

# Welcome

Welcome to Ivy Tech — where higher education is built around you! We have the resources and flexibility to meet you where you are, then help you get to where you want to go. Now that you've been accepted into Ivy Tech, we recommend that you watch through all of FYIvy. This series of short videos covers important student information like enrollment steps, student expectations, and resources available to help you succeed! You can access the full FYIvy series at [ivytech.edu/fyivy](https://ivytech.edu/fyivy). And if you have any questions along the way, your enrollment team is here to help. Just visit the Ivy Tech admissions page to find your local enrollment center's information.

Let's get started!

## Enrollment Steps

Congratulations again on your acceptance to Ivy Tech Community College! We're so glad you're here, and can't wait to see what great things you accomplish. Now that you've been accepted, there are a couple more steps you need to complete before you're ready to register for classes.

First, let's talk about your student information. After you were accepted, you should have received a welcome email that contains your Ivy Tech email address and C-Number. Your C-Number is your student ID and will be very important throughout your time as a student. You'll need your C-Number to create your MyIvy account, accept financial aid, register for classes, make tuition payments, and access other important student resources. Make sure to write down or save your student information somewhere safe!

Once you have your student information, it's time to set up your MyIvy account. MyIvy is Ivy Tech's online student portal, where you'll find the tools and resources you need for success. You'll use this portal to find your academic advisor, log into IvyLearn, access tutoring, get IT help, and much, much more. This is also where you'll be able to access your Ivy Tech email account — make sure to check your student email regularly for important enrollment information and messages from your campus.

Activating your MyIvy account will give you access to what you need to complete your remaining enrollment steps. These steps include applying for financial aid, completing course placement, and meeting with an academic advisor. Keep watching through FYIvy to learn more about each of these steps, or visit [ivytech.edu/next-steps](https://ivytech.edu/next-steps) to view the enrollment checklist. And don't forget — you have an enrollment team that can help out if you get stuck or have any questions! We want to help you succeed!

# FAFSA

Did you know that over 75% of Ivy Tech students receive some form of financial aid? To qualify for scholarships, grants, loans, and Federal Work-Study, you need to file the Free Application for Federal Student Aid, known as the FAFSA. Completing the FAFSA is a necessity if you want to be considered for federal, state, and school financial aid.

The FAFSA for the upcoming school year generally opens on October first. You can access the FAFSA at [FAFSA.gov](https://fafsa.gov). You'll be required to create a username and password, which are referred to as your FSA ID. To complete the FAFSA, you will need that FSA ID, plus your Social Security Number or Alien Registration Number, your federal tax returns, and your income and asset information. If you are a dependent or are married, you will need your parent or spouse's email and financial information too.

The application generally takes thirty minutes to complete and offers tool tips and a help section to guide you along the way. When filling out your form, you'll be asked to list schools you are considering. Make sure to list Ivy Tech as one of your choices, to ensure that we receive a copy of your FAFSA and can begin processing your financial aid.

We recommend that you file the FAFSA as soon as you are able, since some funds are awarded on a first-come, first-served basis. Indiana's priority deadline is April fifteenth. You can still file after that deadline, but may miss out on some opportunities. If you need to make changes to the FAFSA after submitting it, don't worry! You can easily log back into your account and edit the form.

In addition to the FAFSA, you should also submit the Ivy Tech scholarship application as soon as possible! Ivy Tech offers millions of dollars in scholarships for every type of student. You only need to complete one application, and we'll figure out which ones you qualify for from there. Just log into MyIvy, click on the Tools and Resources tab, and click the Apply for Scholarships link to fill out the form.

If you need any help with the FAFSA or scholarships application, Ivy Tech is here to help! Stop by your local campus for in-person assistance, or find more resources at [ivytech.edu/financial-aid](https://ivytech.edu/financial-aid).

## Course Placement/Assessment

Before you can register for classes, it's important that you demonstrate what level of courses you are ready to take. If you plan on taking program-level courses, which are classes that are 100-level and above, then you are required to complete course placement.

There are several different ways you can complete course placement! Your options include submitting assessment documents, completing a knowledge assessment, or taking a corequisite course. You can choose to do one or more of these options, but you only need to meet one of these requirements to complete course placement. Let's take a closer look at each option!

Option one: submitting assessment documents. Ivy Tech can determine your course readiness based on your test scores and transcripts. You can submit your ACT, SAT, or PSAT scores for course placement. Some courses require different scores, so be sure to check that you qualify for your intended classes when you submit your information.

You can also upload your transcripts for course placement. If you have a high school GPA of 2.6 or higher on a 4.0 scale, or if you've already earned college credits in English or math, then you should submit your documents! You received an email about uploading documents after you were accepted to Ivy Tech. If you've already submitted through the link in that email, then you've completed this step. If you'd like to submit documentation now, just visit [ivytech.edu/assessment](https://ivytech.edu/assessment) for a link to the document upload page and instructions on how to do so.

If you don't have documents to submit, or if your scores and GPA don't meet program requirements, then you can try option two: taking a knowledge assessment. This free web tool will gauge your skills in reading, writing, and math. If you reach the target score while taking this, then you'll be done with course placement and ready to register for your course. If you don't meet the target, don't worry! The knowledge assessment provides a custom study path designed to help you improve your scores, and you can take the assessment as many times as you'd like. Feel free to go over your study path and take the knowledge assessment again until you get the score you need! You can find the knowledge assessment in your MyIvy student portal, in the Quicklinks section.

You can always choose option three: taking a corequisite course, if you are unable to complete options one and two. A corequisite course is a class you take at the same time as another class, which provides related academic support. Depending on your chosen academic program's requirements, you may be able to take a corequisite course to help you build your skills and keep up with the challenges of a college-level English or math class.

To learn more about course placement, visit [ivytech.edu/assessment](https://ivytech.edu/assessment). Or, reach out to your enrollment team for personalized support with completing course placement. This is a required step in the registration process, and we want to help you succeed!

# Transfer Credits & Transcript Processing

If you have already taken classes through dual credit or at another college or university, you may be able to transfer those credits to Ivy Tech! Ivy Tech accepts courses with grades of C- or better from certain accredited institutions across the country, regardless of the age of the course. There's no fee to have Ivy Tech assess your credits, so if you've already taken classes, transferring those credits can save you time and money on your degree!

To transfer your credits, be sure to begin the process after you've been accepted to Ivy Tech and the academic program you plan to pursue. Just have your previous institution send your official transcript, either electronically or by mail.

Your previous institution can submit your transcript electronically if they use a Secure E-Transcript Service. Request that your transcript be emailed to us at [transcripts@ivytech.edu](mailto:transcripts@ivytech.edu). Submitting electronically is very efficient and in most cases, your transcript will arrive in our office the same day you request it.

If your transcript cannot be sent electronically, you may instead have your previous institution mail your official transcript to us. Have it sent to:

Ivy Tech Community College  
Transcript Processing  
50 West Fall Creek Parkway North Drive  
Indianapolis, Indiana 46208

Evaluating your transfer credits can take seven to ten business days, so be sure to request any transcripts as soon as you can. Once your credits have been transferred, run a degree audit in your Degree Completion Tracker. This will show all courses that were reviewed, and whether or not a particular credit will satisfy your degree requirements. If you have any questions, contact your enrollment team or work with your academic advisor to make sure you're setting yourself up for success.

## Academic Advising

Once you've completed all of your enrollment steps, you'll be ready to register for classes! You won't have to figure out your schedule on your own — you'll meet with an enrollment specialist or academic advisor to set up an Academic Completion Plan. This plan will be customized to match your program of study and plans for the future.

Throughout your time at Ivy Tech, your academic advisor will be there to help you follow your completion plan and make adjustments if your goals change. You can find your advisor by

logging into Mylvvy and checking your sidebar on the left. There is a “My Advisor” section that has their information and an appointment button, so you can easily schedule a meeting.

Not ready to meet with an advisor because you’re still deciding what program to pursue? Ivy Plus Career Link can help! This free career development service can connect you with a career coach who will help you identify your strengths and interests, then discover the career options that are right for you. Throughout your time as a student, the Career Link team will be there to help you build a portfolio, connect with employers, discover internship opportunities, and even find a job after graduation. You can learn more at [ivytech.edu/career-link](https://ivytech.edu/career-link).

## Ways to Pay for Classes

When it comes to paying for college, you have options! Before your semester’s payment deadline, you need to either pay your bill in full, set up an approved payment plan, or have an approved financial aid plan in place.

You can find your bill in your Mylvvy student portal. Just log into your account and select “My Account Balance.” From there, you’ll be routed to IvyPay, where you can select your term and payment method. You are also able to grant access to authorized users, who can view and pay your bill as well.

While in IvyPay, you can also choose to enroll in a payment plan. This option breaks your bill down into smaller biweekly or monthly payments. Ivy Tech payment plans have no interest fees and only cost a small fee to set up.

And don’t forget to check out your financial aid options! Ivy Tech awards over 100 million dollars in financial aid like scholarships, grants, and Federal Work-Study. Be sure to submit the FAFSA and fill out the scholarship application in Mylvvy to find out what you qualify for. Financial aid is based on lots of criteria like academic achievements, program of study, financial need, and other factors like what county you’re from, so even if you aren’t sure you’ll qualify for anything, you should try just in case.

If you need additional funding to cover your costs, you also have the option to apply for student loans. Be aware that loans need to be paid back and charge interest, so only borrow what you need!

You can learn more about financial aid at [ivytech.edu/financial-aid](https://ivytech.edu/financial-aid).

# IvyCares

Ivy Tech is here for you — both in and out of the classroom! Financial aid can help cover the costs of tuition and textbooks, but did you know that you have access to resources that can cover your personal needs, too?

Ivy Tech offers a variety of wraparound support services through IvyCares. Each campus has its own set of resources, but many offer support like food security and emergency aid funding. Your campus may also cover additional needs like mental health, transportation, and technology. Be sure to explore what's available near you at [ivytech.edu/ivycares](https://ivytech.edu/ivycares)!

Even if your campus does not offer a specific resource, you can find additional community services through IvyAssist. This website lists local organizations that can help you and includes other important information like their contact information and hours of operation.

You deserve the opportunity to focus on your education, without worrying about unnecessary roadblocks holding you back. Don't be afraid to see what's available to you, and to reach out to your local IvyCares office if you need help!

## Veteran & Military Benefits

If you are a current or former military member, or have a relative who served in the military, you may have access to additional financial aid through veterans' education benefits.

To notify Ivy Tech of your eligibility, you'll need to apply for VA benefits with the US Department of Veterans Affairs. You'll receive a Certificate of Eligibility once your application is approved, which you should send to your campus Veteran and Military Benefits Specialist. If you have any prior college credit or are a service member with an official military transcript, you'll need to send them that information too. You can find a link to the VA benefits application and your VMB specialist at [ivytech.edu/veteran-services](https://ivytech.edu/veteran-services).

Each semester, you'll also need to submit a Veteran Benefit Request Form. This form will let Ivy Tech know what benefits you want to use, so we can have your enrollment processed to the VA. You can find this form in your MyIvy student portal. Just search "Veteran" and mark the form as a favorite so you can easily find it in the future.

Not all VA benefits work the same way, so if you're ever uncertain about what your benefits do, don't be afraid to reach out! Your VMB specialists are here to guide you through the process. We're excited to be a part of your educational experience!

# Disability Support Services

If you are disabled or think you may have a disability, the Disability Support Services Office is here to help! Our Support teams are available to advocate for you and ensure you have equal access and accommodations on campus, in the classroom, and in our programming.

Whether you need help with a physical or mental disability, your local Disability Support team can connect you with the resources available to address your specific needs. Those options include resources like assistive technology and academic accommodations like extra time on tests and note taking support.

To request accommodations, reach out to your local Disability Support Services Office. You can either reach out directly, or submit an Accommodation Request Form. Both can be found at [ivytech.edu/dss](http://ivytech.edu/dss). Your Support team will help you work with your faculty, so you're able to get the support you need for each class. They can also help you discover additional resources and navigate any issues you may encounter throughout your time as a student.

Our goal is to remove as many barriers as possible, so you can focus on your classes. Don't be afraid to reach out if you think you need some extra support!

## Staying Updated

As an Ivy Tech student, it's important to stay up to date on campus news! There are several ways to keep up with what's happening at Ivy Tech.

First, download the free Ivy Tech mobile app! Just look up "Ivy Tech Mobile" on the Apple App Store or Google Play Store. The app makes it easy to check your Ivy Tech email, review your class schedule, find important dates, and much more. Remember to check it regularly for any announcements! You should also log into your Ivy Tech student email daily. This is where you'll receive emails about important info like financial aid and campus events.

We also recommend following Ivy Tech on social media! We can be found on most major platforms like Facebook, Instagram, and LinkedIn. There's a general Ivy Tech account, but many campuses also have their own accounts to post about local events and opportunities. Following these accounts is an easy way to keep up with what's happening on campus and in your community. And if you share anything about Ivy Tech, we'd love to see it! Use the hashtags IvyTech or IvyTechBound so we can reshare them.

# Code of Conduct

As an Ivy Tech student, there are certain expectations for your conduct and academic integrity. It's important that you know your rights, responsibilities, and processes you're expected to follow.

Before you begin classes, you should read over the Ivy Tech Code of Student Rights and Responsibilities. This policy provides a guide for students, so you understand what is expected of you and what you should expect from others. There is also information on the disciplinary procedures that will be taken if a student violates the rules, and what processes Ivy Tech will follow if there's a complaint against another student, faculty or staff, or the College as a whole.

Following these guidelines ensures we maintain a safe, respectful campus community. You can find the complete Code of Student Rights and Responsibilities at [ivytech.edu/studentcode](https://ivytech.edu/studentcode).