

V. STUDENT SERVICES

A. Directory (Where do I find?)	111
B. Office Hours	113
C. Admissions	114
D. Bursar and Financial Aid	114
E. Career Services.....	116
F. Center for Academic Support and Advancement (CASA) and Writing Center	118
G. Center for Women and Returning Adults (CWRA)	121
H. Continuing Studies (Distance Learning)	122
I. Coop Education	123
J. Dean of Students	123
K. Diversity and Multicultural Affairs	123
L. Helmke Library	124
M. Information Technology Services (ITS)	124
N. International Services	124
O. IPFW/Parkview Health and Wellness Clinic	125
P. Mastodon Advising Center (MAC)	125
Q. Mastodon Academic Performance Center (MAP)	126
R. Police and Safety	126
S. Registrar	126
T. Services for Students with Disabilities	127
U. Student Life	127
V. Testing Services	127
W. Writing Center (see “Center for Academic Support and Advancement” above)	127

A. STUDENT SERVICES DIRECTORY

Questions about:	Contact :	Campus Ext.	Location
Academic Advising	Mastodon Advising Center (MAC) and Academic Units	16595 various	KT 109 various
Address Changes	Registrar (or OASIS)	16815	KT 107
Admission Procedures	Admissions	16812	KT 111
Adult Orientation	Center for Women & Returning Adults	16029	WU 120
Athlete Advising	Mastodon Academic Performance Center	16054	KT 108
Bulletins - Distribution	Admissions (and Registrar's web site)	16812	KT 111
Bulletins - Content	Registrar	16815	KT 107
Career Assessment Tests	Career Services	16595	KT 109
Career Counseling	Career Services	16595	KT 109
Change of Major	Academic Unit Advisor		
Changes to Student Financial Aid Record	Financial Aid	16820	KT 102
Child Care	Child Care Center	10111	Stellhorn/Hobson
Computer Facilities & Support	Information Technology Services (ITS)	16030	KT 206
Cooperative Education	Cooperative Education	16593	NF 337
Course Offerings/Changes	Registrar	16815	KT 107
Dependency Appeals	Financial Aid	16820	KT 102
Disability Services	Services for Students with Disabilities	16657	WU 113
Enrollment Verification	Registrar	16815	KT 107
Fee Payment	Bursar	16824	KT G57
Fee Refund Appeals	Registrar	16815	KT 107
Financial Aid Information	Financial Aid	16820	KT 102
Financial Aid Transcripts	Financial Aid	16820	KT 102
Foreign Language Placement Tests	Testing Services	16600	KT 232
Grades	Registrar	16815	KT 107
Grade Appeal Information	Dean of Students & Academic Units	16601	WU 111
Grade Changes	Registrar	16815	KT 107

Graduate Admissions	Graduate Admissions & Academic Units	16145	KT 108A
GRE Exam	Testing Services	14153	KT 232
Student Housing	Student Housing	14180	Cole Commons
Immigration	International Services	16034	KT G73
Intercampus Transfer (IU)	Academic Unit Advisor		
Intercampus Transfer (Purdue)	Admissions	16812	KT 111
International Student Information	International Student Services	16034	KT 104
Institutional SAT Tests	Testing Services	16600	KT 232
Internships	Cooperative Education & Academic Units	16593	NF 337
Interviewing Information	Career Services	16595	KT 109
Intramural Sports	Athletics	16643	GC 200
Degree Programs	Admissions and Mastodon Advising Center	16812 16595	KT 111 KT 109
Job Search Information	Career Services	16595	KT 109
Learning Disabilities	Services for Students with Disabilities	16657	WU113
Loans	Financial Aid	16820	KT 102
Mentoring	Dean of Students	16601	WU 111
Military Transfer Credit	Admissions	16812	KT 111
Minority Student Services	Multicultural Services	16921	WU 118
Name Changes	Registrar	16815	WU 107
National Student Exchange Program	Mastodon Advising Center	16595	KT 109
NCAA Guidelines	Mastodon Academic Performance	16054	KT 108
Overseas Study Opportunities	International Language and Culture Studies	16836	CM267
Personal Counseling	Dean of Students	16601	WU 111
Placement Tests	Testing Services	16600	KT 232
Readmission	Admissions & Academic Units	16812	KT 111
Registration	Registrar & Academic Units	16815	KT 107
Removal of an Incomplete Grade	Registrar	16815	KT 107
Residency	Registrar	16815	KT 107

Resume Writing	Career Services	16595	KT 109
Returning Adult Services	Center for Women and Returning Adults	16029	WU 120
Schedule of Classes	Registrar (and OASIS)	16815	KT 107
Scholarships	Financial Aid	16820	KT 102
Student Activities/Organizations	Student Life	16609	WU 115
Student Employment	Career Services	16595	KT 109
Student Health Insurance	Bursar	16824	KT G57
Orientations for New Students	Student Life	16609	WU 115
Testing – National (CPA, GRE, etc.)	Testing Services	14153	KT 232
Transcripts	Registrar	16815	KT 107
Transfer Credits	Admissions	16812	KT 111
Tutoring	Center for Academic Support and Adv.	15419	KT G21
Veteran’s Affairs Education Benefits	Registrar	16815	KT 107
Vocational Rehabilitation	Financial Aid	16826	KT 102
Volunteer Service Opportunities	ACCS	16595	KT 109
Women’s Services	Center for Women and Returning Adults	16029	WU 120
Work Study Campus Employment	Career Services	16595	KT 109
Writing Help	Writing Center	15740	KT G19

B. STUDENT SERVICES OFFICE HOURS

Admissions	Monday – Thursday	8am – 6pm
	Friday	9am – 5pm
	First and Third Saturdays	9am – Noon (except holidays)
Registrar's	Monday – Thursday	8am – 6pm
	Friday	9am – 5pm
Summer and Semester Breaks		
	Monday	8am – 6pm
	Tuesday – Thursday	8am – 5pm
	Friday	9am – 5pm
Bursar	Monday	8am – 6pm
	Tuesday – Thursday	8am – 5pm
	Friday	9am – 5pm
Financial Aid	Monday – Thursday	8am – 6pm
	Friday	9am - 5pm

ACADEMIC UNIT OFFICE HOURS

Monday – Friday 8am – 5pm (generally)

(Summer hours vary from those given above)

C. ADMISSIONS (16812, www.ipfw.edu/admissions)

The Admissions office prepares the formal credit transfer reports (CTRs) for all incoming transfer students. This information is also available in Banner on the SHATRNS screen. Once this report has been prepared, a school/division/department can request that a course be transferred differently, if the equivalent course here is one of their courses and the credit hours are equivalent. This is done with the Transfer Credit Update form available from the Admissions office.

Admissions is also the home for the IPFW side of the Crossroads Program (www.ivytech.edu/fortwayne/crossroads). The Crossroads Coordinator, Ann Souigny Brown, is available to help students with issues that arise when they transfer from Ivy Tech to IPFW or vice versa. They are located in KT 105 and can be reached at 10748.

D. BURSAR (16824, www.ipfw.edu/financial) and FINANCIAL AID (16820, www.ipfw.edu/financial)

The Bursar's office assesses and collects all student fees. Once a student registers for classes, he/she receives an ebill that reflects IPFW's unified fee system. Students are assessed different per-credit hour rates based on their level of study and their state residency. Students who were continuously enrolled prior to Summer 2007 and did not change their admissions status are assessed at a lower rate. Students who were newly admitted as beginners, transferred in, or changed admissions status are assessed at the new higher rate beginning fall 2007.

Students can utilize myIPFW to view, print, and pay their bills online using their checking or savings accounts or with a credit card. They can also request a fee billing statement in the mail by calling the Bursar's office at 481-6824.

Many students cannot enroll without financial aid, but some students are not academically strong enough to carry a minimum of 12 credits along with their job and/or family obligations. You might want to encourage some of your students to take lighter loads which might lead to successful completion of courses each term. If a student is on probation, he may be heading for dismissal if he takes 12 credits next semester. He may be able to handle two courses and start moving back toward good standing, but he also may be reluctant to depart from full-time status for financial aid reasons. Refer him to the Financial Aid Office to inquire about reduced benefits for a reduced load. This is usually possible, but don't be specific because financial aid policies are complex and keep changing. Tell the student you've got a deal with the financial aid folks; you don't answer financial aid questions, and they don't do academic advising.

With this in mind there is some basic financial aid information that will assist you in being an informed advisor and understanding the financial aid process. Students should complete the Free Application for Federal Student Aid (FAFSA) each year by March 1 for financial aid for the following year. This is the state deadline and IPFW's priority deadline. If students complete the FAFSA after March 1, they will still be eligible for federal aid. State grants usually require at least 12 credit hours but federal grants and loans can be awarded for less than full-time enrollment but the federal Pell grant will be adjusted to a lower amount if the student has Pell grant eligibility. In general, there is no financial aid available for undergraduate students enrolled in less than 6 credit hours per semester, except for the federal Pell grant.

When students receive financial aid sufficient to cover tuition and fee charges, they are not required to make tuition and fee payments by the Bursar's fee payment deadline. If a student's financial aid is delayed for some reason and he/she has a processed FAFSA on file at the Financial Aid Office, he/she may make a partial payment and be reimbursed when the aid arrives, or, if this is not possible and the student is a new freshmen, he/she has 30 days for the aid to arrive without a late fee being assessed on his/her account. The student will not be administratively withdrawn from classes for non-payment.

Most distance education courses are eligible for inclusion in total credit hours in which a student is enrolled during a semester, but correspondence courses are not eligible. Terms for course completion generally allow a student a completion end date greater than a semester or summer session enrollment period to complete required course work. Courses that have an end date greater than the enrollment period (semester or summer session) for which financial aid is funded are not eligible to be counted in the total credit hours a student is enrolled during that funding period for financial aid funding. This restriction eliminates correspondence courses.

Students receive financial aid contingent on making satisfactory academic progress towards their degree. It is the financial aid office's responsibility to monitor the student's progress, but as an advisor you should be familiar with the formula used to determine satisfactory progress. This will be especially helpful in advising students who have already lost or are about to lose their financial aid, because of withdrawals and incompletes. A deficit is the difference between the total number of credit hours a student has registered for and the number of credit hours he/she has successfully completed. Grades of I, W, or F, or graded courses changed to audit during the semester do not count toward the hours successfully completed. In order to be in good standing, a student must meet a minimum GPA and must meet the minimum completion rate required for the number of hours for which the student has registered. The levels allowed are shown below:

Registered Cr. Hours	Min. GPA	Minimum Completion Rate (credit hours)
0-29	1.50	At least a 67% completion of credit hours attempted
30-59	1.75	At least a 67% completion of credit hours attempted
60 or more	2.00	At least a 67% completion of credit hours attempted

(If a student has attempted more than 150% of credit hours required for their undergraduate degree, financial aid eligibility has expired.)

Another financial aid process that requires your awareness is in the area of advising students about dropping classes which can cause repayment of financial aid paid. There are two main functions that can cause a large debt to be incurred by the student. In both the following situations, it is critical for the student to contact the Financial Aid Office before classes are dropped to know the impact it will have on current and future financial aid eligibility.

The first situation involves students with funding from the State Student Assistance Commission of Indiana (SSACI). Students with Higher Education Awards and 21st Century Scholar grants will lose the entire award if enrollment drops below 12 credit hours from the first week of classes through the end of the fourth week of classes each semester. For students who want to do a complete withdrawal from the semester, a Department of Education Title IV Recalculation must be completed to determine how much of the financial aid paid for the semester has been earned. Students will normally have to repay financial aid when a complete withdrawal is processed.

Remember this information is just to help you have a better understanding of the financial aid process so that you can be a more informed advisor - ALWAYS refer students to the financial aid office to have their questions answered.

F. CAREER SERVICES (16595, www.ipfw.edu/accs)

Career Services in ACCS offers a variety of services to meet the career development needs of IPFW students and alumni, including career counseling, self-assessments, and internship and job search assistance. Some of the topics that may be addressed in a career counseling appointment include:

Investigating careers and connecting them to majors

Choosing a major

Exploring interests, skills, and values

Gaining relevant experience through internships, jobs, or volunteer work

Preparing for employment, including resume and cover letter critiques, mock interviews, and assistance with job searching.

To assist with self-assessment, Career Services provides a free online assessment tool; additionally, students and alumni may schedule an appointment to discuss other assessments that are available to them. These assessments can assist students in identifying majors and careers that may best fit the student, according to their interests, skills, and personality. Additionally, Career Services lists major- and career-related links on its web site—these links can help students connect majors and occupations, as well as provide valuable occupational information like job outlook, salary, and job descriptions. If students prefer researching using books, the Career Library in ACCS offers more than 200 resources available for checkout.

For students who need help choosing a major, ACCS offers a career planning class called EDUC X210 in the spring semester. This two-credit hour course is designed to help students explore their career interests and provides information about choosing a major, among other career topics. Students can also attend the annual Majors Fair, which is held every fall semester. At the Majors Fair, representatives from the academic departments on campus are available for students to ask questions about the departments' majors, as well as careers available with those majors. Please visit www.ipfw.edu/accs and check the Calendar of Events to find out when this event is being held.

Furthermore, Career Services offers a variety of events throughout the year to assist students and alumni with their job search. Mock Interview Day, Career & Internship Fair, Summer Job & Internship Fair, and an etiquette and networking dinner are only some of the events that Career Services offers to IPFW students and alumni. Please visit www.ipfw.edu/accs for the Calendar of Events to see when these events are coming up.

Finally, Career Services posts a variety of employment opportunities, including work-study, part-time, and full-time non-degreed positions; these can be accessed online at www.ipfw.edu/accs/jobs. Internship, full-time, and part-time degreed position listings can be accessed through JobZone, a free job and resume database available only to IPFW students and alumni. Registrants can view openings, post their resume, and are eligible for resume referrals and campus interviews. Please visit www.ipfw.edu/access/jobs for more information.

Career Services Staff

Name	Title	Phone	E-mail
Julie Bach	Student Information Specialist	481-6595	Bachj@ipfw.edu
Joan Bentz	Secretary, Employment Services	481-6595	BentzJ@ipfw.edu
Marla Brenneke	Secretary, Student Employment	481-6595	Brenneke@ipfw.edu
Lindsay Hartman	Graduate Assistant	481-6595	Hartmans@ipfw.edu
Ashley McArdle	Career Counselor	481-6595	Mcardlea@ipfw.edu
Sandra Michels	Operations Assistant	481-6595	Michelss@ipfw.edu
Christina Mosteller	Career Counselor	481-6595	Mostellc@ipfw.edu
Karen Obringer	Career Counselor	481-6595	Obringek@ipfw.edu
Jill Parker	Director of Career Services	481-6595	parkerjs@ipfw.edu
Susan Williams	Student Information Specialist	481-6595	Williams@ipfw.edu

G. CENTER FOR ACADEMIC SUPPORT AND ADVANCEMENT (CASA, 16817, www.ipfw.edu/casa)

The Center for Academic Support and Advancement (CASA) provides and coordinates access to academic support services on campus. The core mission of CASA is to help all students within the IPFW community achieve academic success. Specifically, their mission is to help under prepared students to prepare, prepared students to advance, and advanced students to excel. The Center also aims to serve the NE Indiana region by working with appropriate community agencies.

The center's goals are:

- to help students acquire the skills they will need in order to succeed in a range of courses needed for their degrees,
- to help students become confident, independent learners who understand their strengths and limitations and choose learning strategies accordingly,
- to help non-native speakers of English meet the academic expectations of IPFW, and
- to engage in outreach programs within the region.

Courses offered through CASA. IPFW has three courses that focus on strengthening the skill areas of our students: English R150, IPFW 101: The Art of Higher Education, and Critical Inquiry. English R150 is a critical reading course that also focuses on study skills. IPFW 101, formerly called Critical Behaviors, is designed to help students develop responsibility, self motivation, and goals that will enable them to succeed at IPFW and in life. Critical Inquiry is a paired class designed to help students develop critical thinking skills by linking with a reading intensive course in which the students can apply the techniques learned. Both IPFW 101 and Critical Inquiry count as credit toward graduation. Critical Inquiry is a General Education course.

Tutoring in the SPOT. CASA offers free tutoring for many courses in Kettler G21. Students are allowed up to two (2) free hours of one-to-one tutoring per week per subject. Arrangements are made using TutorTrac (web supported software) and must be made 24 hours in advance by following the links to TutorTrac at www.ipfw.edu/casa. Immediate help in math and computer science is available at scheduled drop-in sessions. Many IPFW students do not know about these services. Many A students use tutors because they want to keep their A's. Check with the SPOT secretary, Debbie Braun (15419, braund@ipfw.edu), for current day and evening times for "drop-in's" and one-to-one tutoring.

The SPOT has handouts on a variety of subjects including the learning style inventory, test taking tips, how to stop procrastination, and test anxiety. Also available in the SPOT is a speed reading course on one of the computers. Students may access this any time the SPOT is open. Students are encouraged to request these handouts from the SPOT.

The Writing Center is located in KT G19. Here, in free one-to-one or small group appointments, students (and faculty and staff) can work on developing writing strategies needed to write a better paper or project for any discipline. Additionally, online writing consultations are available. *Every*

writer needs a reader. Students can ask for help with understanding their assignments or teacher's comments, choosing a topic, organizing their ideas, referencing their sources without plagiarizing, revising and editing, and more. While consultants will not proofread papers for students, they will help students learn how to better proofread their own papers.

Students are welcome to drop-in during unfilled appointment times (call 15740 for today's availability), but scheduled appointments receive priority. Appointments in the Center, open daily except Saturday, can be made up to 7 days in advance by following links to TutorTrac (web supported software) at www.ipfw.edu/casa/writing. Advisors with concerns about a specific student's writing or who desire an individualized writing presentation for their classes are welcome to contact the Writing Center Coordinator, Mary Arnold Schwartz at 16028 or schwartm@ipfw.edu

Math Test Center

The Math Test Center, directed by Ms. Dianne Clark, is primarily for students who are taking mathematics courses with Flexible-Paced Instruction or sections which use out of class testing. In order to receive a test students must have a photo ID. The Math Test Center is funded through the Center for Academic Support and Advancement (CASA). More information and current hours of operation can be found at <http://www.ipfw.edu/math/mathtestcenter.html>

The Test Center is located in Kettler 226, but will be moving to the ground floor of Kettler in [early 2006](#).

Supplemental Instruction (SI) is designed to assist with selected difficult courses and consists of special, regularly scheduled study groups with trained leaders. These classes include biology, chemistry, computer science, math psychology, and others. SI leaders have previously taken the class and done well in it. SI begins the first week of the term. Usually the instructor of the class will announce the availability of SI the first day of class. Sessions are open to all students. Students who attend SI regularly attain a grade one to two grade levels higher than those students who do not attend SI. Even if students aren't paired with an SI course, they can attend SI sessions that may be helpful to them. SI students who attend at least five times pass their classes with an A, B, or C at more than 80% while the non-SI rate is just over 60%. For more information, please contact Barbara Kirkwood for a schedule (16066, kirkwoob@ipfw.edu) or consult the CASA web site at <http://www.ipfw.edu/casa/SI/default.htm>.

Student Technology Education ProgramS (STEPS) is a series of workshops on computer applications that CASA provides. Students can look online for the class list and times or see a posted flyer. No reservations are needed and often the classes are one-on-one or very small group. Presently, the following computer application classes are offered: PowerPoint, Endnote, Word, Email, and Web Design. In addition, there are a number of seminars offered throughout the year to improve skills. For more information, contact Sue Keck at 16893 or kecks@ipfw.edu.

ESL Program and Services

All students whose native language is not English must demonstrate proficiency in English before admission to IPFW. There are two ways to demonstrate proficiency:

1. Provide an acceptable, recent (within the year) Test of English as a Foreign Language (TOEFL) score. TOEFL tests are given at specific centers throughout the world and require advance registration and a fee.
2. Take the Michigan Test of English Language Proficiency administered at IPFW by CASA. It is usually given once a month and is free.

Students must register with the CASA Office prior to the test to ensure that there will be adequate seating. Students are required to bring a photo ID, such as a passport or driver's license.

- Test preparation materials are on reserve in the Helmke Library and CASA KTG21. The test covers grammar, vocabulary, and reading comprehension and takes 75 minutes. However students should allow at least an hour and a half.
- Students who do not achieve an admissible score may retake the test in eight weeks after further English study.

After successfully completing the Michigan or TOEFL tests, students may be admitted to an academic department or CASA.

- Students whose scores indicate the need for specialized work on English skills will be admitted to and advised in CASA until their English skills requirements have been met. However, they may also take other selected courses toward degree requirements.
- The English as a Second Language courses at IPFW begin at the intermediate level. No beginning English courses are offered on this campus.
- Placement into the correct ESL class is determined by the Department of English and Linguistics on the basis of a written essay.

First Year Experience (FYE)

First-year students at IPFW have the unique opportunity to become active participants in a very successful program, the First Year Experience (FYE). FYE eases the transition from high school to college and is a key component in students' overall academic success. In addition, students make critical connections with other students, faculty, staff, and participate in exciting on and off campus activities.

All first-year students are encouraged to enroll in an FYE Learning Community. Students can either register early once they have completed their placement tests or register at SOAR (Student Orientation, Advising, and Registration). All students must attend SOAR to complete their schedules even if they register early for an FYE Learning Community. A limited number of spring Learning Communities are also available.

Each Learning Community involves two or three linked courses specifically designed to have integrated content. These courses introduce students to different disciplines offered at IPFW and will provide students with a social network that is a critical to success. Nationwide research clearly

indicates that students who participate in learning communities are more likely to succeed in college. For more information contact Greg Anderson at 16069 or anderson@ipfw.edu or visit the website at www.ipfw.edu/casa/fye .

CASA Homepage: www.ipfw.edu/casa/

CASA Contacts:

Rachelle Darabi G23A	darabi@ipfw.edu 16268	Director of CASA
Sally Fitch G23	fitch@ipfw.edu 16817	CASA Administrative Assistant
Barbara Kirkwood G25B	kirkwoob@ipfw.edu 16066	Associate Director of CASA Group Support Services (GSS) and Supplemental Instruction (SI)
Sue Keck G25D	kecks@ipfw.edu 15893	Assistant Director Technical Services and Assessment, CASA Tech Support Services, and S.T.E.P.S (computer software classes)
Cathleen Carosella G30	caroselc@ipfw.edu 10541	Reading and Learning Skills Coordinator
Jane Ehle G26	ehle@ipfw.edu 16881	Associate Director of Individual Support Services. The SPOT, Tutoring Center, and ESL Services
Mary Arnold Schwartz G19	schwarm@ipfw.edu 16028	Coordinator, Writing Center
Debbie Braun G21	braund@ipfw.edu 15419	Secretary for Support Services and Desk Person for The SPOT
Greg Anderson G27	anderson@ipfw.edu 16069	Associate Director of First Year Experience (FYE) and Learning Communities
Kim Wagner G25C	wagnerk@ipfw.edu 16060	Administrative Assistant for the First Year Experience (FYE) and Learning Communities
Joleen Downs G25	downsj@ipfw.edu 16077	Secretary for the Associate Director and Administrative Assistant for the First Year Experience (FYE)
Dianne Clark 285	clarkd@ipfw.edu 15722	Director of Math Testing Center

H. CENTER FOR WOMEN AND RETURNING ADULTS (16029, www.ipfw.edu/cwra)

The Center for Women and Returning Adults (CWRA) serves as an advocate for women and non-traditional students by providing academic, financial and personal assistance while simultaneously familiarizing them with the network of services available on campus or in the community.

Services include:

- Individual appointments

- Starting, Transferring, and Returning Students (STARS) Orientation
- Adult Student Freshmen Success Class – IDIS 110
- Social and Education workshops – Students with Families Series
- Scholarships for nontraditional students
- RAPPORT newsletter
- Omicron Psi Honor Society for Adult Students
- Campus and Community Resources Information and Referrals

I. CONTINUING STUDIES (OFF-CAMPUS AND DISTANCE LEARNING)
(16111, www.ipfw.edu/dcs/credit)

The purpose of the off-campus, distance learning, and Weekend College credit courses are to make courses more accessible to students. By reducing driving time, we hope to attract first timers to enter or return to school and also allow others to take more credit hours per semester. Off-campus sites are chosen that are within 1 hour driving distance from campus where high concentrations of IPFW students live. While the Auburn site is fairly close to campus, for example, it is not uncommon for students to drive 30 minutes or more just to get to that site. Companies also contract or sponsor credit programs on-site for their workforce. Besides the advantages of taking courses close to home, class size is usually smaller and faculty expect to be working with new or returning students. Distance Learning courses are available via Comcast cable (Channel 5, FIOS Channel 30), DVD, and/or the internet.

The fees for off-campus and distance learning courses are slightly higher from on-campus courses. Even though the fees are slightly higher, the savings students experience usually comes in reduced time and mileage expenses.

Off-Campus:	\$14.45/credit hour extra (2007-08)
Distance Learning:	\$30.00/credit hour extra for DVDs mailed (2007-08)
	Set of DVDs purchased in Follett's Bookstore (price varies)
	\$55.00/credit hour extra for internet course (approx. 2007-08)

Each semester, Continuing Studies publishes a booklet of upcoming course offerings. These courses are also listed by department in the Schedule of Classes using the following section letter suffixes:

Off-Campus	PSY 120-06C
Combination classroom and distance learning	PSY 120-06M
Cable TV (Channel 5)	PSY 120-06N
DVD	PSY 120D-06U
Internet	PSY 120D-06I
TV Studio	PSY 120-06S
Two-Way	PSY 120-06D
Weekend	PSY 120-06W
School Based (for high school students only)	PSY 120-06Y

Indiana College Network (ICN, www.icn.org)

ICN provides a comprehensive access to credit and noncredit distance education classes and programs offered by accredited Indiana institutions. In addition, ICN provides online resources for distance learners, a network of more than 70 learning centers that offer local support and access to equipment, and a toll-free hotline for strong learner support.

Although students may take classes directly from any of our participating institutions, by working through ICN, students are able to take classes from several ICN institutions to complete their educational requirements at a single institution, without jeopardizing their financial aid status and with assurance of course transferability.

For more information about procedures involved, contact Deb Hein in Continuing Studies at 10506.

Call with Questions:

Continuing Studies Executive Director, Deb Conklin, 16118

Warsaw Center Coordinators, Cheryl Marchetti and Pam Cook, 14196

Distance Learning Director, Eric Vitz, 16625

ICN Coordinator, Deb Hein, 10506

Site-Based Programs Director, Jennifer Mayhall, 16624 (Off-campus, Travel, Weekend College, School Based Programs, and Professional Development for Educators)

J. COOPERATIVE EDUCATION (CO-OP, 16939, www.ipfw.edu/co-op)

Co-op is short for cooperative education, a nationally recognized academic training program that involves partnerships between students, employers, and IPFW. It gives students the opportunity to explore how classroom theory relates to actual employment opportunities, while remaining an IPFW student. Students receive competitive wages and may earn academic credit while working two or more semesters with an employer from the Greater Fort Wayne area. Paid one semester academic internships are also available. Local employers provide outstanding opportunities in the Schools of Arts and Sciences; Engineering, Technology, and Computer Science; Business and Management Sciences; and the Division of Organizational Leadership and Supervision. Application approval is based on departmental criteria.

K. DEAN OF STUDENTS (16601, www.ipfw.edu/dos)

The dean of students is an advocate for students. If a student is having a problem, and has not received satisfactory help from a particular department or an academic advisor, the student can seek the guidance of the dean of students. The dean can also provide assistance with the grade appeal process. Additionally, the dean handles student conduct problems, provides personal counseling, coordinates the Mentoring Program, and advises Student Government. The operations of the Center for Women and Returning Adults and Services for Students with Disabilities are overseen by the Dean of Students.

L. DIVERSITY AND MULTICULTURAL AFFAIRS (16608, www.ipfw.edu/odma)

Diversity and Multicultural Affairs develops and enhances personal and academic successes of students by preparing them to excel in a diverse world. Our office collaborates with campus and community partners to create and sustain a living, learning, and working community that is sensitive, inclusive, and responsive to diversity and the advancement of student and institutional success.

M. HELMKE LIBRARY (16512, www.lib.ipfw.edu)

The size and services of the library can sometimes overwhelm a student to the point that they do not take advantage of it as a valuable resource. Some professors will require students to become acquainted with it by design in their freshmen courses. The library also offers a “Finding Your Way” web page on the site (www.lib.ipfw.edu/2017.0.html) that can be very helpful for new or transferring students. Subject librarians are also available. These librarians are subject experts in the different areas of study on campus and can introduce students to some helpful information tools. Many library services and resources are available to students off campus. An activated student computer account is required. Also, the library has cooperative agreements with all of the academic libraries in Indiana. For more information contact the Service Desk, 16505.

N. INFORMATION TECHNOLOGY SERVICES (ITS) (16030, www.its.ipfw.edu)

IT Services provides academic and administrative computing support to IPFW faculty, staff, and students. This support includes operating and maintaining the components of a large data network that connects a variety of computers. IPFW faculty, staff, and students can access this network through student-access or office computers or selected areas with wireless access across the IPFW campus. Information concerning the open computer labs or other student resources can be found at www.its.ipfw.edu/students.

The Help Desk is located in KT 206 and can be reached at 16030 or helpdesk@ipfw.edu. Consultants are available to help with hardware, network, and some software problems. ITS also offers a variety of Short Courses (www.its.ipfw.edu/training/short-courses.html) for faculty and staff on various pieces of software and resources available at IPFW.

O. INTERNATIONAL STUDENT SERVICES (16034, www.ipfw.edu/iss)

International Student Services admits and advises international students, and all non-immigrants in the US on a visa. If an undergraduate student is coming to study at IPFW from a foreign country, he/she is admitted through the International Student Services office. Please contact the office at (260) 481-6034 or visit them in Kettler Hall room 104.

Graduate program applications are processed by the academic unit offering the program with the aid of the International Student Services office, if the student has to apply for a visa to enter the US. If a person is a resident in the US, but received former education in a foreign country, his/her admission is handled through:

Purdue undergraduate program -- Admission's office (Kettler Hall room 111)
 Indiana undergraduate program – Admission’s office (Kettler Hall room 111)
 Graduate programs -- Academic unit office

P. IPFW/PARKVIEW HEALTH AND WELLNESS CLINIC (15748, www.ipfw.edu/clinic)

The IPFW Health and Wellness Clinic provide comprehensive health services to meet the medical and psychological needs of students, faculty, and staff at IPFW. Located in WU 234, family nurse practitioners are available to provide medical attention for a wide variety of medical needs, including immunizations. The collaborating physicians are Mark S. O’Brien, MD, and Matthew Barb, M.D.

P. MASTODON ADVISING CENTER - MAC (16595, www.ipfw.edu/accs)

The Mastodon Advising Center (MAC) is responsible for providing academic advising for Undeclared, Exploratory Majors, and pre-Business, pre-Education, and pre-OLS students. Students are advised in ACCS until they are eligible to declare or have decided on their intended major.

ACCS provides opportunities for students to take part in the The National Student Exchange program. This program allows IPFW students to spend a semester or year at another U.S. or Canadian university. Students remain enrolled at IPFW while on exchange and earn credits toward their IPFW degrees.

Academic Counseling Staff

Name	Title	Phone	E-mail
Rhonda Meriwether	Associate Director	481-6595	Meriweth@ipfw.edu
Julie Bach	Student Information Specialist	481-6595	Bachj@ipfw.edu
Joan Bentz	Secretary, Employment Services	481-6595	BentzJ@ipfw.edu
Marla Brenneke	Secretary, Student Employment	481-6595	Brenneke@ipfw.edu
Bob Brewer	Academic Advisor	481-6595	BrewerR@ipfw.edu
Lindsay Hartman	Graduate Assistant	481-6595	Hartmans@ipfw.edu
Alison Hoff	Academic Advisor/NSE Coordinator	481-6595	HoffA@ipfw.edu
Mary Lehto	Academic Advisor	481-6595	Lehto@ipfw.edu
Sandra Michels	Operations Assistant	481-6595	Michelss@ipfw.edu

Q. MASTODON ACADEMIC PERFORMANCE CENTER (M.A.P., 16054)

Student athletes are advised by advisors in MAP. Leslie Clark services as Director and can be reached at 16054 or clarkl@ipfw.edu Chris Kuznar serves as Associate Director,

R. POLICE AND SAFETY (16787, www.phyplt.ipfw.edu/POLICE/Police.htm)

The Police and Safety office is located in the Physical Plant (west of Classroom-Medical Building) and is staffed 24-hours a day, seven days a week, 365 days a year, including holidays. Under state law, police officers possess full police powers including the powers of arrest on all property owned or occupied by the university. In addition through agreement with the City of Fort Wayne, IPFW Police officers have jurisdiction throughout the city.

Some of the Services available through Police & Safety are:

- Jump starts for stranded motorists.
- Unlock service for individuals who have locked their keys in their cars.
- An escort service, available 24 hours a day.
- A campus wide emergency telephone system monitored 24 hours a day.
- Free engraving of social security or ID numbers on personal property.
- Central repository for lost and found articles.
- Crime prevention lectures and seminars for new staff and students.
- Rape Aggression defense training, (RAD)
- SAFE training, (Self Defense Awareness & Familiarization Exchange)
- TIPS training. (Alcohol Training, Intervention, Procedures.)

S. REGISTRAR (16815, www.ipfw.edu/registrar)

The Registrar's office maintains all student records and verifies enrollments. Students can obtain unofficial copies of their transcripts on OASIS or from the Registrar for their or their advisor's use. Students can also obtain an official copy of their transcript for a small fee. Students records are confidential and will only be released to the student or to official university personnel who have legitimate need for them. Students may sign a release form listing other parties that are eligible to receive copies of their transcript (e.g. prospective employers).

T. SERVICES FOR STUDENTS WITH DISABILITIES (SSD, 16657, www.ipfw.edu/ssd)

SSD provides auxiliary services for students with disabilities. Academic support and career counseling are available as is the use of accessible microcomputers and assistive equipment. Reader and sign interpreter services are available, as well as special test proctoring services.

SSD also serves the campus community as an advocate/consultant resource on all disability related issues. IPFW does not provide personal attendant care or transportation services.

U. STUDENT LIFE (16609, www.ipfw.edu/stulife)

The Student Life office, located in WU 115, oversees student organizations, maintains the event calendar for student organization events, and implements student leadership programming. The Co-curricular program is also administered through the Student Life office.

Freshmen Orientation is guided by the Student Life Office. SOAR (Student Orientation, Advising, and Registration) dates are held from June through August to advise and register students for classes.

V. TESTING SERVICES (16600, www.ipfw.edu/accs/testing)

Testing Services, located in KT 232, administers the IPFW placement tests, modern foreign language tests, and national tests such as the CLEP, PRAXIS and LSAT. Computerized tests for CPA, GRE, MCAT, PRAXIS and many other professional and academic licensure examinations are available. Test proctoring is available for students enrolled in some distance learning courses.

Name	Title	Phone	E-mail
Stephanie Lehto	Testing Specialist	481-4153	Lehtos@ipfw.edu
Janelle Nannini	Testing Assistant (evenings & Saturday)	481-6600	Nanninij@ipfw.edu
Julie Nothnagel	Director of Testing Services	481-6600	NothnagJ@ipfw.edu
Sandra Nofer	Testing Assistant (Prometric Testing)	481-4153	nofers@ipfw.edu
Darlene Whitacre	Secretary, Testing	481-6600	whitacrd@ipfw.edu

W. WRITING CENTER (15740, www.ipfw.edu/casa/writing)

See the Center for Academic Support and Advancement above.