


# WHERE TO GO FOR WHAT

Student Resources at Ivy Tech Community College's Fort Wayne Campus

 [askfortwayne@ivytech.edu](mailto:askfortwayne@ivytech.edu)

 260-482-9171

 [IvyTech.edu/help](http://IvyTech.edu/help)

## *express* ENROLLMENT CENTER

**EVERYTHING STARTS HERE!**

New students: Schedule an appointment at [link.ivytech.edu/CampusChat](http://link.ivytech.edu/CampusChat)

Continuing students: Email [askfortwayne@ivytech.edu](mailto:askfortwayne@ivytech.edu)

*Or Visit Us at:  
Student Life Center  
3701 Dean Drive*

Apply to Ivy Tech

Student ID/C#, Ivy Tech email, orientation, MyIvy account

Set-up Knowledge Assessment (KA) account if applicable

Financial aid, Free Application for Federal Student Aid (FAFSA)

Transcripts (*Click here to learn more*)

Proof of enrollment



IVY TECH  
COMMUNITY COLLEGE

# WHERE TO GO & WHAT TO KNOW



## WHERE TO GO:

### ADMISSIONS:

Student Life Center, SL101, (260) 480-4268  
[fortwayne-sasupport@ivytech.edu](mailto:fortwayne-sasupport@ivytech.edu)  
People not yet enrolled can learn more in-depth information about Ivy Tech and schedule campus visits.

### ANTHONY COMMONS:

The commons area is located on the west end of Coliseum Campus that also houses Wrap 'N' Roll Deli and Kely's Kafe.

### BOOKSTORE | BARNES & NOBLE COLLEGE:

Harshman Hall, HM0235, (260) 480-4216  
Students can purchase books, supplies, and Ivy Tech branded materials.

### BLUE BAMBOO CAFE:

Eatery at Student Life Center on the North Campus.

### BURSAR:

The office on campus that takes payments. Located in the Enrollment Center.

### DISABILITY SUPPORT SERVICES:

Harshman Hall, HM1708/1710, (260) 480-4110  
[myoquelet@ivytech.edu](mailto:myoquelet@ivytech.edu)  
This office provides support and accommodations for a documented disability.

### DUAL CREDIT:

Coliseum Campus, CC1450, (260) 480-4294  
Dual Credit is free to the student and taught at their local high school or career center by a credentialed high school instructor.

### DUAL ENROLLMENT:

Student Life Center, SL126, (260) 480-2018  
Dual Enrollment is where high school or home school students attend class on Ivy Tech's campus, or online/virtually with Ivy Tech's affordable tuition rates. Scholarships are often available.

### EDUCATIONAL TECHNOLOGY

(260) 480-2082  
Students can receive technology assistance for coursework or learn how to navigate IvyLearn (Canvas).

### ESOL OPEN LAB:

Harshman Hall, HM1734, (260) 481-2200  
Free tutoring and workshops for actively enrolled, non-native English-speaking students.

### FINANCIAL AID:

Money you receive for your college tuition or expenses that you may or may not have to pay back. Office is located in the Enrollment Center.

### FORT WAYNE MATH LAB:

Harshman Hall, HM2460, (260) 482-9171, ex 4523  
[khuffman5@ivytech.edu](mailto:khuffman5@ivytech.edu)  
Drop-in tutoring for all math classes and exam preparation.

### IVY+ CAREER LINK:

Harshman Hall, HM1240, (260) 480-4130  
[fortwayne-careerdevelopment@ivytech.edu](mailto:fortwayne-careerdevelopment@ivytech.edu)  
Career exploration, coaching and planning through a variety of assessments and tools. Professional document preparation that includes resume, cover letters, LinkedIn profile, and portfolio. Connection with internships and employment opportunities.

### IVYCARES:

[fortwayne-ivycares@ivytech.edu](mailto:fortwayne-ivycares@ivytech.edu)  
Get help with Ivy Assist, emergency funds, transportation, and food insecurity.

### KELTY'S KAFE:

Bakery run by Hospitality Administration students at Coliseum Campus's Anthony Commons.

### LIBRARY:

Coliseum Campus, CC1770, (260) 480-4172  
Students can check out library books and access online databases along with streaming videos. One-on-one librarian assistance for research and questions and access to computers and printers is available. Students can check out laptops for four weeks at a time.

### STUDENT LIFE:

Student Life Center, SL107, (260) 480-4135  
[fortwayne-studentlife@ivytech.edu](mailto:fortwayne-studentlife@ivytech.edu)  
Join student clubs and organizations and find out what's happening on campus.

### TITAN ACADEMIC ADVISING CENTER:

Harshman Hall, HM1015, (260) 480-4125  
The office on campus where students register for classes, create academic plans, and meet with 21st Century Scholar specialists.

### TRIO STUDENT SUPPORT SERVICES:

Harshman Hall, HM1656, (260) 480-4197  
[trio@ivytech.edu](mailto:trio@ivytech.edu)  
First-generation, low-income, or students with disabilities can receive additional support services through this office.

### TESTING SERVICES:

Harshman Hall, HM1250, (260) 480-2043  
Student testing is available for those who require accommodations that cannot be met virtually or do not have internet options. Limited seats available.

### TUTORING SERVICES:

Coliseum Campus, CC1770 (Library), (260) 480-4262  
[fortwayne-tutoring@ivytech.edu](mailto:fortwayne-tutoring@ivytech.edu)  
Receive free tutoring. Utilize our computer lab.

### WRAP 'N' ROLL DELI

Eatery at Coliseum Campus Anthony Commons.

### THE WRITING LAB:

Harshman Hall, HM1610  
Receive assistance with writing projects for Ivy Tech English courses. Tutoring via Zoom (during office hours) and / or email consultation available.



## WHAT TO KNOW:

**3-PEAT** (Petition to repeat class 3 times): A student must submit a form to the Vice Chancellor of Academic Affairs to request permission to request to take a class after two attempts.

**AA:** Associate of Arts

**AAS:** Associate of Applied Science (usually just two-year degree)

**AS:** Associate of Science (prepares for transfer to four-year college)

**AGS:** Associate of General Studies

**ABBREVIATIONS - SL, HM, TC, CC, PS:** Abbreviations seen in front of room numbers on your class schedule. They stand for Student Life Center (SL), Harshman Hall (HM), Technology Center (TC), and Coliseum Campus (CC).

**ACADEMIC ADVISING:** A faculty member or professional advisor assigned to help you make an academic plan and register for classes.

**ACADEMIC PROBATION:** A warning to a student that their academic progress is unsatisfactory and that she or he must improve.

**ACHIEVE YOUR DEGREE (AYD):** A partnership between the College and businesses to offer employees a free or discounted community college education.

**ACCREDITATION:** An endorsement given to educational institutions or academic degree programs by an organization that reviews qualifications.

**ARTICULATION AGREEMENT:** An agreement between two institutions that allows credits from one institution to be accepted by the second institution.

**ASSOCIATE DEGREE:** A two-year degree from a college.

**AUDIT:** To attend a class without receiving academic credit or grade or taking required testing.

**BACHELOR'S DEGREE:** A four-year degree from a college, university, or professional school.

**C#/STUDENT ID#:** A unique number assigned by Ivy Tech to each individual student.

**CRN:** Course Registration Number

**CT:** Certificate

### COLLEGE READINESS ASSESSMENT:

Students meet proficiency of academic standards for course prerequisites by either high school grade point average 2.6/4.0 scale, PSAT, SAT, ACT college entrance exams, OR through Knowledge Assessment (KA) in reading, writing, and math.

**CO-REQUISITES:** A class that must be taken with another specific class.

**COMMENCEMENT:** Graduation ceremony

**COMPLETION RATE:** The number of credit hours passed divided by the total number of credit hours attempted. A 67% completion rate needs to be maintained so students do not lose financial aid.

**COURSE NUMBER:** A number that classifies a course. You usually need this number in order to register for a class.

**COST OF ATTENDANCE:** An estimate of the total cost to attend as a full-time student. This estimate factors in tuition, books, travel, room and board.

**CREDIT HOUR:** Credit given for attending one lecture hour of class each week for 16 weeks or equivalent. Most college classes are three credit hours.

**DEGREE PLAN:** A specific list of required courses and electives to be completed for a degree.

**DEPENDENT STUDENT:** For Financial Aid purposes, a student who does not meet any of the criteria for an independent student.

**DISTANCE EDUCATION:** Allows a student to take a course or a degree online at the time and place most convenient for the student.

**DIVERSITY, EQUITY, & BELONGING:** At Ivy Tech, we commit to making it a safe environment for every individual and work towards a culture of Diversity, Equity, and Belonging.

**DROP:** Un-enrolling from a course prior to the deadline, which may result in some method of a refund to self-pay students.

**DROP/ADD:** Dropping or adding classes. Dropping a course may change one's status from full-time to part-time status and impact financial aid. Deadlines apply.

**DUAL CREDIT:** High school students enrolled in high school and free college courses for credit simultaneously, which leads to earlier college completion and/or transfer options.

**DUAL ENROLLMENT (DE):** Student, school, or scholarship pays tuition for high school students to take coursework with Ivy Tech faculty on-campus/virtual or online! DE – courses align to general education core transfer/program specific requirements where students have interest in earning an Ivy Tech credential.

**EARLY COLLEGE:** Focused high school dual credit in a degree program that allows students to earn high school and free college credit simultaneously. Student academic guidance is provided in their high school.

**ELECTIVE:** A course chosen from a specified list to meet a requirement, such as Statewide Elective, Transfer Cluster Elective, or Transfer General Education Core elective; alternately, a course chosen due to student interest, which may not meet a requirement.

**ESOL:** English for speakers of other languages; refers to teaching or tutoring of English to non-native speakers who live in an English-speaking country where English is needed for daily communication and academic success.

**FAFSA:** Free Application for Federal Student Aid found at [studentaid.gov/h/apply-for-aid/fafsa](http://studentaid.gov/h/apply-for-aid/fafsa).

**FSA ID:** Federal Student Aid identification, which consists of a username and password and can be used to login to certain Federal Student Aid websites, such as the FAFSA.

**FEES:** Course-related costs to attend college.

**FULL-TIME STUDENT:** A student who enrolls in at least 12 credit hours of courses per semester.

**GENERAL EDUCATION:** Classes including English, math, science, communication, social sciences, and other courses required to obtain an associate degree.

**GPA:** Grade-point average; the average of a student's class grades, generally based on a 4.0 scale. A minimum of a 2.0 is required to keep from losing financial aid.

**GRANT (PELL):** Financial assistance that does not require repayment, as long as the student has met attendance requirements.

**HireIvy:** Career Coaching & Employer Connections' (CCEC) online job and internship board.

**HYBRID CLASS:** A name used to describe a course using the traditional face-to-face delivery and other components of learning, such as online assignments, lectures, and activities.

**INDEPENDENT STUDENT:** For financial aid purposes, a student must be one of the following: at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, an orphan, a ward of the court, or someone with legal dependents other than a spouse, an emancipated minor, or someone who is homeless or at risk of becoming homeless.

**INTERNATIONAL STUDENTS:** Students who are non-immigrant aliens allowed to enter the U.S. for a specific purpose and for a limited period of time. Learn more at [IvyTech.edu/international-students/](http://IvyTech.edu/international-students/).

**INTERNSHIP:** A job in a student's field of study; may be required in some academic programs and may include salary and college credit.

**IVY ADVISING:** How to connect with your Academic Advisor to ensure you are on track to complete your academic plan and program pathway at Ivy Tech Community College.

**IvyLearn:** Ivy Learn is Ivy Tech's online course content access portal for all learning modalities (F2F, online, and virtual).

**IvyLife:** The web and social media platform available for student government and student organizations.

**IVY TECH ALERT:** Emergency text alert system so students can find out first when there's an emergency on campus.

**IVY TECH EMAIL ADDRESS:** MyIvy username + @ivytech.edu

**IVY TOWER PLAZA:** The outdoor commons area between Harshman Hall and the Student Life Center.

**LEARN ANYWHERE CLASSES:** A class model where students may choose to meet virtually or in-person, depending on what works best for their needs.

**LOANS:** Financial assistance that must be repaid (often times with interest).

**MAJOR:** Your primary area of study. Your college major is the field you plan to get a job in after you graduate

**MID-TERM:** The halfway point in a semester or course.

**MyIvy:** The online system students use to register for classes and check things like email, grades, bills, financial aid status, college announcements, etc.

**NEW STUDENT ORIENTATION:** Get started with Ivy Tech on the right path and learn about all of the student success resources available to ensure your certification and degree completion goals stay on track!

**NON-RESIDENT:** A student who isn't an official resident of Indiana. Out-of-state tuition may apply.

**ONLINE CLASSES:** Courses taken online, with assignment deadlines but no assigned meeting times. Different than virtual (see Virtual classes).

**PART-TIME STUDENT:** A student who enrolls in 11 credit hours or less (this definition can vary based upon source of funding). In financial aid terms, three-quarter time is 9–11 credit hours per semester, part-time is 6–8 credit hours per semester, and less than part-time is 1–5 credit hours per semester.

**PREREQUISITE:** A course that must be taken prior to enrollment in another course.

**REGISTRATION:** Enrollment in classes.

**RESIDENT:** A student who lives in Indiana. Tuition is more expensive for non-residents.

**SAP:** Satisfactory Academic Progress --To remain in good standing and retain eligibility for financial aid, students must maintain a minimum grade point average (GPA) of 2.0, complete 67% of the courses in which they enroll within a reasonable period of time. You can

get specific information on every SAP status and its definition at [IvyTech.edu/financial-aid](http://IvyTech.edu/financial-aid).

**SCHOLARSHIP:** A form of financial aid you do not have to repay if all academic performance requirements are met. Students must apply for scholarships through [IvyTech.edu/scholarships](http://IvyTech.edu/scholarships).

**SEMESTER:** The length of time a class lasts. There are three semesters: Fall starts mid-August and ends mid-December. Spring starts mid-January and ends mid-May. Summer is eight weeks, from June to August.

**STACKABLE CREDENTIALS:** Some credentials are stackable allowing students to further their education by earning a technical certification, and/or an associate degree.

**SYLLABUS:** An outline of the subjects in a course of study or teaching.

**TC (TECHNICAL CERTIFICATE):** An Ivy Tech credential of approximately 30 credits offered by many programs of study.

**TSAP (TRANSFER SINGLE ARTICULATION PATHWAYS):** By completing a TSAP degree program, you will be eligible to transfer to a public four-year institution in the state of Indiana in junior status.

**TERM:** Portion of an academic year when classes are held. Ivy Tech has 8-week terms, 12-week terms, and 16-week terms.

**THREE-QUARTER TIME:** 9–11 credit hours

**TRANSCRIPT:** A student's official college record showing courses taken, grades received, class standing, and graduation information. Official transcripts may be obtained from the Bursar's office. Unofficial transcripts can be found on MyIvy.

**TUITION:** Costs for courses, not including certain fees.

**TUTORING:** (See Center for Academic Excellence)

**UNDECLARED/UNDECIDED:** A term used to describe the state of not yet having chosen a major field of study; the opposite of having declared a major.

**VA STUDENT:** A student who is attending college with veteran benefits, bills, or grants.

**VIRTUAL CLASSES:** A class held online with scheduled, face-to-face meetings held through Zoom or another online videoconferencing platform. Different than online (see Online classes).

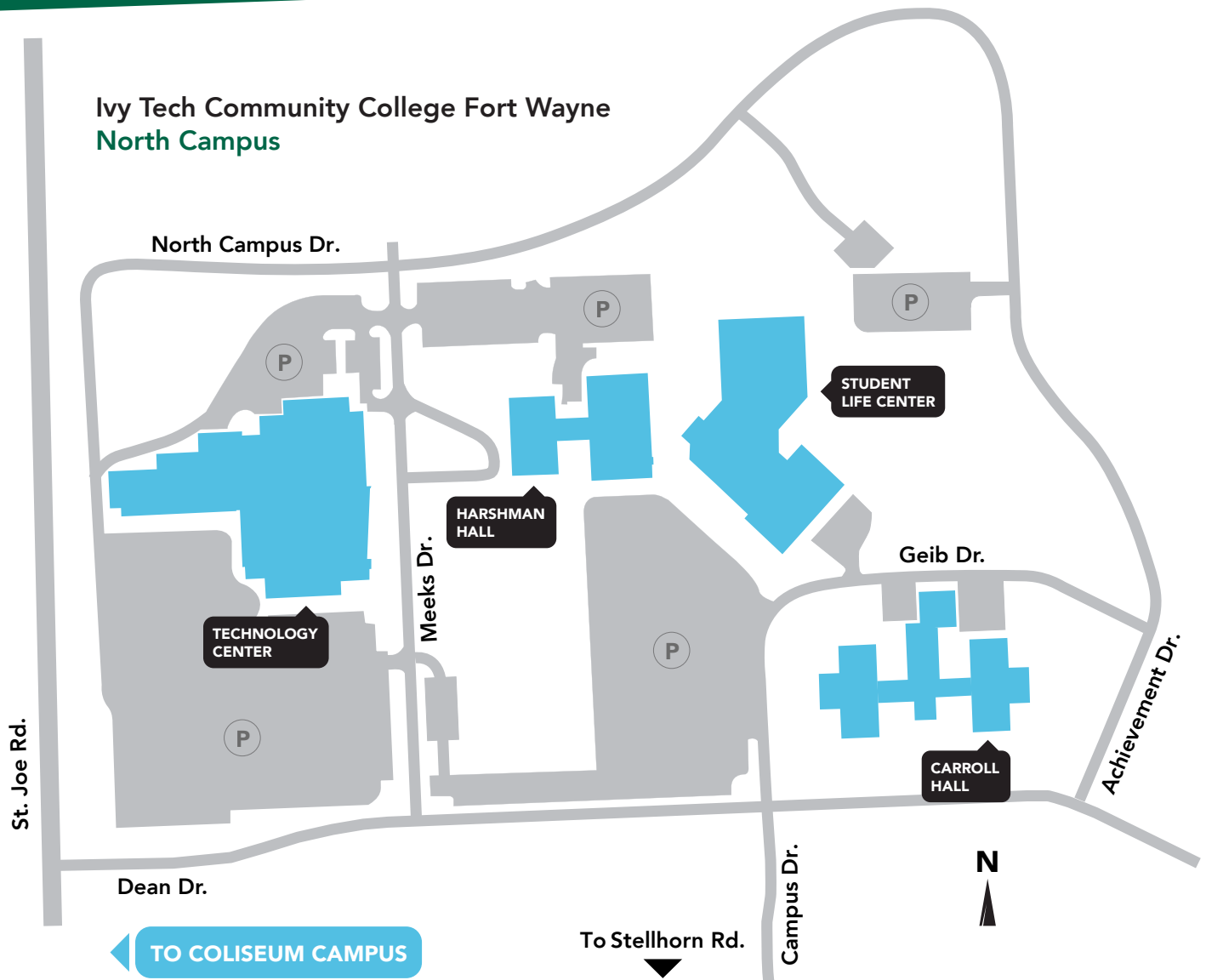
**WEEKDAY ABBREVIATIONS:** M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday, S = Saturday

**WITHDRAWAL:** The period of time in which a student may withdraw from a course by filing a change of enrollment form through the Express Enrollment Center. Records indicate a "W" rather than a grade when the withdrawal process is completed. Withdrawal deadlines are located on the College Calendar. Work-study program: A federal financial aid program that allows students to work on campus.

**WORK-STUDY PROGRAM:** A federal financial aid program that allows students to work on campus.



## Ivy Tech Community College Fort Wayne North Campus



### OFFICIAL COLLEGE MAILING ADDRESS

Ivy Tech Community College  
3800 North Anthony Boulevard  
Fort Wayne, IN 46805

*\*Mail transcripts here*

### CALL OR VISIT US ONLINE

(888) IVY-LINE, 7 a.m. to 1 a.m.  
OR (260) 482-9171, 8 a.m. to 5 p.m.

[IvyTech.edu/fortwayne](http://IvyTech.edu/fortwayne)

### LOCATIONS

#### COLISEUM CAMPUS (CC): *(Click here for directions)*

3800 North Anthony Boulevard  
Fort Wayne, IN 46805

#### NORTH CAMPUS *(Click here for directions)*

3701 Dean Drive, Fort Wayne, IN 46835  
(SL) Student Life Center, (HM) Harshman Hall,  
(TC) Technology Center, (CH) Carroll Hall

#### WARSAW SITE *(Click here for directions)*

2545 Silveus Crossing, Warsaw, IN 46582  
572-267-5428, [IvyTech.edu/warsaw](http://IvyTech.edu/warsaw)

#### PARKVIEW EDUCATION CENTER

*(Click here for directions)*

1919 W. Cook Rd., Fort Wayne, IN 46818  
Location for Healthcare Specialist program

#### AUTO BODY CENTER *(Click here for directions)*

7717 Opportunity Dr., Fort Wayne, IN 46825  
260-481-2247  
Location for Auto Body

#### AVIATION CENTER AT SMITH FIELD

*(Click here for directions)*

405 W. Cook Road, Fort Wayne, IN 46825  
260-481-2257

Location for Aviation programs

**COMMUNITY LOCATIONS** are located throughout the 11-county service area.

Visit [IvyTech.edu/fortwayne/locations](http://IvyTech.edu/fortwayne/locations) for a complete list and directions.