – signing up or enrolling in classes.

Probation – based upon the outcome of the SAP appeal, students may be placed on Probation. Probationary students may continue to be eligible to receive financial aid but are subject to interventions designed to support academic progress.

Academic Dismissal – based upon the outcome of the SAP appeal, students may be academically dismissed from the College.

Transcript – your official college record showing the courses you've taken, the grades you received, your class standing, and your graduation information.

Tuition – costs for courses, not including certain fees (*see also Fees*).

Withdraw – the period of time in which a student may withdraw from a course. On your transcripts, the grade for the course you withdraw from will be marked "W" when the process is completed. Students may withdraw from a course beginning the second week of classes. Check your syllabus for the last date to withdraw from your class.

Work-study program – a federal financial aid program that allows students to work on and off campus.

Placement (Knowledge Assessment) – an initial assessment for new Ivy Tech students. There is no charge to take Knowledge Assessment. You may find it at **https://myitcc.edready.org.**

NOTES

<table>
<tr><td></td></tr>
<tr><td></td></tr>
<tr><td></td></tr>
<tr><td></td></tr>
<tr><td></td></tr>
<tr><td></td></tr>
<tr><td></td></tr>
</table>

Success Commitments: Student, Faculty, Staff
We believe student success is a shared responsibility between students, faculty, staff.

Students:

- Attend class, learn the names of your instructors, and work to develop a relationship of trust with them.

- Complete what you start.

- Attempt each assignment.

- Develop well-organized and disciplined study habits.

- Ask questions and be prepared to use campus support resources, such as tutoring or Disability Support Services, when needed.

    Code of Student Rights and Responsibilities on MyIvy

Faculty:

- Interact with student by name by first class/end of first week.

- Monitor student behavior and progress closely and intervene immediately, including providing timely feedback on assignments/exams so students can make changes to their learning practices.

- Initiate one-on-one and frequent communications with students early in semester, and maintain communication throughout the semester.

- Conduct highly structured courses with penalties for missed exams and assignments but be flexible when appropriate.

- Know your campus resources and direct students to them when needed.

Staff:

- Make eye contact, smile, and say hello to everyone on campus.

- Celebrate positive student behavior and intervene when vulnerable behavior is noticed.

- Engage with students, staff, and faculty – establish a personal connection.

- Establish clear and coherent practices and processes for students – eliminate barriers and make others aware when needed.

- Know your campus resources and direct students to them when needed.

The mission of Ivy Tech Community College is to prepare Indiana residents to learn, live, and work in a diverse and globally competitive environment by delivering professional, technical, transfer and lifelong education. Through its affordable, open-access education and training programs, the College enhances the development of Indiana's citizens and communities and strengthens its economy.

www.ivytech.edu/**southbendelkhart**