



PURDUE
UNIVERSITY®
FORT WAYNE

COLLEGIATE CONNECTION™

**STUDENT
HAND
BOOK**

2018-19





CONGRATULATIONS!

You made a really smart decision to earn college credit during high school through Purdue University Fort Wayne. Whether you participate at your high school or take classes on our campus, we welcome you to Purdue Fort Wayne.

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SO, WHAT ARE YOUR NEXT STEPS?

\\ Activate your student account

Different from your online application, this is where you access key information like class invoice, email account, campus activities, or deadlines. Go to the student portal at **my.ipfw.edu**, click on “First-time user?” and then the Account Management Service link. Follow the instructions. You’ll receive your username, create a password, and set up security questions. Passwords expire every 120 days, so if you’re returning to campus, you may need to reset the password.

\\ Read your student handbook

The Student Handbook contains all kinds of important information that you need to know about student benefits, grades, credits, withdrawal/refund schedules, and so much more.

\\ Pay your student fees by the payment deadline

\\ Experience college

Come to campus and get your student ID, use our facilities, attend a music, theatre, or sporting event, or attend one of the hundreds of campus events, from comedians and cookouts to distinguished lecturers.

PURDUE FORT WAYNE COLLEGIATE CONNECTION™ BENEFITS

\\ Do I get a student ID Card (Mastodon Card)?

Yes! New Purdue Fort Wayne students receive FREE official university IDs (Mastodon Cards). The Mastodon Card has a variety of features ranging from free gym access for students to discounts to various off-campus vendors, with plans underway to add many more features. You must be currently enrolled and have a valid driver’s license, state-issued ID card, or similar photo identification, and know your Purdue Fort Wayne student ID number (starts with a 9). Visit **ipfw.edu/idcards** or call 260-481-6611 for details. Mastodon Cards are issued at the Walb Student Union service desk, Monday through Friday, from 7 a.m. to 6 p.m. There is a \$20 replacement fee for any card that is lost, stolen, or damaged within four years.

\\ What other benefits do students in the program receive?

Purdue Fort Wayne also offers you FREE academic help ranging from tutoring, math, and writing assistance to research assistance and career counseling.

CENTERS FOR ACADEMIC SUCCESS AND ACHIEVEMENT (CASA)

For a complete description of the services and how to access them, go to **ipfw.edu/casa**

- » Tutoring — two hours per week per class, one-on-one or drop-in, evening and weekend hours (260-481-5740)
- » Supplemental instruction — peer-facilitated group study sessions for select courses (260-481-0257)
- » Writing assistance (260-481-5740)

CAREER SERVICES

For a complete description of the services and how to access them, go to **ipfw.edu/career**

- » Career counseling services (260-481-0689)
- » Explore career possibilities of various majors

LIBRARY SERVICES

For a complete description of the services and how to access them, go to **library.ipfw.edu**

- » Access to a reference librarian to assist with research (260-481-6505)
- » Online access to hundreds of professional databases

INFORMATION TECHNOLOGY SERVICES

For a complete description of the services and how to access them, go to **ipfw.edu/its** and click on “Students” on the right.

- » Help setting up your Internet account (260-481-6030)
- » Access to computer labs

OTHER FREE INCENTIVES BY BEING A PART OF THE PROGRAM:

- » Access to Purdue Fort Wayne Athletics Center with fitness/conditioning equipment, indoor track, basketball/volleyball/wallyball courts
- » Access to hundreds of campus events, from comedians and cookouts to distinguished lecturers
- » Access to more than 120 student organizations and clubs, including intramural sports (**ipfw.edu/student-life**)
- » Admission to all Purdue Fort Wayne Athletics home games, including those at the Memorial Coliseum
- » Admission to all Purdue Fort Wayne music, theatre, and fine arts events
- » Discounts at various businesses with your official university student ID (Mastodon Card)
- » Discounts for movie tickets

GENERAL INFORMATION

\\ Am I a Purdue Fort Wayne student?

You are officially admitted as a conditional, non-degree student at Purdue Fort Wayne. When you attend college after high school graduation, you will

be a beginning freshman. Credit earned through the Purdue Fort Wayne Collegiate Connection™ program does not make you a transfer student. If you plan to attend Purdue Fort Wayne after high school graduation, we will need to collect a little more information, including your SAT or ACT test scores and your academic major. You will also need to complete an undergraduate application form online at ipfw.edu/apply.

\\ Do I have a student ID number?

Yes. Your ID number will be printed on the upper-right corner of your admission letter and you can always see it in your student account at my.ipfw.edu. Information on activating your account is on page 14.

\\ What is this “FERPA” I keep hearing about?

Once you enroll in Purdue Fort Wayne classes, all of your records are protected by the Family Education Rights and Privacy Act (FERPA). If you need information or assistance from a Purdue Fort Wayne department such as Information Technology Services, Bursar (financial department), or the Registrar (class schedules and grade transcripts), you need to make the call, not your parent or guardian. This law, in working to protect your privacy, might appear to be a roadblock to family members, but it can work as an incentive for parents/guardians and students to communicate about things like grades and bills.

\\ How can I get another copy of my schedule?

You can print a copy of your schedule from your student account. Information on how to activate your account and access it is outlined on page 14.

\\ Where is the campus bookstore?

The Purdue Fort Wayne Bookstore (Follett's) is located in the Student Services Complex next to Walb Student Union. In addition to a wide selection of Purdue Fort Wayne apparel and accessories, Follett's Bookstore has academically priced computer merchandise, including Apple products. For more information and store hours, call 260-481-0300 or email bookstore@ipfw.edu.

\\ How do I get my books?

Bring a copy of your current Purdue Fort Wayne class schedule (which you can print from your student account) with you to the Purdue Fort Wayne Bookstore (Follett's). Books are arranged in alphabetical order by department. The books are arranged in alphanumeric order by the course number.

The information is on your schedule of classes. For example:

- » **Department:** SOC for Sociology
- » **Course Number:** S161
- » **Section Number:** 14
- » **Instructor:** D. Holland

You can also show a copy of the schedule to any bookstore employee, and he or she will be happy to help. Books are usually available three to four weeks prior to the start of classes.

Some classes use electronic textbooks. If an e-book is required for your class, the fee is automatically added to your account and you will pay for the book when you pay your fees. You are able to access the e-book through Blackboard, located on your Academic Success tab (see page 14 for information on activating your account). When an e-book is required for your class, you do not have the option of purchasing a hard copy elsewhere and not paying the electronic book fee.

If you choose to use an e-book for a class where it is optional, you will get an access code and website information on your Follett's receipt that will give you access to the e-book. Should you drop the course after the first week of class, the **electronic book fee is non-refundable.**

\\ Do I need a placement test?

You will be notified if you need to take a placement test. Some classes require one, such as mathematics, international languages, science, and English.

\\ Does Purdue Fort Wayne have weather delays?

Purdue Fort Wayne is either open or closed; it does not have delays. If you think the campus may close because of adverse weather, watch for a text message from the campus alert system (more about that below), listen to local radio or television announcements, or call the campus weather emergency number 260-481-6050 or 260-481-5770 for a recorded message.

Whenever possible, adverse-weather closings are announced by 6 a.m. for daytime classes and 3 p.m. for evening classes. If no announcement is made, assume the campus is open. If you are concerned about the weather, it is ultimately your responsibility to consider the potential risks of traveling under possibly hazardous conditions. Contact your instructor by email or voice mail and let him or her know your situation.

Sign up for campus alert messages through your student account. Log in to your account; on the home tab in the first column you will see a box labeled Alert Phone Number. Click on the Edit button at the bottom of the box and enter your phone number — it's that easy to receive text or phone call alerts.

TUITION

\\ What is the cost for students taking classes at Purdue Fort Wayne?

The fees for the 2018–19 academic year are \$281.65 per credit hour. The number of credit hours varies from course to course, but the majority of the courses are three credit hours, which would be \$844.95. The number of credit hours you are enrolled in is listed on your schedule of classes. Some classes have an additional lab fee.

The cost for textbooks for your course(s) will vary, but you should budget between \$80 and \$200 per course.

\\ What is the cost for students taking classes at their high school?

Students get a substantial tuition discount. The fee for the 2018–19 academic year rate is \$105.10 per credit hour, approximately 60% less than the on-campus tuition rate. Classes can be 3 to 5 credit hours. Priority courses identified by the Indiana Commission for Higher Education are available for \$25 per credit hour. That's a savings of more than 90%. Your guidance office has a list of eligible courses.

\\ Is there any financial assistance?

Unfortunately there is no financial assistance available for classes at the Purdue Fort Wayne campus. You do have the option to split your payments into a two-payment or four-payment option.

If you take dual credit courses taught by a certified high school instructor and qualify for the national free or reduced textbook/lunch program, your tuition is covered by Purdue Fort Wayne. There is no limit on the number of courses that you can take at your high school. Information is verified through your high school corporation and any assistance received is applied to your bill shortly before the payment deadline. A letter confirming that you qualify for financial assistance will be mailed to you once the high school notifies Purdue Fort Wayne.

Note that the Twenty-first Century Scholars program does not take effect until after a student graduates from high school.

\\ When will I get a bill?

Invoices are sent electronically to you, the student, and not to your parent/guardian. You must activate your student computer account (see page 14). After activating your account and logging in, you can view fee statements and payment options by clicking on the Billing and Financial Aid tab. Typically, invoices are posted to your account two–three weeks prior to the payment deadline, which is determined by the start day of your classes.

\\ Payment Deadlines

Fall 2018 (all classes starting July through November) September 7

Spring 2019 (all classes starting January through March) January 18

Summer I and II 2019

Registered on or before May 10 May 10

Registered on or after May 11 June 21

\\ How do I pay?

Payments can be processed:

- » Online at **my.ipfw.edu** (students must activate their account, see page 14). While credit or debit card payments may be made online, card users will be charged a 2.75 percent processing fee or a minimum of \$3 per transaction. Payment by e-check is free online.
- » By mail with a check or money order (include student ID number on the check) to: Purdue Fort Wayne Bursar, 2101 E. Coliseum Blvd., Fort Wayne, IN 46805
- » At the Purdue Fort Wayne bursar's office, ground level of Kettler Hall (check, money order, or cash)

\\ Are there payment plans?

Purdue Fort Wayne offers payment installment plans for your convenience. To take advantage of them, enroll in a payment plan through your student account. After logging in, click on the Billing and Financial Aid tab. Application fees are added to the first payment only. Payment plans need to be set up by the payment deadline.

- » **Payment Plan 2:** You can choose to pay one-half of your fees due by the deadline and the other half approximately four weeks later. Application fee: \$15.
- » **Payment Plan 4:** You can choose to pay one-fourth of your fees due by the deadline and the other three quarterly payments approximately every four weeks later. Application fee: \$30.

\\ Do I have to pay for my courses if I drop them?

You are responsible for all fees unless you process a Withdrawal Request Form through the Purdue Fort Wayne Collegiate Connection™ office during the refund period (see page 11). The form is available on the Collegiate Connection website.

\\ What happens if I don't pay for my courses?

Purdue Fort Wayne does not drop Collegiate Connection students from courses for nonpayment. A hold will be placed on your account and you will not be able to register for any additional coursework until your account is paid in full. Your official transcript, which records your college credit and grades, will not be released. In addition, the balance may be reported to the credit bureau and it may impact your admission to other universities.

DROPPING A COURSE

\\ How do I drop a Collegiate Connection course?

You must complete a Withdrawal Request Form, available through the Collegiate Connection website. Failure to pay for classes, not attending classes, or notifying your high school that you wish to drop classes does not withdraw you from classes — nor entitle you to a refund. You are responsible for all fees unless you process a Withdrawal Request Form through the Collegiate Connection office during the refund period.

\\ What is the deadline for dropping a dual credit course at my high school?

The Collegiate Connection program works with many high schools and many different schedules. Please refer to the chart to the right for the schedule that applies to your school and course.

\\ How does dropping a class reflect on my transcript?

If you drop a class during the 100% refund period, it will not show up on your Purdue Fort Wayne transcript. If you drop a class after the 100% refund period and before the last day to drop courses, it will display a “W” for withdraw on the transcript. A “W” on your college transcript is not calculated in your GPA.

\\ Does dropping a class have any impact at all?

Yes. When you take your first college course, regardless of when or where you take it, you start your financial aid ‘clock.’ To be eligible for future federal financial aid, you must meet these criteria:

- » **67% Rule:** Maintain a 67% completion rate of all classes attempted.
For example, you sign up for two classes, 6 credit hours. You drop one class and receive a “W” on your transcript. You have only completed 50% of all classes attempted and do not meet the 67% rule.
- » **GPA Rule:** Maintain a cumulative GPA that is above your college grade level minimum.
- » **150% Rule:** You must complete your degree within a maximum of 150% of the required hours for your degree completion. For example, if your degree requires 120 hours, you must complete it within 180 hours or you do not meet the 150% rule.

\\ Refund/Withdrawal Schedule for Classes NOT Held at Your High School

	100% refund	60% refund	40% refund	20% refund	No refund	Last day to withdraw
Fall 2018	Aug. 26	Sept. 2	Sept. 9	Sept. 16	Sept. 17	Oct. 26
Spring 2019	Jan. 13	Jan. 20	Jan. 27	Feb. 3	Feb. 4	Mar. 15
Summer I 2019	May 15	May 19	May 22	May 25	May 26	June 7
Summer II 2019	June 26	June 30	July 3	July 7	July 8	July 19

Refund/Withdrawal Schedule for Classes at Your High School

	100% refund	60% refund	40% refund	20% refund	No refund	Last day to withdraw
Classes starting						
July 30-Aug. 3 and meet all year	Aug. 20	Sept. 8	Sept. 27	Oct. 16	Oct. 17	Jan. 18
July 30-Aug. 3 and meet first semester only	Aug. 8	Aug. 18	Aug. 28	Sept. 7	Sept. 8	Oct. 19
Aug. 6-10 and meet all year	Aug. 24	Sept. 12	Oct. 1	Oct. 20	Oct. 21	Jan. 18
Aug. 6-10 and meet first semester only	Aug. 15	Aug. 25	Sept. 4	Sept. 14	Sept. 15	Oct. 19
Aug. 13-17 and meet all year	Aug. 31	Sept. 19	Oct. 8	Oct. 27	Oct. 28	Jan. 25
Aug. 13-17 and meet first semester only	Aug. 22	Sept. 1	Sept. 11	Sept. 21	Sept. 22	Oct. 26
Jan. 2-4 and meet second semester only	Jan. 11	Jan. 21	Jan. 31	Feb. 10	Feb. 11	Mar. 22
Jan. 7-11 and meet second semester only	Jan. 16	Jan. 26	Feb. 5	Feb. 15	Feb. 16	Mar. 29
Trimester 1 only	Aug. 21	Aug. 28	Sept. 4	Sept. 11	Sept. 12	Sept. 28
Trimester 2 only	Nov. 18	Nov. 29	Dec. 6	Dec. 13	Dec. 14	Jan. 11
Trimester 3 only	Mar. 4	Mar. 11	Mar. 18	Mar. 25	Mar. 26	Apr. 19
Trimesters 1 and 2	Aug. 26	Sept. 7	Sept. 19	Oct. 1	Oct. 2	Nov. 23
Trimesters 1 and 3	Aug. 26	Sept. 7	Sept. 19	Oct. 1	Oct. 2	Mar. 8
Trimesters 2 and 3	Nov. 23	Dec. 5	Dec. 17	Jan. 10	Jan. 11	Mar. 1
Bluffton term 1	Aug. 19	Aug. 26	Sept. 2	Sept. 9	Sept. 10	Sept. 14
Bluffton term 2	Oct. 22	Oct. 29	Nov. 5	Nov. 12	Nov. 13	Nov. 23
Bluffton term 3	Jan. 14	Jan. 21	Jan. 28	Feb. 4	Feb. 5	Feb. 15
Bluffton term 4	Mar. 25	Apr. 1	Apr. 8	Apr. 15	Apr. 16	Apr. 26

**Grade does not impact college GPA and shows as withdrawn on transcript*

If circumstances arise beyond your control such as illness or transferring to a different school, you may petition for a late withdrawal. Contact the Purdue Fort Wayne Collegiate Connection™ office for more information.

REFUND OF FEES

\\ Will I get a refund if I drop the course?

If you drop the course through the Purdue Fort Wayne Collegiate Connection office (not your high school) by the posted deadlines, you will get a refund from Purdue Fort Wayne. Refunds are not possible after that.

\\ How will my refund be sent to me?

No refund will be issued before the completion of a clearing period of five working days if you pay your fees by check. Refunds will be credited to the same credit card account if you pay by credit card. Refund checks will generally be available in the bursar's office (lower level of Kettler Hall) after 1 p.m. the next business day. You must have a photo ID to pick it up. Refund checks not picked up by noon on Friday of each week will be mailed to the address on your account.

COLLEGE CREDIT

\\ What is the difference between high school and college credit?

College credit accrues at a different rate than high school credit. Typical college courses will be worth three, four, or five credit hours. The amount of high school credit awarded for the same class will be one or possibly two credits, depending on the course. Your high school guidance counselor will be able to tell you how much high school credit each class is worth.

\\ How do I transfer my credit to another college?

You can request an official transcript be sent to another university from the Purdue Fort Wayne Registrar's office, Kettler Hall, first floor lobby. You will need a photo ID and the cost is \$8. You may also download a request form at ipfw.edu/connection. Click on General Information on the left and then Purdue Fort Wayne Transcripts.

All Collegiate Connection students are admitted as Purdue Fort Wayne students. Grades and credits are automatically sent to Purdue West Lafayette.

\\ What is the Indiana Core Transfer Library?

Indiana is working to help you transfer college credits easily. Indiana has developed the Core Transfer Library (CTL) — a list of courses that transfer among all Indiana public college and university campuses, assuming adequate grades. The Transfer Indiana website, **TransferIN.net**, provides additional information about transferability of courses in the CTL, any restrictions imposed by one or more of the signing institutions, and is continually updated. Other courses may transfer to both Indiana and out-of-state colleges and universities. Students should consult with an academic advisor from their intended campus.

GRADES

\\ How are my grades recorded if I participate in Purdue Fort Wayne Collegiate Connection™ courses at my high school?

Your grades will be posted twice: once on your high school transcript and once on your permanent college transcript. When the course has been completed and your instructor has submitted your final grade to Purdue Fort Wayne, your college transcript will reflect your grade.

\\ How are my grades recorded if I take classes at Purdue Fort Wayne or online?

College grades are recorded on your permanent college transcript at the end of each Purdue Fort Wayne semester. Your grades will also be reported to your high school.

No matter how you take part in the program, please note that grade cards are not mailed to you. You may view your grades online through the student portal at **my.ipfw.edu** under the Academic Success tab.

\\ What if I do poorly in my class?

It is important to remember that if you earn an unsatisfactory grade in your class, it will remain on your college transcript throughout your college career. If you are not satisfied with the grade you are earning, you may withdraw from your class up to the published date on the withdrawal and refund schedule (on pages 10-11). If there are extenuating circumstances that led to the unsatisfactory grade, you may file an appeal for late withdrawal. Contact the Purdue Fort Wayne Collegiate Connection office for forms.

If you earn a grade of D+ or lower in an Purdue Fort Wayne Collegiate Connection course at your high school, you will not be eligible to enroll in another course for one enrollment term. An enrollment term may be one year or one semester, depending on your high school's scheduling pattern for the program.

If your cumulative college GPA is less than 2.0 and you are participating in Purdue Fort Wayne classes not held at your high school, you will not be eligible to enroll in another Purdue Fort Wayne course while you are still in high school.

For anyone who participates in the program at any location, the only exception to these rules is if you wish to retake the same course for a better grade. You may be responsible for paying the tuition at the current rate per credit hour.

\\ What is the basis for grades?

- A Highest passing grade:** A+ or A, 4 grade points; A-, 3.7 grade points
- B Above-average passing grade:** B+, 3.3 grade points; B, 3 grade points; B-, 2.7 grade points
- C Average passing grade:** C+, 2.3 grade points; C, 2 grade points; C-, 1.7 grade points
- D Lowest passing grade:** D+, 1.3 grade points; D, 1 grade point; D-, .7 grade point
- F Failure or unauthorized discontinuance of class attendance:** no credit
- W Withdrew** (see pages 10-11 for policy on withdrawing from a course)
- I Incomplete:** A temporary record of passing work that was interrupted by circumstances beyond the student's control. A grade of I may be granted to students (1) who are unable to complete specific course requirements for clearly unavoidable, nonacademic reasons (such as extended illness or relocation) and (2) whose work has been of passing quality up to that time. A grade of I will not be considered as an alternative to an anticipated low grade in a course. Your instructor will contact the Purdue Fort Wayne Collegiate Connection office for appropriate paperwork if this becomes necessary.

COMPUTER ACCOUNTS

\\ How do I activate my computer account?

Purdue Fort Wayne uses email to communicate with you about registration, billing, and other important information. Activate your computer account as soon as possible from any Purdue Fort Wayne computer lab or from home or school.

To begin, go to the student portal at **my.ipfw.edu** and click on the “First-time user” link on the upper right. Then, click on the “Account Management Service” link and follow the instructions. This self-service system asks for your name, birth date, and the last four digits of your Social Security number or your student ID number (available in your admission letter). The process will activate your student account, assign your username, and instruct you how to set your password and security questions. Security questions are used to reset your password when it expires or if you forget your password. Students’ passwords expire every 120 days.

Through the student portal, you will be able to view and print your class schedule and billing statements, make a payment toward your balance, set up payments to be processed automatically, schedule a future payment, and provide permission to other users, such as a parent or guardian, to view your bill and make a payment.

\ May I use the computer labs on campus?

Absolutely! For a listing of locations and the available software go to **ipfw.edu/its**, click Resources & Services tab, then click the Facilities link.

SERVICES FOR STUDENTS WITH DISABILITIES

\ Where do I get assistance as a student with disabilities?

The Services for Students with Disabilities office is located in Walb Student Union, Room 113. The office ensures the accessibility of university programs and services to eligible students. The staff works closely with the Purdue Fort Wayne community to develop and coordinate appropriate accommodations. Also called “support services,” accommodations are individually determined based on disability-specific needs and may include modified testing environments, sign language interpreters, and assistance obtaining books in audio format. For more information on how to request disability support services and other available resources, go to **ipfw.edu/disabilities** or call 260-481-6657.

\ Are the requirements for meeting special access needs the same on the Purdue Fort Wayne campus as they are in high school?

No. The laws that apply to K–12 institutions are distinct from those that apply to post-secondary institutions. The laws have different approaches to meeting the needs of students with disabilities.

STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT

\ Where can I find information about my student rights?

Purdue Fort Wayne regulations governing the actions of students are intended to enhance the values that must be maintained in the pursuit of the University’s mission and goals. These values include freedom of inquiry, intellectual honesty, freedom for the open expression of ideas and opinions within limits that protect the rights of others, and respect for the views and the dignity of other persons. In exercising their rights, students must bear responsibility to act in accordance with local, state, and national laws and Purdue Fort Wayne rules. No right should be construed as enabling students to infringe upon the individual rights of another member of the academic community.

Please refer to the Student Rights, Responsibilities, and Conduct document, which can be found online by going to **ipfw.edu**. Click on the “Academics” tab and scroll down to Policies and Regulations.

\\ What is academic misconduct?

Purdue Fort Wayne may discipline a student for academic misconduct for the following actions: cheating, fabrication, facilitating academic dishonesty, and plagiarism. Academic honesty is expected of all students. You are responsible for knowing how to maintain academic honesty and for abstaining from cheating, the appearance of cheating, and permitting or assisting in another's cheating.

IMPORTANT CONTACT INFORMATION

- » **Purdue Fort Wayne Collegiate Connection™ office:** 260-481-5478
- » **Email:** connection@pfw.edu
- » **Website:** ipfw.edu/connection
- » **Physical Address:** Kettler Hall, Room 104
- » **Mailing Address:** 2101 East Coliseum Boulevard, Fort Wayne, IN 46805-1499
- » **Registrar's Office:** 260-481-6815
- » **Online Transcript Request:** ipfw.edu/registrar (and click on 'Transcripts' on the right)
- » **Bursar's Office (payment questions):** 260-481-6824

CAMPUS CLASSROOM SURVIVAL SKILLS

\\ What is a syllabus?

A syllabus, one or more pages the instructor distributes at the beginning of a semester, serves as your instruction guideline for the class. The syllabus generally identifies course objectives, the main topic of every class meeting, grading standards, attendance rules, assignments, office hours, and how to contact the instructor. Keep the syllabus handy during the semester and use it as your guide throughout the class you are taking.

\\ What about turning in your class work late?

You want to check your syllabus about this issue. Some instructors lower the grade on late work. Part of your responsibility as a student is to meet the deadlines on coursework. Consult your syllabus regularly to see when assignments are due.

\\ What should I read in the textbook, and when?

Your syllabus will list the reading assignments. Not doing your reading on time often leads to lower exam grades and ultimately lowers class grades. You will get much more from your tuition dollar if you read the material on the assigned schedule. And yes, you are responsible for all of the assigned reading material even if it is not discussed in class. That material may show up on an exam.



\\ What if I have to miss a class?

Many instructors don't take attendance every class period. Other instructors have class participation and attendance built into your grade. Instructors will hold you responsible for the material presented in class even though you might have been absent. So, try never to miss a class unless there's a real emergency.

\\ What if I'm late for class?

Come to class, even if you are late. It is better to get half the lecture than none, so enter your classroom and sit down as quietly and unobtrusively as possible. Most instructors understand that anybody may occasionally be late. Do not make a habit of it, or that understanding may disappear.

\\ Are there any good excuses for absences and lateness?

Yes, and your instructor has heard them all. Knowing why you were absent or late doesn't do the instructor much good, and few instructors want to hear extended tales of your wrestling with the tire jack. Be honest and brief about what happened. Letting your instructor know as soon as possible is your best course of action.

\\ What if my spring break does not coincide with the university schedule?

If you will miss a week of school, you are still responsible for the material covered and assignments that were due. Also, do not expect the instructor to review all of the material for you — get notes from another student. Make sure to notify your instructor in writing as soon as possible that you will be gone, then discuss

the materials that you will need to cover on your own, any assignments you may need to complete early, and if you will need to turn them in early or when you return. Keep in mind that some classes have attendance built into the grade.

\\ Are there any really stupid questions?

Yes: Asking a professor if you missed anything important when you come to a class late or missed a whole session. The instructor did not lecture about trivial things just because you were late or absent. Get the notes from a classmate and check in with the instructor either during office hours or before or after class.



NOTE: The information in this booklet is subject to change without notice. These changes may take effect before the next edition is published. Actions by federal and state governments, the boards of trustees, administration, and faculty of the universities may produce such changes.



Purdue Fort Wayne Collegiate Connection™ program is accredited by the National Alliance of Concurrent Enrollment Partnerships. nacep.org

FIND DIRECTIONS TO PURDUE FORT WAYNE AND DOWNLOADABLE MAPS AT IPFW.EDU/MAPS





Ann Brown, Purdue Fort Wayne's Collegiate Connection™ coordinator, is here to answer questions, big and small.

260-481-5478

connection@pfw.edu

ipfw.edu/connection

PURDUE
UNIVERSITY®
FORT WAYNE