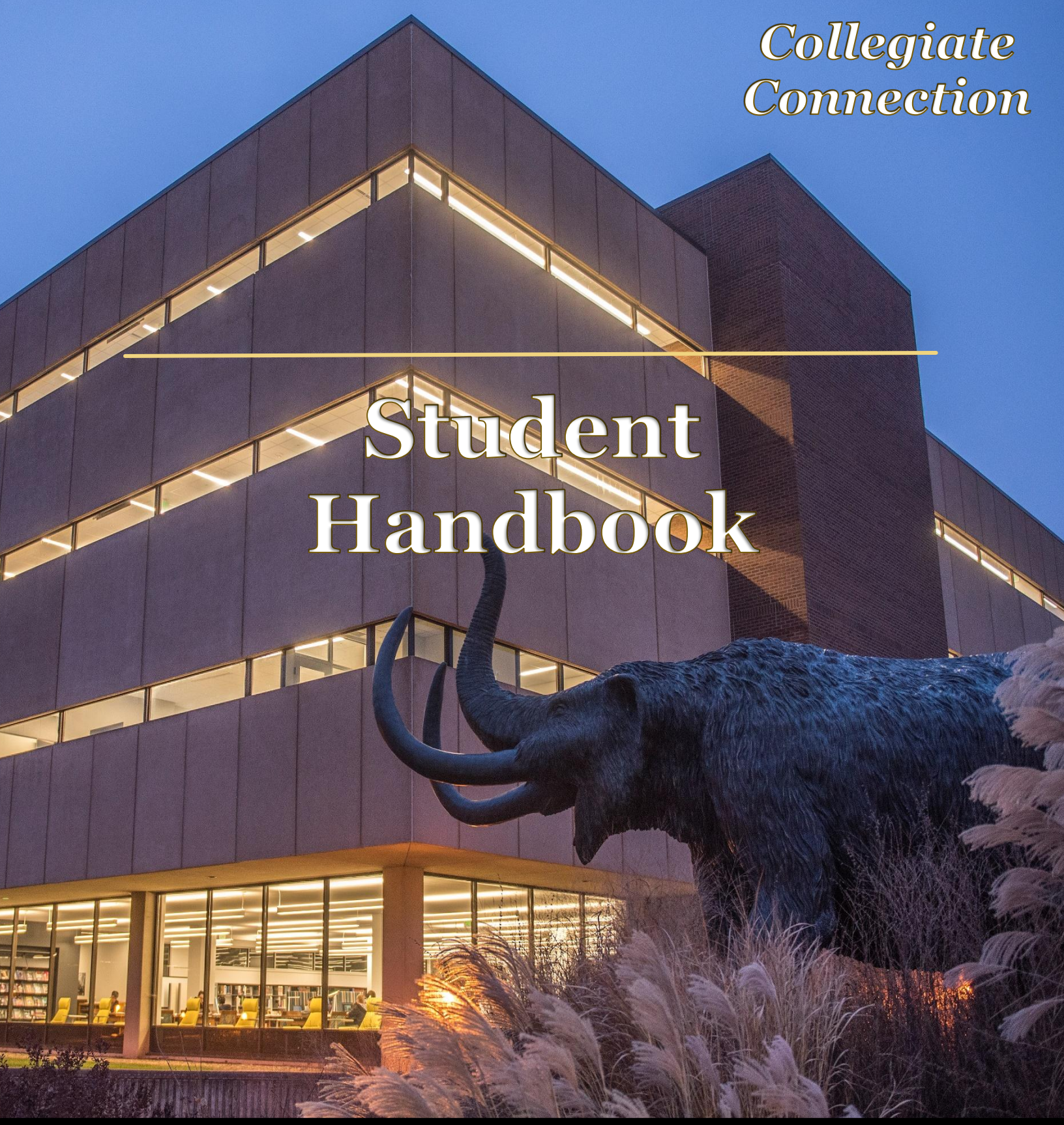
Collegiate Connection

Student Handbook



PURDUE UNIVERSITY
FORT WAYNE

CONGRATULATIONS AND WELCOME TO PFW!

You have made an excellent decision to earn college credit during your time in high school through Purdue University Fort Wayne. Whether you are participating at your high school or taking classes on our campus, we would like to welcome you to Purdue Fort Wayne. Inside this document you will find information ranging from student support services that are available to you at no cost, to information about grades, your GoPFW account, FERPA, and more. This student handbook also contains numerous live links that will take you where you need to go. If you have any questions, please do not hesitate to reach out to our office at any time using the contact information provided in this handbook. Our office is here to help you make the most of your experience with us.

Sincerely,

Jonathan Baker

Jonathan Baker
Director of Collegiate Connection

TABLE OF CONTENTS

Mission, General Information, & Next Steps 4

Academic & Student Resources & FERPA 5

Grades, Transcript, Course Withdraw/Drop Requests 7

Academic Dishonesty and Misconduct 9

Billing Information 9

On-Campus Courses 11

Important Contact Information 13

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

GENERAL INFORMATION & NEXT STEPS

Collegiate Connection Mission

Our mission here at Collegiate Connection is to provide all of our students with opportunities to engage in learning, discovery, and innovation through our partnerships with regional high schools as well as those that take courses here on PFW's main campus. Just like our main campus, we believe that students come first; therefore, we work hard to make sure that all students have access to student supports and resources. As a part of PFW, Collegiate Connection also believes that academic excellence is paramount; consequently, all of our courses offered through our partner schools are equivalent to what is offered on PFW's main campus. This equivalency is guaranteed through rigorous oversight and professional development provided by our academic departments and their faculty. For more information about PFW's Mission, please visit their Mission and Vision page *(link)*.

PFW Student Status & Becoming a Full Time Mastodon

As a Collegiate Connection student, you are officially admitted as a conditional, nondegree student at Purdue Fort Wayne. If you plan to attend Purdue Fort Wayne after high school graduation, we will need to collect a little more information, test scores, updated transcripts, etc.; but if you are in good standing with the Collegiate Connection Office you will already be accepted as an undergrad student.

Student ID Number

Your student ID number, or your 900 number, will be emailed to you through your acceptance email. Once you gain access to your GoPFW account, discussed next, you can always view your 900 number in the portal as well. If worse comes to worse and you cannot find it, you can contact our office and we can help with it. Make sure that you keep track of your 900# for future reference.

GoPFW & Microsoft Authenticator Account

This is different from your online application. GoPFW is where you access key information such as paying your bill or accessing student resources. But before you can access your GoPFW account, starting in Fall 2026, you will need to download Microsoft 2-factor authentication. This process may be a bit cumbersome, but it is designed to help protect you and your secure information. For more information on Microsoft MFA and how to download it, please visit the Student Resource Page *(link)*. For any technology issues please reach out to PFW IT at helpdesk@pfw.edu *(link)*.

Experience PFW Main Campus

Come and take a visit on campus and get your student ID; use our facilities; attend a music, theatre, or sporting event; enjoy a comedian or a cookout; or learn from one of our distinguished lecturers. For more information about events or tours on campus please visit the links below.

RESOURCES, SERVICES, AND STUDENT RIGHTS

Student ID Card (Mastodon Card)

As a Purdue Fort Wayne student, you can receive a free official university ID (Mastodon Card). The Mastodon Card has a variety of features ranging from free gym access 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 900). Visit Campus Credentials Page *(link)* for more information or call 260-481-6611 for details. Mastodon Cards are issued at the Campus Credentials and Transportation Office, Walb Student Union, first floor, 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.

Academic Resources & Student Supports

As a PFW student you have access to a number of services and supports to help you be successful. For a complete description of services and how to access them, check out the **Student Support Services Page** *(link)*. Here are a few of the resources that are available to you:

- **Learning Support** *(link)*
  - You can receive support in the form or tutoring, writing consultations for academic papers, and potential for peer-facilitated group study sessions *(for select courses on campus only)*
- Career Services
  - You will be able to use our Career Services office. Services include finding your ideal major, interview preparation, career counseling, and job search assistance.
- **Information Technology Services** *(link)*
  - You'll also have access to Information Technology Services. They can help you set up your goPFW account and access computer labs on campus.
- **Helmke Library** *(link)*

- Some of the services the library offers includes, research assistance from reference librarians, online access to all university libraries and professional database, and access to vast data resources, both at the library and online (you must have an active goPFW account)

- **Student Assistance Program** *(link)*
  - Our Student Assistance Program offers free counseling services to all students currently enrolled at Purdue Fort Wayne, up to six sessions per school year. For assistance, call 260-744-4326 and identify yourself as a Purdue Fort Wayne student. Visit pfw.edu/sap for office hours and additional information.

- **Disability Access Center** *(link)*
  - The Disability Access Center ensures the accessibility of university programs and services to eligible students. Accommodations, also called support services, are individually determined based on disability-specific need and may include modified testing environments, sign-language interpreters, and assistance obtaining books in audio format.

- Additional Benefits
  - In addition to the above, you'll receive these and other great, free incentives:
    - Access to over 75 student organizations and clubs
    - Admission to all Purdue Fort Wayne home games, including those at Memorial Coliseum
    - Use of the Gates Athletics Center, with fitness equipment, an indoor track, and basketball, volleyball, and wallyball courts
    - Discounted or Free admission to all Purdue Fort Wayne music, theatre, and fine arts events
    - Discounts at various businesses with your official university ID
    - Access to hundreds of campus events
    - Services through the Student Government Association
  - For more information on student rights and Purdue Fort Wayne academic policies such as academic honesty, grade appeals, affirmative action, nondiscrimination, anti-harassment, and parking and traffic regulations can be found on the Regulations, Policies, Rights & Responsibilities *(link)* section of the PFW Course Catalog *(link)*.

FERPA

Once you enroll in Purdue Fort Wayne classes, all your records are protected by the Family Education Rights and Privacy Act (FERPA). If you need information or assistance from a university department, such as Information Technology Services, the Bursar (financial department), or the Registrar (class schedules and grade transcripts), you'll 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.

GRADES, FUTURE FINANCIAL AID, TRANSCRIPTS, & WITHDRAWING/DROPPING

Grades

For students taking dual credit courses in your 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. For students taking courses here on the PFW campus, grades will be recorded on your permanent college transcript at the end of each 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 will not be mailed to you. You may view your grades online through the student portal at GoPFW under the Academic Success tab.

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 refund/withdrawal schedule, posted on the Collegiate Connection Webpage. If there are extenuating circumstances that led to the unsatisfactory grade, you may file an appeal for late withdrawal. Contact the Collegiate Connection office for forms or go to our website.

If you earn a grade of D+ or lower in a Collegiate Connection course at your high school, an academic hold will be placed on your account and you will not be eligible to enroll in another course for one semester. If your cumulative PFW GPA is lower than 2.0 and you are participating in 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 or complete the Academic Hold Appeal Form. If submitted and approved by the Collegiate Connection Office, an approved Academic Hold Appeal will allow you to complete 1 course on a probationary basis. This form will need to be completed by yourself and signed by the potential instructor, school counselor, and a parent/guardian.

Future Financial Aid

Dual credit courses accepted by Purdue University Fort Wayne may count toward your Satisfactory Academic Progress (SAP) requirements, including the percentage of attempted credits successfully completed and the maximum timeframe allowed to complete your degree. While earning dual credit does not reduce your eligibility for federal financial aid as an incoming freshman, those credits may affect your eligibility later in your college career, particularly if you change majors, repeat coursework, or approach the maximum number of credits allowed for your degree. You should work closely with our academic advisor and the Office of Financial Aid to understand how your dual credits apply toward your degree and how they may impact your financial aid eligibility.

Withdrawing/Dropping Your Course

You must complete a Withdrawal Request Form, available on the Collegiate Connection Website under ***Paying Your Bill*** *(link)* and under the ***Student Resource Page*** *(link)*. Failure to pay for classes, not attending classes, or notifying your high school that you wish to drop classes will not withdraw you from classes, nor entitle you to a refund. You will still be responsible for all fees unless you submit the Withdrawal Request Form through the Collegiate Connection office during the refund period. For more information on the withdrawal schedule, please check the Paying Your Bill linked above. If you drop a class during the 100 percent refund period, it will not show up on your Purdue Fort Wayne transcript. If you withdraw from a class after the 100 percent refund period and before the last day to withdraw from courses, it will display a W for withdraw on the transcript but will not be calculated in your GPA.

College Credit and Transcripts

College credit accrues at a different rate than high school credit. Typical college courses are worth 3-4 credit hours. The amount of high school credit awarded for the same class is 1 credit, or possibly 2 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. All Collegiate Connection students are admitted as Purdue Fort Wayne students. Grades and credits are automatically sent to Purdue West Lafayette. Starting in Spring 2025 all students will need to request their transcripts through Parchment. Steps for completing this process can be found on the PFW's **Registrar Transcript Page** *(link)*.

Core Transfer Library

You can transfer many of your credits between public Indiana colleges and universities with ease if they are on the **Core Transfer Library** *(link)*. This library contains over 50 courses that can be taken across Indiana campuses and will transfer

seamlessly to any public school and even many private schools as well. Click on the link above to learn more about the courses and how they transfer. If you have any questions, please make sure you reach out to our office so that we can help advise you.

ACADEMIC DISHONESTY

Unfortunately, this does happen. In the case of a student being accused of cheating or academic dishonesty the **Office of Conduct and Care Academic Integrity** *(link)* sets the procedure and policy regarding next steps. Purdue Fort Wayne requires all instructors to use the preponderance standard for all academic integrity and personal misconduct cases when determining if a student is responsible or not responsible for an alleged violation. If after the investigation and discussion with the student the instructor finds the student is responsible for violating the Academic Integrity policy, they will assign a penalty or sanction, complete an Academic Misconduct Letter, and then submit that letter to Collegiate Connection where it will be shared with the Office of Conduct and Care as well as the department.

BILLING

Cost

The cost will vary depending on how the course is delivered, on campus versus at a partner school, how many credits the course is worth, and whether the course is on the Indiana Commission for Higher Education's list of Dual Credit Priority c etc.

Dual Credit Courses (at the High School)

- Priority Courses ($25 per Credit)
  - As identified by the Indiana Commission for Higher Education and the list can be found on their webpage
  - 3 Credits = $75
  - 4 Credits = $100
- Non-Priority Course ($105.10 per Credit)
  - 3 Credits = $315.30
  - 4 Credits = $420.40

Courses On Campus

- All Courses ($308.49 per credit)
  - 3 Credits $925.47
  - Some classes have an additional lab fee, and textbooks will cost between $80 and $200 per course.

Fee Refunds

- If you drop the course through the 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.

Financial Assistance

Unfortunately no, dual credit students still in high school do not qualify for financial assistance available for classes at the Purdue Fort Wayne campus. You do have the option to split your payments if desired, please reach out to the bursar office for more information. If you take dual-credit courses taught by a certified high school instructor and you qualify for the national free or reduced textbook/lunch program, your tuition will be covered by Purdue Fort Wayne. There is no limit on the number of courses that you can take at your high school. Information will be verified through your school, and any assistance received will be applied to your bill shortly before the payment deadline. Its also important to note that the 21st Century Scholars program does not take effect until after a student graduates from high school. As mentioned previously, dual credit courses may count toward your Satisfactory Academic Progress (SAP) requirements, including the percentage of attempted credits successfully completed and the maximum timeframe allowed to complete your degree. Those credits may affect your eligibility later in your college career. Make sure you work closely with our academic advisor and the Office of Financial Aid to understand how your dual credits apply toward your degree and how they may impact your financial aid eligibility.

Receiving the Bill

Invoices will be sent electronically to your GoPFW. You must activate your GoPFW student portal (see page 4). After activating your student portal and logging in, you can view fee statements and payment options by clicking the Bursar tab.

Payments & Payment Plans

You have several options to pay your bill:

- Online at go.pfw.edu (you must activate your GoPFW)
    - Card users will be charged a 2.75 percent processing fee or a minimum of $3 per
    - Payment by eCheck is free online
- By mail with a check or money order (include student ID number or birth date on the check) to Purdue Fort Wayne Bursar, 2101 E. Coliseum Blvd. Fort Wayne, IN 46805
- At the Office of the Bursar, ground level of Kettler Hall (check, money order, or cash)

Purdue Fort Wayne offers installment plans for your convenience. To enroll in a payment plan log in to your GoPFW and click on the Billing and Financial Aid Tab. Enrollment fees are added to the first payment only. Payment plans need to be set up by the payment deadline:

- 2-Payment Plan (enrollment fee $15)

  - Pay one-half of your fees by the deadline and the other half approximately four weeks later.
- 3-Payment Plan (enrollment fee $20)
  - Pay one-third of your fees by the deadline and the other two payments approximately every four weeks.
- 4-Payment Plan (enrollment fee $30)
  - Pay one-fourth of your fees by the deadline and the other three payments approximately every four weeks.
- 5-Payment Plan (enrollment fee $50)
  - Pay one-fifth of your fees by the deadline and the other four payments approximately every four weeks.

Failure to Pay

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. In addition, the balance may be reported to the credit bureau, and it may impact your admission to other universities.

ON-CAMPUS COURSES

Campus Bookstore

The Mastodon Campus Store 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, the Mastodon Campus Store has academically priced computer merchandise, including Apple products. For more information and store hours, call 260-481-0300. Bring a copy of your current Purdue Fort Wayne class schedule (which you can get from GoPFW) with you to the Mastodon Campus Store. Show your schedule to any bookstore employee, and they 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 will be automatically added to your account and you will pay for the book when you pay your fees. You will be able to access the e-book through Brightspace, located on the Academic Success tab on GoPFW. 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 e-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 bookstore receipt that will give you access to the e-book. Should you drop the course after the first week of class, the e-book fee is nonrefundable.

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.

Scheduling Issues

If you miss a week of school, you are still responsible for the material covered and assignments that were due. Do not expect the instructor to review all 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.

Inclement Weather

Purdue Fort Wayne does not have weather delays and rarely closes campus due to weather. Assume campus is open, with classes happening on schedule, unless you get a specific announcement saying otherwise. Whenever possible, adverse-weather closings are announced by 6 a.m. for daytime classes and 3 p.m. for evening classes. Announcements are broadcast on Fort Wayne radio and television stations; posted online at pfw.edu/emergency; sent by text, voice, and email from the University Emergency Notification System; and posted on social media pages. Sign up through goPFW to receive campus alerts. When the campus is open, consider your individual circumstances and decide if you can safely travel to campus. It is your responsibility to consider the potential risks of traveling under hazardous conditions. Please contact your instructor and let them know your situation.

IMPORTANT CONTACT INFORMATION

- **Purdue Fort Wayne Collegiate Connection Office**
  - Phone: 260-481-5478
  - Email: **connection@pfw.edu** *(link)*
  - Website: **Collegiate Connection** *(link)*
  - Physical address: Kettler Hall, Room 104
  - Mailing address: 2101 E. Coliseum Blvd., Fort Wayne, IN 46805
- **Registrar's Office** *(all transcripting questions)*
  - Phone: 260-481-6815
  - Email: **registrar@pfw.edu** *(link)*
  - Website: **PFW Registrar** *(link)* & **Transcript Information**
- **PFW Information Technology** *(all tech questions)*
  - Phone: 260-481-6030
  - Email: **helpdesk@pfw.edu** *(link)*
  - Website: **PFW IT** *(link)*
  - Open a IT Ticket: **Ticket System** *(link)*
- **Bursar's Office** *(all payment questions)*
  - Phone: 260-481-6824
  - Email: **bursar@pfw.edu** *(link)*
  - Website: **https://www.pfw.edu/bursar** *(link)*
- **Student Conduct and Care**
  - Phone: 260-481-6601
  - Email: **scc@pfw.edu** *(link)*
  - Website: **Student Conduct and Care** *(link)* & **Student Policies and Resources** *(link)*
- **Disability Access Center**
  - Phone: 260-481-6657
  - Email: **dac@pfw.edu** *(link)*
  - Website: **Disability Access Center** *(link)*