ADVISING MATTERS

UNDERGRADUATE

ACADEMIC ADVISING HANDBOOK

FOR FACULTY AND STAFF

August 2016

Indiana State University

Office of Student Success

The inside back cover has important information about the most up to date information online.

Indiana State University

August 1, 2016

Colleagues:

Richard Light, in his acclaimed book *Making the Most of College*, noted that good advising may be the single most underestimated characteristic of a successful college experience. In today's environment where our future is directly linked to the success of our students, improving the advising experience of students, and investing in the faculty and staff who carry out this important work, is essential.

This *Academic Advising Handbook* is designed to assist you in your undergraduate advising responsibilities. In it you will find an array of resources, some focused on tasks and roles of advisors, others that provide specific guidance on topics that commonly arise when counseling students on courses and academic pathways, and still others focused on the needs of specific subpopulations of students. Furthermore, it provides a list of key resources and referral assistance sources that are likely to be useful to you when you talk with students and discover the "real life" issues going on in their lives.

I hope you find this guide useful as an augment to the guidance you receive from your department chair, associate dean, and/or unit supervisor. Since it has been printed for the purpose of providing you a singular document resource, please know that it is important that you also consult the undergraduate catalog for the most up-to-date policy information: ***catalog.indstate.edu***.

As the graphic image on the cover notes, advising matters to students on their path to completion. Thank you for what you do to make their experience a valuable one. The relationships formed with students, particularly through advising, are ones that our alumni commonly point to as being instrumental to their lives.

Sincerely,

Michael J. Licari, Ph.D.
Provost and Vice President for Academic Affairs

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Academic Advising Overview

Undergraduate Catalog Statement on Academic Advising

The Undergraduate Catalog states that Indiana State University is committed to providing quality advising. Academic advising is an integral part of the educational process. The primary purpose of academic advising is to assist students in the development of meaningful educational plans compatible with the attainment of their life goals.

Effective advising is characterized by a good working relationship between the advisor and the student, which adapts to the experiences and changing needs of the students. Quality advising also requires understanding, affirming, and respecting the individual differences within the University community. The advisor is expected to develop the knowledge, experience, and interest for successfully communicating with students in a genuine, sincere, accurate, and confidential manner. Students are expected to understand University and program requirements and accept the responsibility for fulfilling them.

Together, advisors and students are expected to maintain a professional and mutually respectful relationship as they review students' progress toward the attainment of educational objectives.

Academic advising is an interactive process in which both students and advisors share the responsibility. The advisor serves as a facilitator of communication, as a source of accurate information, as a coordinator of academic planning, as an assistant in helping students solve academically related problems, and as an agent of referral to other professionals and campus resources.

Responsibilities of the University Administration

Effective advising is contingent upon adequate staffing, facilities, and resources including sufficient course offerings. Given the above, the administration should:

- Ensure that facilities and personnel resources are adequate for effective advising.
- Provide professional orientation, continuing education, and evaluation for advisors.
- Provide adequate incentives, compensation, and recognition for advisors.
- Ensure that administrative offices respond promptly to advisement inquiries.
- Ensure that administrative offices provide current information.

Responsibilities of the Undergraduate Advisor

Inherent in the advisement process is the need to help students understand the nature of the University and a university education. Given the above, the advisor must:

- Have a thorough understanding of:
  - the Foundational Studies Program
  - institutional requirements
  - course sequences and major and minor requirements, and, if appropriate,
  - teacher education requirements of advisees.
- Know University and college policies and procedures.
- Be available to students by maintaining adequate office hours and appointment times that are reasonable to accommodate students' needs.
- Be sensitive to the unique needs of individual students.
- Discuss linkages between academic preparation, the world of work, and life goals.
- Provide students with information about alternatives, limitations, and possible consequences of academic decisions.
- Monitor student advisees' progress toward educational/career goals through the maintenance of accurate student records.
- Refer students to appropriate resources for needed assistance and serve as an ombudsperson (advocate) for advisees.
- Participate in professional development activities related to academic advisement.
- Exhibit the professional rapport necessary to maintain congenial relationships with advisees and for maintaining a positive, constructive attitude toward advising in general.

Responsibilities of the Undergraduate Student

Students must accept the idea of a university education. To have a successful educational experience requires developing a commitment to the advisement process that entails:

- Being knowledgeable about the academic policies, procedures, and requirements (including graduation requirements) of:
  - the University
  - the college
  - students' program major(s)
  - students' program minor(s)
  - the Foundational Studies Program.
- Planning an academic program to meet degree requirements.
- Maintaining personal copies of a tentative degree plan, progress reports, Foundational Studies evaluations, transfer credit evaluations, and other important University documents.
- Knowing the name and office location of the academic advisor, and actively participating in the advising and scheduling process by consulting with that person.
- Taking advantage of the information and advice provided.
- Seeking and reviewing relevant information for decision-making.
- Developing social, academic, and career goals, and examining how these goals can affect life.
- Understanding that students must accept final responsibility for decisions regarding personal goals and educational goals, and for satisfying graduation requirements.
- Apply for graduation.

Student Participation in Program Planning

Each student enrolled in the University is expected to read carefully and to understand the contents of the Catalog. This includes the awareness of the University's general policies and regulations for academic achievement necessary for continued enrollment as well as for graduation, in addition to those regulations identified by Student Activities and Organizations relating to his/her social and campus conduct. **Students also are responsible for familiarizing themselves with any requirements special to the academic discipline of their choice which must be a condition of their qualifying for graduation.**

Each student should assume at the earliest moment possible the initiative for preparing the semester schedule of classes. The academic advisor is available to offer suggestions and to verify the accuracy of course choices in meeting curricular patterns, but the primary responsibility for knowing the requirements of the academic program and proceeding to satisfy those requirements in an orderly and sequential manner remains with the student.

Degree Audit Tools

Each student will review their worksheet in MySAM each semester to be discussed during the advising and registration period for the subsequent term. The degree audit (which is available on the MyISU Portal at ***http://myisu.indstate.edu***) provides students with a current account of courses taken (along with credit hours and grades earned), and also indicates remaining unmet requirements in students' declared degree programs. Students who have entered the University in Fall 2012 forward, will utilize MySAM. All other students will utilize DARS. Students are encouraged to review their degree audit each term, report any inaccuracies or questions to their academic advisor, and use the report to plan for degree completion. A completed MySAM plan is required for all students on the Sycamore Graduation Guarantee. The degree audit tools are for students and advisors to use to track progress toward degrees; it is not a substitute for academic advising.

What Is Academic Advising?

Academic advising is an integral part of the educational process. The primary purpose of academic advising is to assist students in the development of meaningful educational plans compatible with the attainment of their life goals.

Effective advising is characterized by a good working relationship between the advisor and the student, which adapts to the experiences and changing needs of the students.

Quality advising also requires understanding, affirming, and respecting the individual differences within the University community. The advisor is expected to develop the knowledge, experience, and interest for successfully communicating with students in a genuine, sincere, accurate, and confidential manner. Students are expected to understand University and program requirements and accept the responsibility for fulfilling them. Together, advisors and students are expected to maintain a professional and mutually respectful relationship as they review students' progress toward the attainment of educational objectives.

Academic advising is an interactive process in which both students and advisors share the responsibility. The advisor serves as a facilitator of communication, as a source

of accurate information, as a coordinator of academic planning, as an assistant in helping students to solve academically related problems, and as an agent of referral to other professionals and campus resources.

Elements of Quality Academic Advising

The research on quality academic advising suggests the following as important knowledge building blocks:

- An intimate understanding of the degree programs and curricula of the advisor's assigned students as reflected in published documents such as the course catalog;
- Degree requirements linked to coursework required in other departments/programs (e.g., general/foundational studies, distribution requirements);
- Course sequencing/pre-requisites, as well as course offering patterns, that impact program completion efficiency (e.g., time to degree);
- Understanding of course/curricula linkages to post-college employment and/or further graduate education;
- Familiarity and versatility with advising tools (e.g., degree mapping software such as DARS and/or MySAM), especially those that enable what if modeling (i.e., course selection pattern change, change of major, semester stop out or part-time enrollment);
- A perspective on the developmental issues and needs of students, including among key sub-populations (e.g., first generation students, low income students, students of color).

Valuable skill and dispositional building blocks include these:

- Organizational and planning skills that enable good communication with students on how to access one's advisor, scheduling sufficiency, and thorough reporting/assessment;
- Effective empathic listening and feeling reflection;
- Developmentally appropriate approach to students yet with balanced recognition of individuality.

Scheduling Advising Meetings

The University College piloted a new scheduling tool that is now available for any faculty advisor. In brief, it enables students to sign up through a simple Web interface and automatically populates one's Outlook calendar within the bounds designated by the advisor. If you would like to try this new tool, please contact Yihua Bai (yihua.Bai@indstate.edu).

Academic Advising Year Overview

August
- Assist students with registration
- Adding/dropping courses
- Meet with new advisees to discuss goals and to learn about the career goals of the student

September:
- Meet with new advisees to discuss goals and to learn about the career goals of the student
- Review 3 week attendance reporting
- Contact students with issues regarding attendance
- Email students with your advising protocol and information as to how to make an appointment with you
- Update/correct MySAM plans for the following semester

October
- Review interim grades—Contact and/or meet with students that have issues regarding attendance (dropping/adding 8 week courses)
- Begin meeting with students concerning summer and fall registration
- Meet with juniors (one year away from graduation) to discuss plans to finishing and applying for graduation
- Guide students to the appropriate offices to resolve holds

November
- Meet with students concerning spring registration
- Follow up with students who have not registered for the following semester
- Spring registration begins

December
- Review students final grades
- Suggest course repeats based on final grades and major requirements

January
- Assist students with registration
- Adding/dropping courses

February
- Review 3 week attendance reporting
- Contact students with issues regarding attendance
- Email students with your advising protocol and information as to how to make an appointment with you
- Update/correct MySAM plans for the following semester

March

- Review interim grades
- Contact and/or meet with students that have issues regarding attendance (dropping/adding 8 week courses)
- Begin meeting with students concerning summer and fall registration
- Meet with juniors (one year away from graduation) to discuss plans to finishing and applying for graduation
- Guide students to the appropriate offices to resolve holds
- Summer registration begins

April

- Meet with students concerning summer and fall registration
- Follow up with students who have not registered for the following semester
- Fall registration begins

May

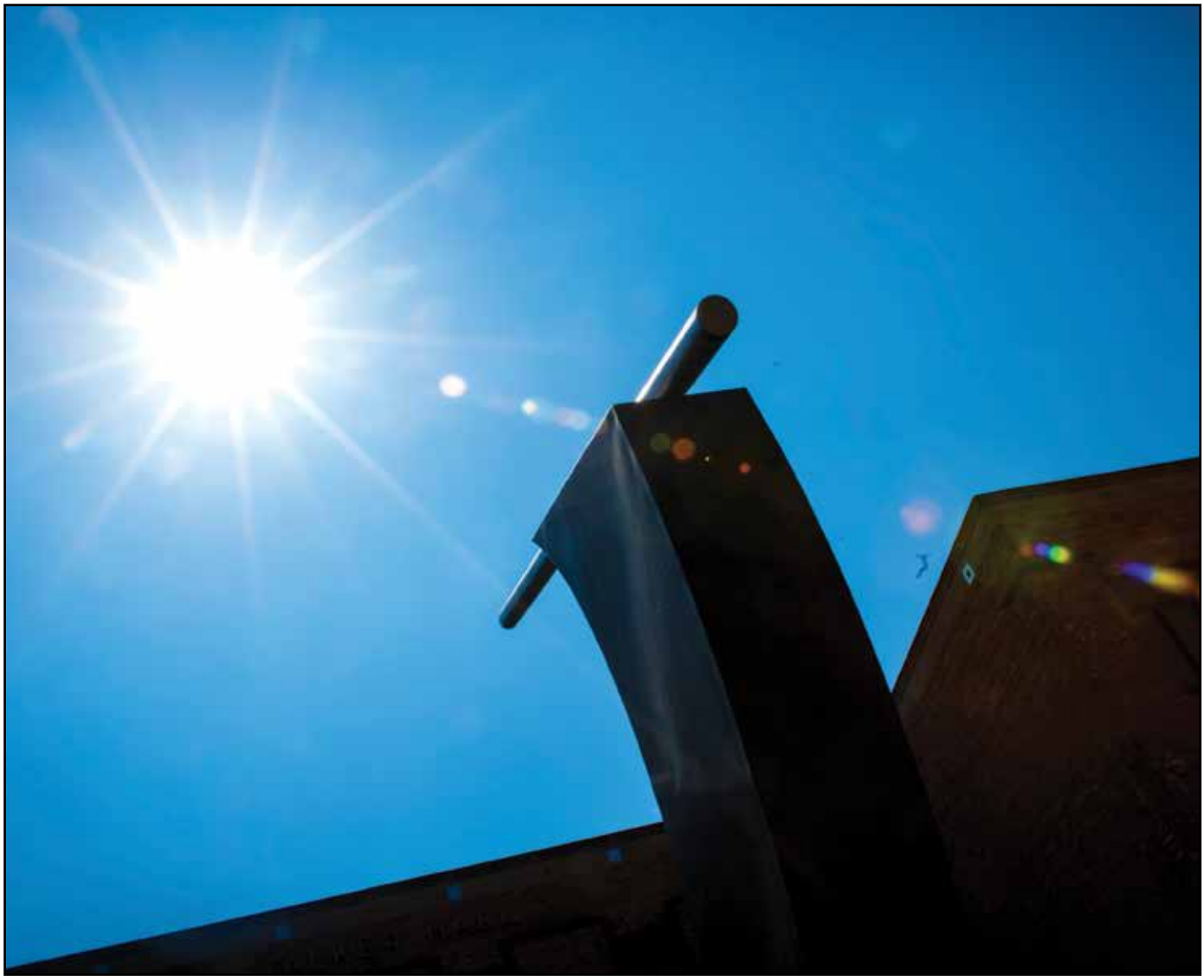
- Review students final grades
- Suggest course repeats based on final grades and major requirements
- Follow up with students who have not registered for the following semester

June

- Respond to student emails within 48 hours or set an away message so a student can receive prompt assistance
- Follow up with students who have not registered for the following semester

July

- Respond to student emails within 48 hours or set an away message so a student can receive prompt assistance
- Follow up with students who have not registered for the following semester



Notes

Academic Advising Policies and Procedures

Family Education Rights and Privacy Act (FERPA)

It is important to understand what student information you can and cannot disclose and to whom.

Educational records include all records which are related to a student and maintained by ISU (personal information, enrollment records, grades, class schedules, etc.). These records can be in any media (handwritten, print, type, film, electronic, etc). The university must have written permission from the student before releasing information from the student's record. All e-mail communication must be through the ISU e-mail. This applies to students and faculty/staff.

Directory information such as full name, address, phone number, email, majors, dates of attendance, participation in sports and activities, degrees, awards, honors, current enrollment status is public information. This can be released at any time unless the student has designated his/her directory information as confidential.

Students can allow selected individuals to view and discuss certain portions of their academic records by setting up proxy access. A proxy can be a parent, guardian or any other individual the student selects. Students must set up proxy access by logging in to their ISU Portal and establishing a passphrase. Students then provide the passphrase to the designated proxy, who must use this passphrase any time they wish to access information. Students have the right to remove this authorization at any time by logging in to their ISU portal account.

To review if a parent has FERPA access (and if you have banner access), you can view all the information on the Banner screen: GPAPRXY.

For more information about FERPA, please contact the Office of Registration and Records: 812-237-2020 or email: ISU-ORR@mail.indstate.edu.

Sycamore Graduation Guarantee

Indiana State University has a four-year graduation guarantee for students enrolling fall 2012 and beyond. The guarantee assures eligible students they will be able to complete a bachelor's degree within four years. If students fulfill the requirements below and are not able to graduate in four years, the University will pay for the remaining tuition to completion.

Instructions

To take advantage of the guarantee, students must sign an application during their freshman year. If they meet their commitments under the contract and find themselves unable to graduate in four years, the University will cover the cost of tuition and mandatory fees for any remaining required courses.

Student Requirements

The student is responsible for:

- Entering the University as a first-time, full-time student beginning fall 2012 or after.
- Declaring his/her interest in pursuing the Four-Year Graduation Agreement by signing this application during the freshman year. The four-year time period begins with the start of fall of the student's first year. Students who sign up after the start of classes in their first semester may have deficiencies that will need to be addressed before the agreement goes into effect.
- Meeting with his/her advisor to develop a four-year plan to identify the courses the student must complete each semester to stay on course to graduate within four years. The student assumes responsibility for monitoring his/her progress to degree utilizing the degree audit reporting tool and is encouraged to meet with his/her advisor each semester to ensure that he/she stays on track.
- Following appropriate course sequencing (per program of study) and completing prerequisites with required grade for progression.
- Declaring and being admitted to a major by August 1, 2017 for students who entered in fall 2016. If major

is changed, it must be done in time to meet the requirements of the new major and graduate within the original four-year time period.
- Remaining in good academic standing each term/semester (by both institutional and major standards).
- Completing 30 to 32 credit hours each academic year for four years as required by the college and major and meeting all degree requirements.
- Monitoring his/her progress and notifying his/her advisor by email and the Guarantee program by email at stayontrack@indstate.edu during priority registration period if unable to register for a required course needed to meet progression/graduation standards.
- Ensuring he/she has no holds blocking registration and registering for courses during the priority registration period.
- Applying for graduation by October for May graduation.

This agreement applies to all degree programs of 128 semester hours or fewer.

University Responsibilities

The University's responsibilities under the guarantee include:

- Notifying the student during the first semester if the student is not eligible for the Sycamore Graduation Guarantee because of needed developmental work or declared major of 128 semester hours or greater. The student is still covered by the provisions of HEA 1348-2013.
- Providing appropriate courses for the major to ensure that the degree can be completed during the four-year period.
- Providing access to quality advising throughout a student's time at Indiana State.
- Providing tools, including but not limited to degree audit reporting, to enable the student to monitor his/her progress toward degree.
- Providing an annual assessment report indicating if the student is on track to graduate within four years and, if not, what issues need to be addressed to be back in compliance with the Sycamore Graduation Guarantee.
- If a student is unable to graduate within four years due to the unavailability of required course work, the University may, when appropriate, allow the student to graduate within four years by substituting a different course or an independent study assignment, as determined by the department and the college offering the student's major.
- If course substitution is not an option, and the student is unable to graduate after completing four years and complying with all terms of this agreement, Indiana State will pay the tuition and mandatory fees for any additional required courses.

The student must request a course substitution or waiver of tuition and mandatory fees prior to the beginning of classes for the last semester of the student's four-year plan. The waiver of tuition and mandatory fees will be limited to the required course work and does not extend to any other costs of attendance including room and board fees and textbooks. All other fees will be the responsibility of the student.

At various points, students may fall out of compliance with the agreement due to financial constraints, academic performance, change of major and other issues. Students should work with their advisors to determine what options (summer school, tutoring, etc.) may exist to address those issues and come back into compliance.

Graduation Guarantee Legislation HEA 1348-2013

New full-time undergraduate students attending public institutions must be presented with degree maps beginning in the 2014-2015 academic year. The legislation mandates that each student have a degree map that is updated before priority registration, regardless of whether or not the student meets with the advisor. Any course on a student's map for which the student cannot enroll (because it is full, offered only at the same time as another mapped class, or is simply not offered) will be given to the student at no charge when it is next offered*. The guarantee applies to students that have complied with their degree maps. If a course is not available for a student (whether it is full, offered only at the same time as another mapped class or is simply not offered), the institution faces a choice: either it can provide a new map to the student, or provide the student with a suitable alternative (independent study or course substitution). The ideal solution, however, would be to avoid this situation altogether by pro-actively ensuring that courses listed on degree maps are available to students.

*Please note that the free course guarantee is written into the law. To determine that a student is entitled to the "free course guarantee," the university should verify the following:

- The student has followed his or her degree map in each prior semester, meaning the student completed the prescribed courses or satisfied the prescribed electives in the semester they were mapped.
- The student is unable to register for a course mapped for the current semester because it is not offered, offered only at the same time as another mapped course, or is full. Note that the course is considered full only if all sections of the course are full, not just the student's preferred time slot. If an on-line version is available to the student, the course is considered available to that student even if he or she prefers a different modality. For general education

requirements with multiple options, all section of eligible options must be full, not just the student's preferred choice.
- The student attempted to register for the course during priority registration.
- The student has not received a revised degree map that maps the unavailable course in a future semester without altering the graduation date.
- The student is within 150 percent of the standard time to complete the degree (two or four years).

Registration

For students to register or add/drop classes, log on to the MyISU Portal using the Sycamore login and password. Click on the Student badge and then click add/drop class link.

Freshmen, sophomores, transfer students in their first semester at ISU and students who are not in good academic standing are required to have an advisement PIN to process any registration activity. The PIN should be obtained from the academic advisor and is only valid for one semester.

Registration for the spring semester begins in November, summer in March and fall in April.

The 8-week course options are becoming more expanded every year. Offerings include 100-400 level courses. You can view these options through the dynamic schedule of classes. Simply highlight all of the subjects and pick the part of the term that you want to search for classes.

Late Registration Fee

A late registration fee of $30 will be assessed during the first seven calendar days of the academic semester to a student who fails to complete registration on the dates and within the hours specified in the published procedure for registration for any particular fall/spring semester. The fee will increase to $100 starting with the eighth calendar day of the academic semester. For summer terms, the late registration fee will be $30.

Add/Drop Courses

Students may either drop or add classes via the web at ***myisu.indstate.edu/***. To access the web, a student must enter her/his Sycamore Login and password. All students are encouraged to consult with their advisor prior to making changes to their class schedule. Add/drop periods are different for 8 week and 16 week courses. For more information on dates and policies, please visit: ***www.indstate.edu/registrar/student-resources***.

PIN

Freshmen, sophomores, and students in their first semester will need to consult with their advisor to obtain an advising PIN prior to making scheduling changes. Honors students and students who are not in good academic standing will also need to obtain an advising PIN. The advising PIN will need to be entered in addition to the Sycamore Login and password.

Juniors and seniors are not required to obtain a PIN from an advisor. The non-requirement of a PIN is a common concern of the faculty given its inherent benefit of forcing a student to an advising session. The stakes are especially high for upperclassmen who may need particular courses to remain on a timely track to graduation. Yet, forcing an advising meeting necessitates that the advisor is in fact adequately accessible. It is also unclear the extent to which this has led to poor student choices, albeit it does happen at times. When it does, it often is highly stressful and frustrating for all involved.

Change of Schedule Fee

A student who initiates a change of schedule will be charged $10 per completed term transaction through the seventh calendar day of the academic semester. The fee will increase to $30 per completed term transaction starting with the eighth calendar day of the academic semester. For summer terms, the change of schedule fee will be $10.

Academic Standing—Requirements for Continued Enrollment

The cumulative grade point average (GPA) is used to indicate the academic standing of students at the end of any semester or summer term and will determine their eligibility for continued enrollment. Some programs may have requirements above the minimum University retention standards.

Good Standing

A student must maintain a 2.0 (C) cumulative grade point average to be considered in good academic standing by the University.

Academic Probation

If a student's cumulative grade point average is less than 2.0, the student will be placed on academic probation.

Students on academic probation will not be permitted to take more than 13 credit hours. Students on academic probation are strongly encouraged to consult with their academic advisor to identify if repeating courses in which deficient grades were received is appropriate during the next semester (or the next time the course is offered).

Academic Dismissal

Students who meet the following criteria will be academically dismissed, unless an exception is provided by the dean of the relevant college on a case-by-case basis:

- First-term students who earn a term grade point average of less than 0.85
- Freshmen (0-30 earned hours) who are on probation and earn a term grade point average of 1.7 or less
- Sophomores (31-60 earned hours) who are on probation and earn a term grade point average less than 2.0
- Juniors (61-90 eared hours) and seniors (91+ earned hours) who are on probation and earn a term grade point average less than 2.2

Students who have been academically dismissed should expect to stay out of classes for one academic semester (following a first dismissal) and one academic year (following a second dismissal), after which such students should petition their academic dean to return to classes. Deans will retain the discretion to provide exception to NOT academically dismiss on a case-by-case basis. No student may return to classes after a third academic dismissal. For more information, please visit: ***www.indstate.edu/admissions/applications-us/readmission***

Course Repeat Policy

Students may choose to repeat any course for grade improvement. Courses that can be repeated for credit are not included in the policy. Only the highest grade received for the course, taken at Indiana State University, will be included in the computation of the cumulative GPA. The initial grade(s) and the repeat grade(s) will appear on the student's record. Only courses taken at Indiana State University are eligible for course repeat. An exception can be granted by the Dean of the relevant college on a case-by-case basis.

Incomplete Grade

An incomplete grade (IN) may be given only at the end of a semester or term to those students whose work is passing, but who have left unfinished a small amount of work—for instance, a final examination, a paper, or a term project, which may be completed without further class attendance.

When a grade of incomplete (IN) is assigned, the professor will specify, via Blackboard, the work necessary to complete the course and receive a grade. The deadline date for completion, and the grade to be assigned if the work is not completed by the specified date is entered in the final grading system. The date for completion will normally be within four weeks of the beginning of the next semester, but will not be longer than one calendar year. The sole exception is for graduate research courses, which will have no maximum deadline.

In the event that the instructor from whom students receive an IN is not on campus, the disposition of students' eventual grade resides with the appropriate department chairperson.

Students may not graduate with an incomplete on their record when the incomplete was assigned for any semester or term after spring 2007.

Withdrawal

Official Withdrawal

"Official withdrawal" involves the student withdrawing from all classes for which he/she is registered, as well as notifying appropriate administrative officials of his/her decision to leave the campus. If a student leaves without properly processing a withdrawal, the absences from class and from the campus will be justification for the grade of "F" to be assigned for the courses in which the student is enrolled.

Withdrawal Procedures

The student is not officially withdrawn until he/she has completed the withdrawal procedures.

Effective fall 2016, students will be able to drop all classes via their ISU portal. This process will be available through the last day to drop/withdrawal for a given term. Questions concerning withdrawal from enrollment should be directed to the office of Registration and Records.

Important Information

- **Residence hall contracts.** Withdrawal from enrollment results in cancellation of the residence hall contract; however, students are responsible for contacting Residential Life if they are not planning to return to the University. Residence hall students should review the terms and conditions of their residence hall contract;

- **Refunds and repayments of assistance.** Students who withdraw (officially or unofficially) from all of their classes before a semester is completed may be required to repay some or all of their financial aid;
- **Grade determination.** Students who officially withdraw from the University by the last day to add (7th calendar day of a 16 week semester) will not have a grade or courses assigned to their transcript. After the last day to add and through the 11th week of classes, the grade of "W" will be given. Dates and deadlines for summer and shorter length classes vary based on the duration of the class. Please see the schedule of classes for specific information. "W" grades are not included in calculation of the grade point average;
- **Withdrawal following priority scheduling.** Students who participate in priority scheduling must initiate an official withdrawal in accordance with the procedures described above if they elect not to attend any classes during the session for which priority scheduling was accomplished. An official withdrawal must be completed for the semester for which the student has priority scheduled even if he/she has withdrawn from the previous semester. The refund of fees will follow the schedule of refunds contained in the registration instructions, published on-line each semester and summer session;
- **Official withdrawal during a summer session.** All procedures concerning withdrawal are carefully explained in the registration instructions, published on-line each semester and summer session. See these publications for details regarding grading, refund provisions, and calendar limits.

Refund from Fall/Spring Enrollment

Students who participate in registration must initiate an official withdrawal if they elect not to attend any classes during the semester for which registration was accomplished. All days will be counted regardless of whether or not the course meets beginning with the first day of class. This means Saturdays, Sundays, and holidays are counted. For standard 16-week courses, students who officially withdraw through the first week (7 days) of regular day classes of the semester will receive a 100 percent reduction of academic fees. Students withdrawing during the second week (14 days) of regular day classes in a semester will receive a 75 percent reduction of academic fees; during the third week (21 days), a 50 percent reduction; during the fourth week (28 days), a 25 percent reduction; or after the fourth week, no reduction.

Refund from Summer Enrollment

Refunds from summer enrollment will vary depending on the length of the course and when the course begins. You can find all of this information online at: ***www.indstate.edu/services/express/academics/registration/registration-instructions***

Effects on Financial Aid

Dropping all classes before the semester begins:
Any time a student withdraws completely from all classes, the financial aid office will require a return of refunds issued that were drawn from federal funds, since the student would have received an ineligible disbursement. If this process occurs before the start of the semester, the student is typically entitled to a refund of University charges.

Dropping all classes after the semester begins:
If the student completely withdraws after the first week of classes, he or she will have to return a percentage of financial aid equal to the amount of the semester completed. For example, if the student withdraws after completing 30% of his classes, he is only entitled to approximately 30% of his financial aid (and must pay back the remaining 70%).

If this occurs, the office will return a portion of the federal aid money used to pay institutional charges (such as tuition, fees, or university housing) on a student's account. Sometimes this will leave some university charges unpaid, and the student will be billed for this amount. Second, if the student received federal aid funds directly (as a refund, for example) to be used for other educational expenses, the student may have to return some portion of that money. The amount due will appear on the student's bill in about 45 days after the withdrawal date.

Dropping some classes after the semester begins:
Financial aid recipients are required to complete 67% of the classes originally attempted. (See Satisfactory Academic Progress Policy.) If the student falls below 67% completion rate, he or she will forfeit their eligibility for federal financial aid. It is critical to exercise discretion when deciding when to drop and add classes after the semester has already begun. Enrollment information is reported to the National Student Loan Data System, and previously borrowed loans may go into repayment if the student does not meet deferment criteria (half-time enrollment). It is always a good idea to refer a student to financial aid before dropping courses. This will allow counselor to walk a student through the implications of dropping courses.

Pell grant recipients **must attend** all of their courses in order to keep the grant. Failure to attend all courses could result in a reduction of Pell grant funds.

Notes

Advising Information

Graduation and Commencement Requirements

Graduation represents the culmination of a student's program of study. Baccalaureate degrees are awarded upon successful completion of all degree requirements. Degree requirements may be those in effect at the time of matriculation or at graduation, but not a combination of both. Usually, students should expect to follow the curricular requirements and University regulations provided in the Undergraduate Catalog based on their matriculation term. The dean of the college may determine which of the courses taken by the student more than seven years prior to graduation may be applicable to a baccalaureate degree.

Degree requirements for graduation are those as described by the college and the student's chosen curriculum. The dean of each college is responsible for certifying the completion of degree requirements for each candidate for graduation. A degree audit (MySAM) is available from the MyISU Portal to assist students in planning and progressing toward graduation.

Students need to apply for the term they will graduate, NOT the term in which they wish to walk in the commencement ceremony. Students who apply to graduate in Spring/Summer are invited to the commencement ceremony held in May. Students who apply to graduate in Fall are invited to the commencement ceremony held in December. Please make sure that your student understands the difference between the commencement ceremony and graduation because this has caused a great deal of confusion with the students. Students may walk in the ceremony but that does not mean that they have graduated. A student does not have to participate in the ceremony to graduate and can participate in a ceremony prior to all of their requirements being met. Students must change their graduation date to allow registration for the following semester. It is recommended that students apply for graduation two semesters before their planned graduation date.

Each student is responsible for meeting all degree requirements by the time he/she expects to graduate, including that students must:

- Apply for graduation two semesters before their planned graduation date. Following submission of the graduation application, any subsequent changes to the application are the responsibility of the student. If requirements are not met by the expected graduation term, a change in the date of graduation must be made and is the responsibility of the student.
- Earn a minimum of 120 credit hours, excluding any duplicate course credits or remedial coursework.
- Resolve any incomplete grades if the incomplete was assigned after spring 2007.
- Complete at least 30 credit hours enrolled at Indiana State University, of which at least nine must be at the 300-400 level.
- Complete a minimum of 45 credit hours of course work in 300 and 400-level courses.
- Complete the Foundational Studies Program (see relevant section of this *Catalog*).
- Earn a minimum cumulative grade point average of 2.0. Note: Certain programs require a higher minimum grade point average. Consult the relevant sections of this Catalog for individual degree program information.
- Additional degree requirements are specified by the college and the students' chosen curricula. Students should consult the relevant section of this Catalog for complete information about degree requirements for their major/minor programs.

Second or Additional Baccalaureate Degree

A student who desires a second or additional baccalaureate degree must complete a minimum of 30 credit hours at ISU after the awarding of the first degree and must fulfill all requirements for the degree being pursued. Two baccalaureate degrees may be granted simultaneously provided all requirements for both degrees have been completed and a minimum of 150 credit hours have been earned.

Upon certification of graduation, degrees are awarded, and graduates are granted full alumni standing. Graduates who are free of all University obligations are issued a diploma and transcript. The academic record at the semester of completion is closed once graduation is certified; no record changes will be permitted once the degree is awarded. No further registrations beyond the semester of completion are permitted. If the graduate

desires to take additional courses or pursue another degree/certificate, he/she must be readmitted. Commencement Ceremony. For more information, contact the Office of Registration and Records.

Graduation Honors

Latin Honors are recognized by Indiana State University for baccalaureate candidates at commencement and on diplomas and transcripts. To be considered for Latin Honors, students must:

- Have a current graduation application on file in the Office of Registration and Records.
- Adhere to commencement deadlines (March 15 for Spring/Summer and October 15 for Fall commencement).Once the deadline has passed, graduation candidates will not be included in the commencement booklet or have Latin Honors announced at the commencement ceremony.
- Complete a minimum of 55 hours of resident (ISU) credit (not including credit awarded through credit by exam, prior learning, or other advanced standing programs).
- Earn a minimum ISU cumulative grade point average of 3.50.
- Earn a minimum Latin Honors grade point index of 3.50. The Latin Honors index is based on all eligible coursework completed at all regionally accredited institutions. Eligible coursework includes all college-level courses, whether or not the courses are transferable to ISU. All non-ISU coursework is converted to ISU's grading scale and combined with the ISU cumulative grade point average to calculate the honors grade point index.

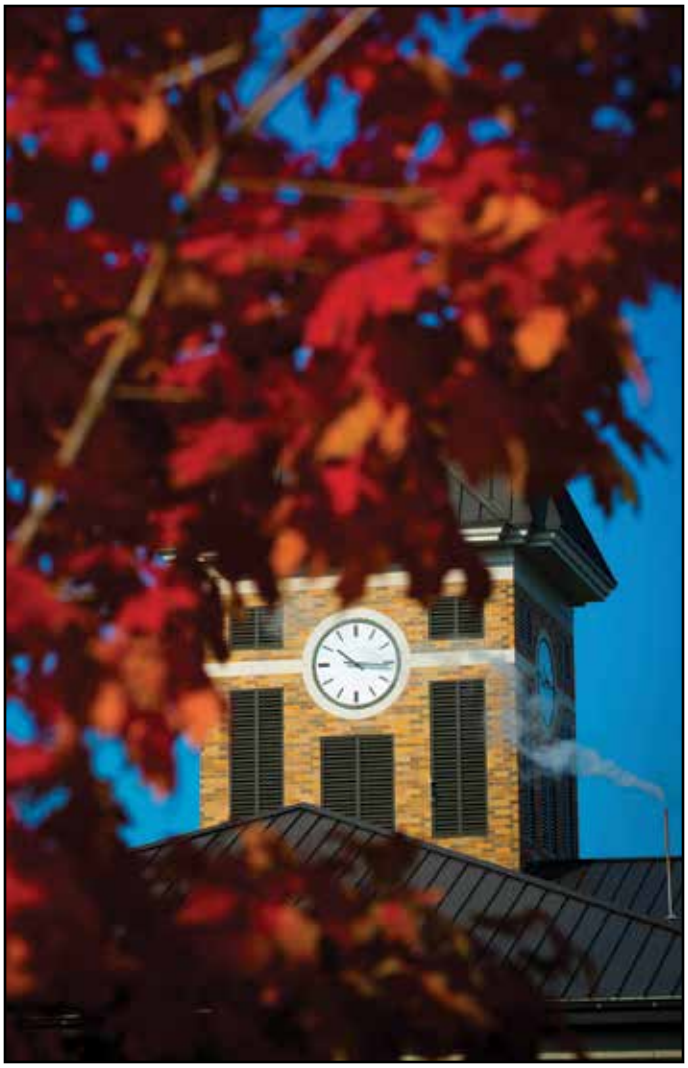
Latin Honor designations are based on the student's cumulative honors index (not the ISU cumulative grade point average):

Latin Honor	Cumulative Honors Grade Point Index
Summa Cum Laude	3.90 or higher
Magna Cum Laude	3.70-3.89
Cum Laude	3.50-3.69

When determining Latin Honors for the commencement ceremony, the student's record will be reviewed at the beginning of the semester/term of graduation and will include all coursework completed at that point in time. Latin Honors will be recalculated after graduation and will include all coursework. The official Latin Honor will be designated on the diploma and transcript.

MySAM—Degree Audit Tool

MySAM is a suite of web-based tools to help students ensure that they stay on track for graduation. In MySAM, a student can complete an audit of their coursework that will indicate what requirements have been fulfilled (along with credit hours and grades earned), what is in progress, and what remains to be completed. MySAM also provides a semester-by-semester planner that gives the student needed information to schedule classes each term and ensure the correct sequence is followed. Plans are created in cooperation with the advisors and approved by the advisor. Advisors can also provide notes within MySAM to help guide the student and remind the student about discussion points during advising sessions. MySAM is available through MyISU at ***myisu.indstate.edu***. MySAM is a tool for students and advisors to use to help track progress toward degrees; it is not a substitute for academic advising, nor does it certify students for graduation. The goal for students is to turn all requirements on the worksheet to green, which indicates all requirements are completed for graduation.



Common Holds Preventing Registration

In the MyISU (student portal), a student has access to current status, academic advisor, class schedules, financial information, and updates from the University. Within the "Student Self-Service" badge, the "Student Alerts" tab identifies any red X's on his or her account. If the student has a red X, it can be clicked to determine the issue.

Hold Type	Contact Office	Prohibits
Admissions	Admissions Office 812-237-2121	Registration
Application Fee	Admissions Office 812-237-2121	Registration
Athletic Department	Athletic Studies Program 812-237-7692	Registration
College Transcript	Admissions Office 812-237-2121	Registration
Continuing Education	Credit Outreach 812-237-8384	Registration, Transcripts, Grades
Final High School Transcript	Admissions Office 812-237-2121	Registration
Graduate Studies	School of Graduate Studies 812-237-3005	Registration
Immunization	Office of Registration and Records 812-237-2020	Registration
It's On Blue	812-237-8954 itsonblue@mail.indstate.edu	Registration
Laptop Scholarship	Scholarship Office 1-800-GO-TO-ISU	Registration, Transcripts
Missing Information	Office of Registration and Records 812-237-2020	Registration, Transcripts, Grades
Musical Instrument Return	Music Department 812-237-2755	Registration, Transcripts, Grades, Diplomas
Registrar	Office of Registration and Records 812-237-2020	Registration, Transcripts, Grades
Registrar Academic	Office of Registration and Records 812-237-2020	Registration, Transcripts, Grades
Student Judicial Programs	Student Judicial Programs 812-237-3800	Registration
University Advising	University College Dean's Office 812-237-3940	Registration

Hold Type	Contact Office	Prohibits
Accounts Receivable	Account Analyst Area 812-237-3511	Registration
Aged Accounts	Account Analyst Area 812-237-3511	Registration, Transcripts, Grades
Accounts Receivable Manual	Account Analyst Area 812-237-3511	Registration
Accounts Receivable Transcript/Diploma	Account Analyst Area 812-237-3511	Transcript
Federal Loan	Account Analyst Area 812-237-3511	Registration/Transcript
University Collections	Account Analyst Area 812-237-3511	Grades/Registration
University Collect-Grades	Account Analyst Area 812-237-3511	Grades

Transfer Credits

Indiana State University accepts credit from regionally accredited colleges and universities within the United States and from selected schools located outside of the United States. Credit also may be granted for military training and experience.

Transfer Credit General Guidelines

- Credit earned from regionally accredited colleges and universities is transferable.
- Transfer credit is assigned only for courses at the 100 level (or above) in which the student earned a grade of C or higher.
- Generally, an equivalent number of credit hours are given.
- College living, orientation and study skills classes do not transfer.
- In some cases, credit may be transferable to the University and counted toward graduation, but may not be applied toward completion of the intended major.
- As much as 90 credit hours of total transfer credit will be accepted for transfer into a bachelor degree program; at least 30 credit hours must be completed through ISU to earn a bachelor degree.
- Grades (GPA) do not transfer, except for the purpose of graduation honors.
- The transfer of a bachelor degree from a regionally accredited U.S. institution, all of the University's Foundational Studies/General Education requirements will be waived.

Associate Degrees and General Education Core

- An associate of applied science (A.A.S.) from a regionally accredited US institution will transfer to meet the following Foundational Studies requirements: freshman composition, communication, quantitative literacy/mathematics, health and wellness, non-native language, social and behavioral sciences, one UDIE and laboratory science.
- An associate of sciences (A.S.) or an associate of arts (A.A.) from a regionally accredited US institution will transfer to meet the following Foundational Studies requirements: freshman composition, communication, quantitative literacy/mathematics, health and wellness, non-native language, social and behavioral sciences, laboratory science, literary studies, fine and performing arts, historical studies, and global perspective and cultural diversity.
- Successful completion of the Statewide Transfer General Education Core (STGEC) at an Indiana public institution of higher education, can transfer as a block of 30 credit hours towards the completion of Foundational Studies at Indiana State University.
- Completion of an eligible AS or AA degree at a community college in Indiana may put a student on a Transfer Single Articulation Pathway (TSAP). The TSAP can be followed to complete a comparable degree at a four-year institution without loss of credit hours.

Transfer Plans

Indiana State University has partnered with two-year colleges to formalize transfer plans for particular majors. These plans enable students to complete a specific associate degree and receive credit toward a specific ISU bachelor degree. Benefits include maximum credit transfer and streamline advisement. Visit ***www.indstate.edu/transfer*** for more information. Two year colleges include:

- College of DuPage
- Community College of the Air Force
- Danville Area Community College
- Frontier Community College
- George Brown College
- Ivy Tech Community College
- Lake Land College
- Olney Central College
- Parkland College
- University of Evansville (dual degree)
- Vincennes University
- Wabash Valley College

Transfer Planning Tool

The University's Transferology tool is a free online transfer planning tool that allows the student to gain information on how courses from other institutions will transfer to Indiana State University. Transferology includes information for Indiana schools and selected other schools. Visit ***www.indstate.edu/transfer/tool*** for more information. (Coming soon, a new tool that will allow everyone to look up established equivalences on-line).

Notes

Fundamentals of Advising

Change of Majors

Currently there is not a university wide system for major changes. It is important to understand the process of changing majors in other colleges so you can direct students appropriately. For more information, please visit: ***www.indstate.edu/services/express/academics/advisement/change-majors***

College of Arts and Sciences

An online change of major form through the CAS website is available for students to complete. This applies to students if they are changing a major to or within the college, adding/dropping a minor/certification/concentration: ***indstate.qualtrics.com/jfe/form/SV_82KWKYQjRo57fbC***

To update to a new catalog year: ***indstate.qualtrics.com/jfe/form/SV_9G1rqtBoKI76q6p***.

Scott College of Business

Students can visit the Undergraduate Student Services Offices in the Scott College of Business (FD 124) or email ISU-BusinessAdvising@indstate.edu to initiate changing a major to or within the college, adding/dropping a minor/certification/concentration/track. The same process is used to update a catalog year. For more information about the SCOB change of major process, please visit: ***www.indstate.edu/business/SSO***

College of Health and Human Services

An online change of major form through the CHHS website is available for students to complete. This applies to students if they are changing a major to or within the college, adding/dropping a minor/certification/concentration/track. The same form is used to update to a new catalog year: ***indstate.qualtrics.com/jfe/form/SV_9Z8zuHc3U17XE4Q***

For more information about the CHHS change of major process, please visit: ***www.indstate.edu/health/department/student-and-community-relations/handbooks-forms***.

College of Technology

Students can email, techstudents@indstate.edu, or visit the Student Services office (TC 101) to initiate changing a major to or within the college, adding/dropping a minor/certification/concentration/track. The same process is used to update a catalog year. For more information about the COT change of major process, please visit: ***www.indstate.edu/technology/change-major***

Bayh College of Education

Students must make an appointment to meet with an advisor before a change of major will be processed. If the student is eligible to declare a major within Education, the paperwork will be processed after the meeting is complete. To make an appointment the student should contact Education Student Services at 812.237.3131, visit their office UH 115 or by email at ISU-ess@indstate.edu. For more information about the BCOE change of major process, please visit: ***www.indstate.edu/education/ess/undergraduate/information/change-major***

Petitions

Petitions need to be submitted at the beginning of each semester for course substitutions/waivers/etc. This will allow accurate preliminary graduation checks (75 earned hours) and ease the final graduation checkout around graduation. If the student does not earn a passing grade, the substitution will not be granted in the degree audit system. Each college has a different petition process.

College of Arts and Sciences

Petitions must be submitted through the advisor's ISU portal. After logging into the portal, click on the Faculty Self- Service badge. Under the advisor services tab is a link for the curriculum petition (College of Arts and Science's Use Only). Please follow that link and submit the information required.

Scott College of Business

Petitions can be submitted from the student or the advisor but must be signed off on by the advisor and student. Forms can be found in any department office or through the Undergraduate Student Services Office in the Scott College of Business.

College of Health and Human Services

Petitions can be initiated by the student or advisor. If a student initiates the petition it is critical they do so in consultation with their advisor. They need to sign the document or have an email submitted with the petition indicating their agreement with the petition. If the advisor

initiates the petition, the student still needs to sign the petition or email the advisor with their agreement of the petition. The petition can be found at: ***www.indstate.edu/health/department/student-and-community-relations/handbooks-forms***

College of Technology

For a petition the student should always start with his/her advisor (the student must initiate the process with the advisor), and if the advisor approves it will continue the process of approval. The student should either sign it, or return it to the advisor with an email that substitutes for the signature. The link for a printable version of the petition can be found at: ***www.indstate.edu/technology/sites/technology.indstate.edu/files/Form-PetitionForSubstitutionOrWaiver.pdf***

For more information about the COT petition process, please visit: ***www.indstate.edu/technology/advising-registration/course-substitution***

Bayh College of Education

The petition process can be initiated by the student or advisor. It is important to have discussed the petition with the advisor before submitting the form. The petition form can be found at: ***www.indstate.edu/education/ess/undergraduate/information*** under the heading 'How To'. Petitions can be found in the Education Student Services office (UH 115).

Financial Aid

Indiana State has an especially large number of low income students, and hence, it is not uncommon for a student to confront a registration hold based on a past due bill. At that point, what a student needs to do is to speak to the Bursar's Office on the bill details and with Financial Aid since aid issues are commonly at the root of financial challenges.

Although academic advisors are not trained financial counselors, they are in a position to be allies and for proactively engaging students in ways that can reduce financial challenges. It is important to know that a student can find financial aid information through their portal. The portal will let them know if they are missing any documents and if there are any deadlines they need to meet. Often reviewing it with a student can help the student generate appropriate questions for the financial aid office. Here is what you should know:

- All aid hinges on the FAFSA and the form should be completed by March 1 each year to be maximally eligible for aid in the coming academic year.
- Indiana State has payment plan options.
- Financial aid received should be conserved to ensure that it lasts for the duration of the aid period. It is not uncommon for students to run out of aid late in the semester and hence struggle to pay rent or buy food.
- Aid is available in the summer, but is limited.
- The Financial Aid Office has an emergency fund of up to $400 for 30 days, typically used to help students pay for books while they wait for their aid check, but it can be used for generally anything. It often runs out at the start of semesters, however, given high demand at that moment.
- The Financial Aid Office can be especially busy prior to the start of the fall semester. Dropping them an email or browsing their website can also be a quicker way to obtain an answer to a question: ***www.indstate.edu/finaid/fall.htm***
- Students receiving state aid (the majority of our students, inclusive of, but not limited to, 21st Century Scholars) confront the requirement of completing 30 hours each year (inclusive of summer) to maintain their aid. Your vigilance in working with them to achieve this goal, including exercising care before encouraging a class drop, is extraordinarily important.
- Students must make Satisfactory Academic Progress (SAP) to maintain their financial aid. We have historically had a lot of students that do not. Information on SAP requirements can be found here: ***www.indstate.edu/finaid/sap.htm***, but in brief, sophomores and higher typically need to maintain a 2.0 GPA and complete 67% of courses attempted. This means that in an academic year, if they register for 10 courses, they need to have completed 7 of them.

21st Century Scholars and Indiana Higher Education Award

Freshman Year: Cumulative GPA must be a minimum of 2.0. At the end of freshman year, 30 credits must be earned

Sophomore Year: Cumulative GPA must be a minimum 2.0. At the end of my sophomore year, 60 credits must be earned

Junior Year: Cumulative GPA must be a minimum 2.0. At the end of the junior year, 90 credits must be earned

- Minimum credits to be earned in a year include those earned in summer school.
- College credits earned in high school count in the total if they were successfully transferred to ISU. They do not count in the GPA.
- If a student loses the scholarship, it may be earned back after the next year. For more information about the appeal process, please visit: ***www.in.gov/sfa/2565.htm***

Transcript Request

A transcript fee will be charged for each transcript of record issued. Transcripts cannot be released without a student's written consent. The transcript request form can be found on-line at ***www.indstate.edu/express/transcripts.htm***

Transcript Fees

- Certified Electronic PDF Official Transcript: $10.00
- Official Paper Transcript to be mailed: $12.00
- Official Paper Transcript to be picked-up: $12.00
- Faxed Paper Transcript: $20.00

Transcript Holds

Holds can prohibit the processing of transcript requests. Please make sure the student is aware that holds must be resolved in order to obtain a transcript.

Foundational Studies

Indiana State University is committed to providing a high quality education that will help to develop intellectual abilities while providing the skills and knowledge required or necessary to successfully navigate the complexities of the twenty-first century.

The Foundational Studies Program is the cornerstone of this goal. Together, your major and the Foundational Studies curriculum will prepare you to be an effective communicator, a critical thinker, and an informed decision maker. The Foundational Studies curriculum also exposes multiple "ways of knowing" (e.g. scientific, social or behavioral, historical, literary, fine and performing arts, etc.) that will help you better understand the world in which you live.

I. Composition:

Freshman Composition (must fulfill one requirement)

A. ENG 101 and 105 (ACT <20; SAT <510)

OR

B. ENG 107 or ENG 108 (ACT 20 or higher; SAT 510 or higher)

OR

C. SAT Verbal score of 650 or above (or an ACT Verbal score of 29 or above) and completion of the University Honors curriculum (GH 101 and GH 201)

II. Communication

III. Quantitative Literacy and mathematics

A. Quantitative Literacy

1. Quantitative literacy course (select from FIN 108 or MATH 102)

OR

2. SAT Math score of 650 or above (or an ACT Math score of 27 or above) or,

B. Mathematics
   1. One Mathematics course (select from MATH 115, MATH 241, or MET 215)
      OR
   2. MATH 102 (ACT 22 or higher, SAT 430 or higher, Mathematics Placement score of 7 or better).

IV. Non-Native Language

A. Four courses in high school in a single or multiple non-native languages, including American Sign Language, with a grade of C or better*
   OR
B. Two courses at Indiana State in a single or multiple non-native languages, (select from 101 and 101, or 101 and 102)
   OR
C. Two courses, from an accredited college or university, in a single or multiple non-native languages, including American Sign Language
   OR
D. Completion of English as a Second Language

*Students who did not take four courses in a single or multiple non-native language(s) earning a C or better in high school, may take the language placement test to determine the appropriate course. If they take the higher level course and earn a C or better, they will have met the requirement.

V. Health and Wellness (must fulfill one requirement)

A. One course with an activity component (select from AHS 111 or PE 101).
   OR
B. Completion of U.S. armed military services basic training (reserves or enlisted—does not include ROTC training).

VI. Laboratory Science (must fulfill one requirement)

A. One Foundational Studies designated laboratory science course
   OR
B. Any two laboratory science courses from two different science disciplines.

VII. Social and Behavioral Sciences

VIII. Literary Studies

IX. Fine and Performing Arts

X. Historical Studies

XI. Global Perspective and Cultural Diversity

XII. Ethics and Social Responsibility

XIII. Integrative and Upper Division Electives (Upper Division Electives require 45 earned credit hours or more at time of registration)

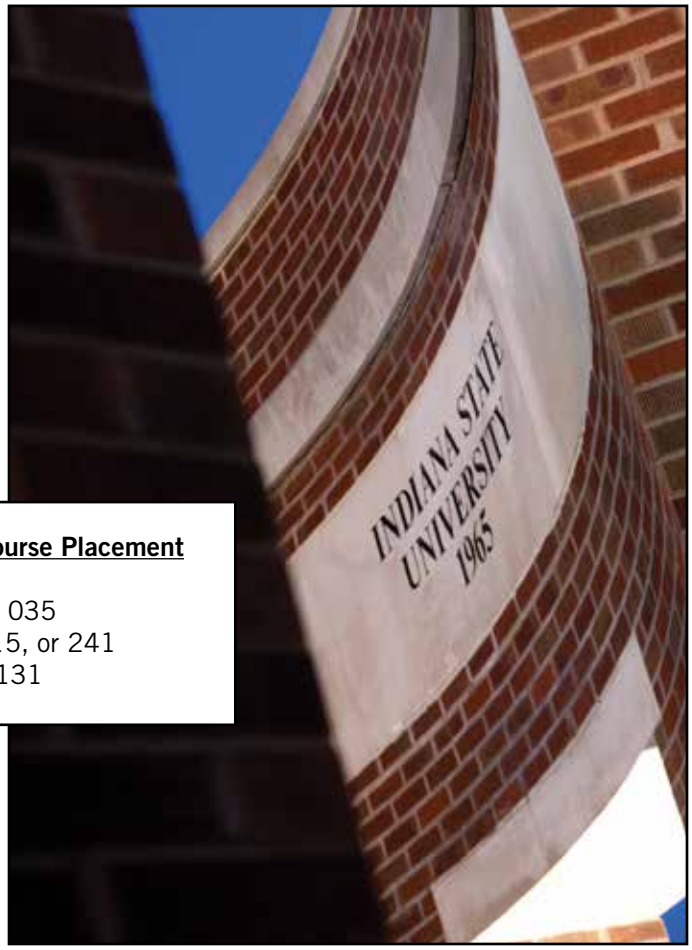
A. Select two upper- division, integrative electives
B. One upper-division elective and one- course equivalent study abroad experience
C. One upper-division integrative elective and completion of second major, minor, certificate, or education degree outside of the Bayh College of Education.
D. Completion of the University Honors Program

Math Placement

All new students are encouraged to take the Math Placement Test prior to attending New Student Orientation.

The Math Placement Test is offered online at ***www.indstate.edu/services/testing/mathplacement***. It is a service provided by the company Maple TA and is free for students (both new and current).

Academic Advisors should always take into consideration standardized test scores (SAT/ACT) along with the Math Placement Test.



Placement Test Score	SAT Math	ACT Math	Math Course Placement
0 to 6			015
7 to 11	430	17	102* or 035
12 to 20			112, 115, or 241
21 to 30			122 or 131

Math Placement Scores can be found on:

- **MySAM:** Test scores are available on students' MySAM in the "Worksheet" tab, toward the bottom in the "Test Scores" section. The scores are coded "Maple Part A" (score for Part A), "Maple Part B" (score for Part B which is only accessible if a student scores a 12 or above on Part A), and "Maple TA" which is the total score and is used to determine the appropriate math class.
- **DARS:** They will also appear on a student's DARS, toward the bottom and coded MTA (for Maple TA total score), MTAA (score for Part A), and MTAB (score for Part B, which is only accessible if a student scores a 12 or above on Part A).
- **Banner:** Scores are automatically synced to Banner in SOATEST

***For students who need MATH 102:**

Placement in Math 102 is primarily determined by SAT/ACT math scores. An SAT MATH score of 430 or higher or an ACT MATH score of 16 or higher qualify the student to enroll directly in Math 102.

***For students who need MATH 112, 115, 122, 131, or 241:**

Students should take the math placement test to determine their readiness for these math courses.

Retaking the Math Placement Test:

Beginning March 3rd, 2014, students who have received permission to retake the Math Placement Test from their Academic Advisor, will take the test in the University Testing Center (Welcome Center). Academic Advisors should email testing@indstate.edu with the student's name, student ID#, and their permission for the retake. In addition, they should copy the student who has received permission on this same email and instruct them to contact University Testing by calling 812-237-7666 or emailing testing@indstate.edu to schedule their retake. Walk-ins will not be allowed.

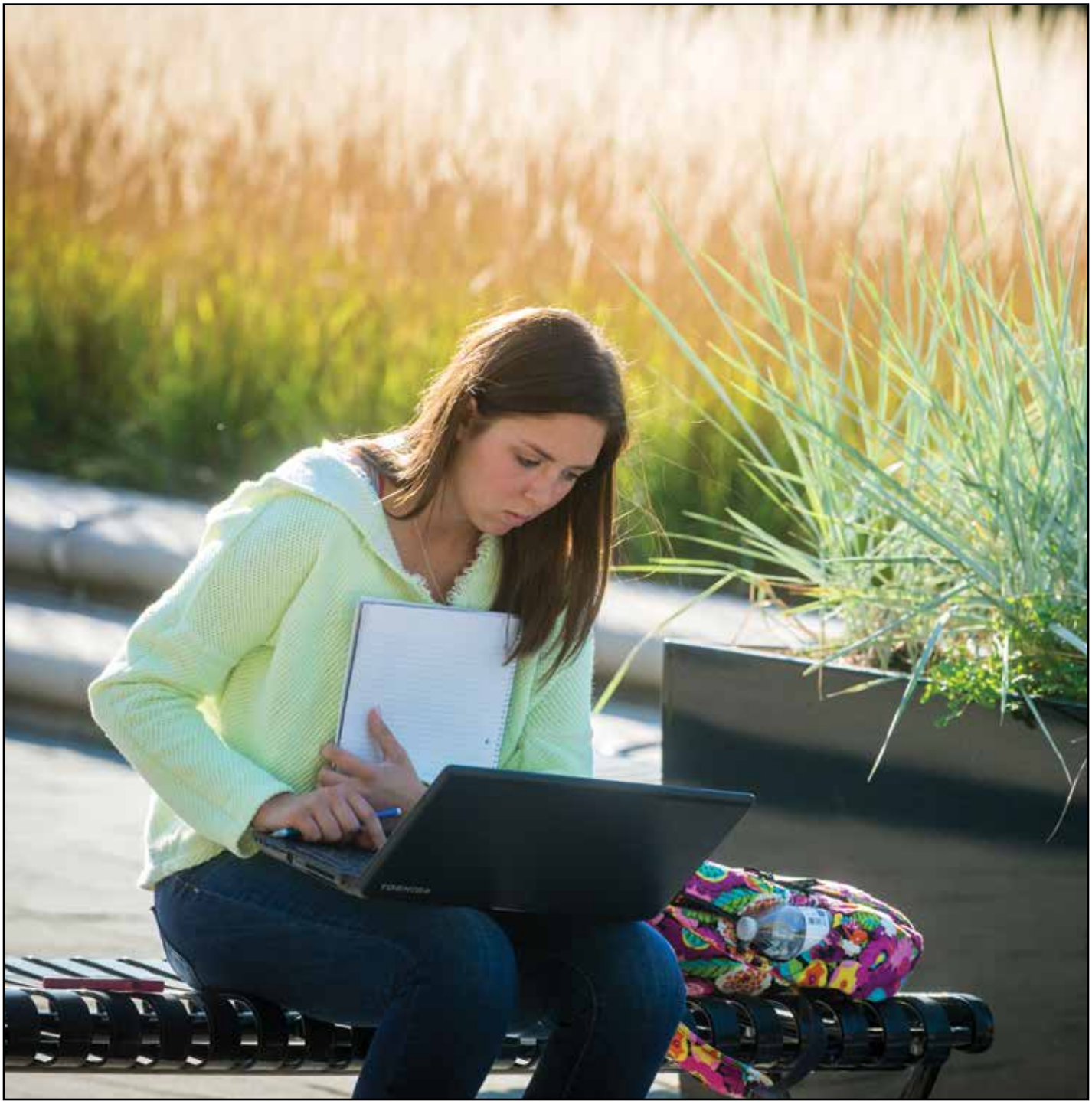
Please see the Undergraduate Catalog for other math pre-requisites.

If you have any questions or concerns regarding the Math Placement Test or scores recorded, please email University Testing at testing@indstate.edu, or call 812-237-7666. If you have questions regarding the student's curriculum, please refer to Indiana State University's Foundational Studies web site: ***www.indstate.edu/fs***

Non-Native (Foreign) Language Placement Test

All ISU students who are exempt (four courses in high school in a single or multiple non-native languages, including American Sign Language, with a grade of C or better) from the Foundational Studies NNL requirement, but who wish to continue language study, are required to take the Non-Native Placement Test to determine what course to enroll in at ISU.

All incoming ISU students interested in continuing a language are encouraged to complete the test before attending orientation. There is no charge for the placement test. Online tests are offered for French, German and Spanish. Students who wish to study Latin should contact the Testing Office to take a paper placement test on side. Students may only take each test one time.



Notes

Advising Special Populations

Veterans Services

Indiana State University is an approved veteran's benefits institution.

Benefits programs are wide in range and have many components. For enrollment verification or more information on the most widely used programs for federal and state benefits, please visit: ***www.indstate.edu/services/veterans/benefits***

The Veterans Resource Center is located in the John T. Myers Technology Center room 107. This is a place for veterans to relax, complete homework, eat a meal, and find helpful information and material. The hours are: 8:00 a.m.-5:00 p.m., Monday-Friday, and is staffed by ISU student veterans.

For more information please contact: Michael Caress, Veterans Services Coordinator: 812-237-2540 or email michael.caress@indstate.edu.

Athletes

All student athletes must meet with their academic advisor before registration. The advisor will then advise the student on which courses to take in a following semester. If an advisor suggests a course that is not on the student's degree audit, the Academic Enrichment Center (AEC) needs more information as to why the student will be taking the course. After the advising session, the advisor needs to place a note in MySAM so the Academic Enrichment Center knows that the student has had an appointment with their advisor. This is also the time to make a note as to why a student might be taking a course that does not meet a major or minor requirement. The MySAM note assists the AEC in determining if that course will count for eligibility purposes in regards to the NCAA guidelines. For more information please call: 812-237-7601.

Honors

The University Honors Program is composed of classes and experiences designed to enrich and maximize students' education. As members of this program, students participate in a core of small and powerful classes, taught by faculty specifically selected for their expertise and devotion to academic excellence. The Honors Program director and faculty work closely with each student to design a program of study that enhances their academic major and provides the best possible preparation for professional development and advanced study. Benefits of being an Honors student are many, and include dynamic classrooms with peers seeking the same level of depth in their education; supportive faculty mentors; interdisciplinary courses that feature various and exciting perspectives on world events, culture, and history; high-powered experiential learning, including undergraduate research and internships; scholarly travel and field trips in the United States and abroad; special assistance with scholarships and job opportunities; priority registration; and honors housing.

Honors Conversion

Nearly all departments offer upper-division classes for which students may earn Honors credit by special arrangement with the professor and the Director of Honors through Honors Conversion. This mechanism allows students to develop a program of study that meets their individual educational goals. When courses are taken for Honors credit using this option, the "H" designation is added to the course number on a student's permanent record. The appearance of the "H" on their transcript indicates the student had a special experience in the course and took the initiative to develop an individual program. Students who want to exercise the Honors Conversion option should refer to the program Web site or see the Director of Honors for details.

Academic Program and Requirements

The University Honors Program is open to first-year students who, by reason of high grade point average (3.7 or higher on 4.0 scale), test scores (1100 or higher SAT verbal and quantitative, 24 ACT), or high school graduation rank (top ten percent of graduating class), have demonstrated outstanding academic aptitude and achievement. Students transferring to or already enrolled at Indiana State who have demonstrated superior scholastic ability are also eligible. All students who believe their academic work merits consideration for entrance into the University Honors Program should contact the Director of Honors.

The University Honors curriculum features a core of classes that immerses students in the great ideas and works of human civilization and equips them with the tools to think critically, analytically, and with the ability to integrate and synthesize across disciplines and concepts. Students culminate their academic development in Honors with an Honors thesis.

In addition to completing the Honors core, students specialize in Honors through one of three elective concentrations designed to allow more substantial exposure and experience in sub-areas that are aligned with the program's mission. In each case, the Honors core is intended to provide the tools, rigor, and context (analytical, seminar framework, and interdisciplinary understanding) to frame the elective path that follows. The Honors senior seminar/thesis is intended to challenge students to conduct a research project that integrates the strands of expertise developed through the Honors core, minor, and their major program.

In order to complete the Honors Program, students must maintain a 3.25 cumulative grade point average, a 3.0 grade point average in the Honors Program, and complete the Honors core, including the Honors thesis; and one of the three elective concentrations below.

Common Core (12 credits)

GH 101—Freshman Honors: Contemporary Issues Seminar—3 credits
GH 201—Sophomore Honors Seminar: Introduction to the Great Works—3 credits
GH 301—Honors Junior Seminar—3 credits
GH 401—Honors Independent Study—3 credits (to be taken after completing the other courses in the Core plus 12 credits in the student's selected concentration.)

NOTE: Students who complete the University Honors Program curriculum have satisfied the following Foundational Studies requirements:

- Social and Behavioral Science
- Literary Studies
- Fine and Performing Arts
- Ethics and Social Responsibility
- Upper Division, Integrative Electives

Elective Concentrations

Students must complete one of the following:

CONCENTRATION ONE: Leadership and Civic Engagement (19-24 credits, credits required vary according to certification or minor)

In order to complete the leadership and civic engagement concentration, students must earn:

Nonprofit Leadership Minor
OR
Civic Leadership Minor

CONCENTRATION TWO: Global Perspectives (18-25 credits)

The global perspectives concentration is designed to allow students to better immerse themselves in other cultures by completing a language minor, or strengthening their global perspective through a structured multidisciplinary experience. Study abroad is an essential and integral component of the global perspectives concentration.

To earn the global perspectives concentration, students must complete the following:

International Studies Minor
OR
Language Studies Minor

Students enrolled in the global perspectives concentration must take a study abroad experience, which may be counted as elective credit toward the international studies or language studies minor.

CONCENTRATION THREE: Honors in the Major and/or Foundational Studies (18 credits)

Concentration three allows students to embrace more challenging experiences in their major and the Foundational Studies Program by completing department classes designated as Honors sections or converting 300/400 level classes for Honors credit. Honors Conversion entails a contract between an individual student, an instructor, and the Honors Program to determine a suitable enhancement to course content that justifies Honors credit for that class. For example, a student enrolled in ENG 339, Women's Poetry, might convert that class to ENG 339H through the addition of an assignment(s) or project(s) that raise the level of challenge of the course.

To complete Concentration three, students must earn 18 credits of Honors through course combinations from any of the following categories.

Note: Students may satisfy this requirement with courses from any one, two, or all three categories, according to their preference, needs, and advisement:

Foundational Studies: PSY 101H and other Foundational Studies courses designated as or converted to Honors courses.

Major/minor courses: Upper division courses (300/400-level) designated as or converted to Honors courses in the major or minor.

Study Abroad: Courses taken through a study abroad program approved by the Honors Program.

Programs designate which classes are scheduled for, and earn, Honors credit in a respective major, in consultation with the Director of the Honors Program and the University Honors Program Advisory Committee.

International Students

The Center for Global Engagement (CGE) is the regulatory office on campus responsible for complying with immigration regulations set by the U.S. Department of Homeland Security and the U.S. Department of State. The following is information that academic advisor need to have in mind when advising international students. The items mentioned in this handbook related to U.S. Immigration Regulations are neither inclusive nor negotiable. Academic advisors should contact a DSO (Designated School Official) at the CGE if they have immigration related questions.

Required Credit Hours

Level of Study	Required Credit Hours
Undergraduate Students	12
Final Semester of undergraduate program	*May obtain approval for reduced course load

Students cannot drop below full time status unless it has been approved by CGE. Approval has to be given by the office before a student can make that type of change. It is recommended that an international student register for more than 12 credit hours so there is flexibility for dropping courses.

English Placement Test

The English placement test (EPT) is traditionally offered on the Monday in the week before the semester begins and is part of International Student Orientation. The EPT is proctored and graded by faculty within the Languages, Literatures, and Linguistics (LLL) Department. Results of the EPT are given to the Testing Office and entered into Banner (SOATEST). The test results are then used to provide advisors with information for properly placing international students into an ESL course.

The results for the EPT are (a) student should be enrolled into ESL 103A, (b) student should be enrolled into ESL 103B, (c) student should be enrolled into ENG 105, or (d) student is encouraged to enroll into ENG 107.

If a student misses the EPT for any reason, that student should be enrolled into ESL 103A.

On the first day of class in ESL 103A, students are given a diagnostic essay that is used to determine the overall writing level of the students in the course.

Students who do not take the EPT and do not come to the first day of class will remain enrolled in ESL 103A. For questions about the English Placement Test, please contact the department chair of the LLL Department.

Enrollment Options

Enrollment options for meeting full-time status	Permitted by Immigration Services
Distance education courses not requiring physical attendance for classes, exams, or other purposes integral to the completion of the course	Only one (3 credit hours) per semester. This is only permitted if an in class option is not available in upcoming or near future semesters. The distance course must be a major requirement. A letter must be submitted to the CGE by the advisor for approval before the student can register for the course.
Correspondence Course	No—but can be taken in addition to required full-time credits
Courses taken as audit or not-for-credit	No—but can be taken in addition to required full-time credits
Courses taken pass/fail	Yes
Concurrent enrollment at another campus or school	Yes—CGE must be notified by the student
Summer Enrollment	Not monitored except to confirm enrollment of students admitted to a summer session

Course Load Reduction

Reductions in enrollment requiring advance CGE approval	Documentation Required	Immigration Services
Academic Difficulties (can only be used during the 1st year)	Certification from academic advisor to confirm initial difficulty with language requirements, unfamiliarity with US teaching methods, improper course level placement, imminent course failure, or similar academic justification	Only one less-than-full-time reduction based on this category per degree level of study; undergraduates must maintain 9 credit hours.
Medical Reasons	Statement from a licensed medical doctor	Maximum 12 months aggregate; no minimum credit hour enrollment requirement
Final Semester of Study	Certification from academic advisor that remaining credit hours will satisfy all degree requirements	Only one less-than-full-time reduction based on this category per degree level of study
Complete course withdrawal due to compelling personal or academic reasons	Request from student	Must depart the US within 15 days, may return 30 days in advance of next semester (with a new I-20)

Leave of Absence

Any leave of absence must be approved by the faculty advisor and a signature will be required for the proper documentation. International students cannot withdrawal without approval from the CGE office. If the withdrawal is an advisor recommendation the advisor should email the CGE office and copy the student letting the office know that the advisor suggested and encouraged withdrawal. This will initiate the contact between the student and the CGE office.

Extension

Students may request an extension of study for two main reasons: Delay caused by a change of major or delay caused by lost credits upon transfer to Indiana State University. Extensions are granted to students who have not completed their course work in the allotted 4 years. Extensions need to be submitted two months before the end of the semester prior to which they are requesting the extension. Extensions are usually only allowed for only one extra semester after their intended graduation date. If a student needs an extension, it is advisable that the student leaves one required major course to be taken in the semester of the extension. Repeating courses during the extension semester are allowed but one required course has to be left to complete in the semester of the extension. Advisors must complete the I-20 extension form for it to be submitted to the CGE office. All extension applications need to be submitted in a timely manner to the CGE to be reviewed for approval. An I-20 that has already passed the program end date cannot be extended. There is no exception to this rule from Homeland Security.

The following are **not** valid reasons for I-20 extensions:

- To repeat a failed course, to repeat a course for a better grade or to repeat a course for personal interest.
- To engage in research on or off-campus
- To finish pending coursework for an incomplete grade
- To engage in non-required CPT (internship, training)

Internships/Curricular Practical Training (CPT)

All internships must go through the CGE office for approval. This is ultimately the student's responsibility because the student has been made aware of the requirements of their I-20. International students are only allowed to complete an internship if the requirement is for all students or all international students in their program or class. If an internship is optional, the international student will not be approved by CGE. If it is a required internship, the student will need to receive Curricular Practical Training (CPT) approval though the CGE office prior to beginning the internship experience.

Optional Practical Training (OPT)

OPT is permission to work in a job related to the student's field of study. This authorization can be used for full-time summer work or part-time work (no more than 20 hours/week) during the academic year. All or part of the time can be saved for full-time employment after graduation. Authorization can take as long as 90 days and the student cannot begin working until the work authorization has been received. This needs to be completed in the semester before the student graduates. If a student's interim grades show that he/she will not graduate, the OPT will be terminated. Students who have been authorized for one year or more of full time CPT are ineligible for OPT. Part-time CPT does not affect eligibility for OPT. If the student does not have placement within 90 days, their I-20 will be terminated.

Change of Majors

If a student is not sponsored, that student can change their major using the same undergraduate process in their specific college.

Sponsored students must go through extra steps before a change of major can be created or submitted. If you are unsure if your student is sponsored, please call the CGE for assistance.

- The student must go to an advisor in the major in which they intend to change to. A letter then has to be created to send to the sponsor explaining the new major, how many credits have been earned, how many credits earned will apply to the new major, and the expected graduation date. The letter needs to be sent to the student and the CGE. (CAS, COT and SCOB all have a designated person or area that will draft the appropriate letter).
- The student must upload the letter and a request for a change of major in the sponsor portal.
- Once approved, the student needs to take the approval letter with financial guarantee to the advisor for the university major change process to occur.

Other Information

It is important that international students have an updated degree plan in MySAM as well as having detailed notes after advising appointments. If a student intentionally does not follow the degree plan, their financial guarantee can be suspended and they will be violation of the I-20 requirements.

Tutoring is available to the sponsored students and will be paid by the sponsor with prior authorization. The instructor of the course must contact the CGE to make them aware that the student is struggling and will need a tutor. The tutor cannot be an international student, it must be a domestic student. The tutor will not do the work for the student and should only be there to explain the information to the student. The tutor must submit statements to the CGE containing the amount of hours they have worked with the hourly wage that was agreed upon. For more information about this, please contact the CGE.

Notes

Other Academic Opportunities

Study Abroad

Minimum qualifications

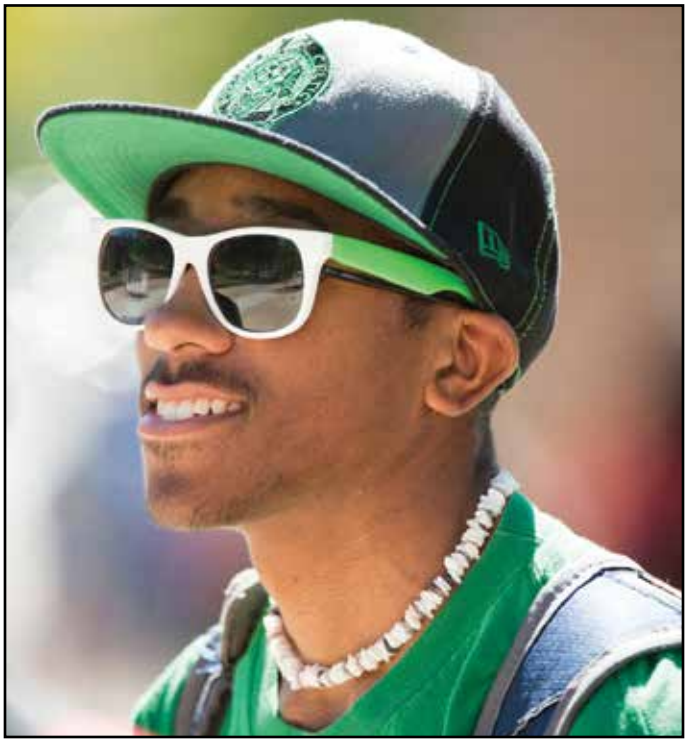
- Completed 24 hours at ISU or another college
- Current full-time student
- 2.5 cumulative GPA and in good academic standing
- In order to study abroad, students must maintain full time enrollment status: minimum 12 credit hours per semester
- Good academic and conduct standing

*Some programs have additional requirements.
*If you do not meet the minimum requirements for your program prior to application deadline, you may not be eligible to participate.

Approving Courses

Students must fill out the Academic Planning Form (APF) prior to departure in order to determine how study abroad course work transfers to your ISU degree requirements.

- Student meets with study abroad office and determines the location and institution for the abroad experience.
- Students will research course offerings at the host institution (study abroad websites, host institution's and/or affiliate provider's website) to find out what classes are available based on your degree requirements.
- Students need to list desired courses and alternate courses on APF. There needs to be an alternate option for each course that is chosen. On the study abroad website there is a list of our partner universities. The study abroad office website provides a list of previously approved course options for that institution.
- Students will need to meet with their academic advisor to discuss course options and degree plans. The student will need to bring course descriptions and/or syllabi to the meeting for course comparison.
  - Students should be directed to work with academic departments/advisors for major-specific course equivalencies.
  - In regards to Foundational Studies, learning objectives for the course at ISU and the course at the abroad institution need to match or be similar in nature. Learning objectives for ISU courses can be found at: ***www.indstate.edu/academics/fs*** The advisor is to review the FS learning objectives and compare them to the course description or syllabi (which the student provides at the meeting).The categories that are the easiest to fulfill are: SBS, LS, HIST, and FPA. UDIE and ESR should not be advised to take abroad.
- Once courses are agreed upon between the advisor and student, the Academic Planning Form needs completed and submitted for approval to:
  - Foundational Studies needs to be submitted to Linda Maule. Please attach course descriptions and syllabi to support the similar learning objectives.
  - Major Courses needs to be signed off by the department chair. Please attach course descriptions and syllabi to support the similarities of the courses.
- After all courses have been approved for major or foundational studies course work, the APF needs to be turned into the study abroad office with the study abroad application.



Academic Planning Form Example:

Host Institution Course #/Title	ISU Course Equivalent #/Title	ISU Earned Hours	Course Previously Accepted at ISU Yes / No	Signature of Appropriate Department Head (If previous answer is No)	Date	Equivalency Applicable* to all Students Yes / No

Other Study Abroad Information

Transcripts

- Transcripts will be sent directly to the Study Abroad Office after completion of the student's study abroad program. These typically take between 2-3 months to arrive from the host university and cannot be rushed.

Graduating Seniors and Study Abroad

- It is not recommended to study abroad the semester prior to graduation, as Study Abroad cannot guarantee that grades will be received on time to apply for graduation. Transcripts from hosts' institutions cannot be rushed. Graduating seniors are required to be full-time while abroad, regardless of how many hours they have left to graduate. As such, please be advised that if students choose to study abroad the semester prior to their intended graduation, they may need to delay May graduation to August, or December graduation to May.

Is there financial assistance for Veterans?

- If a student is 100% eligible for the Chapter 33, Post 9/11 benefit, it will pay instate tuition, up to $1000 per year for books and a living stipend based on the zip code of the parent school. The living stipend is dependent upon full-time enrollment, percentage of eligibility and if the veteran is taking on campus or distance courses. Basically the VA will pay the same tuition, books and living stipend as if the student were attending classes on ISU campus.
- The VA will not pay Costs related to travel (airfare, lodging and meals) and Third party charges
- Schools that charge a flat rate for all charges must be able to break down the amounts charged for tuition, lodging, meals, etc., so that the correct amount can be reported to VA. If the school is unable to provide a breakdown of the charges, no amount should be reported to VA.

Additional information about study abroad can be found on the GI Bill® website.

Is there financial assistance for 21st Century Scholars?

- Financial aid can be applied to 21st Century Scholars. However the minimum of 30 credits per year must be completed to maintain full funding. Note: 21st Century only pays ISU tuition equivalent. Please refer to the requirements for 21st Century Scholars Requirement Guide at 21st Century Scholars.

Is there financial assistance for Presidential Scholars?

- ISU Scholarship dollars may be applied to study abroad. All President Scholars need to notify the University Scholarship Office the term before they leave that they will be studying abroad. For example, students studying abroad in Spring 2015 should let them know in Fall 2014. The University Scholarship Office awards all Presidential Scholars a $500 passport scholarship the term before they leave to aid any travel costs associated with studying abroad.

Is there financial assistance for University Honors Scholars?

- All University Honors Scholars need to notify the University scholarship Office the term before their study abroad experience. The University Scholarship Office awards all University Honors Scholars a $500 passport scholarship the term before they leave to aid any travel costs associated with studying abroad. The Richard J. Brett Memorial Scholarship is available through competitive application to support University Honors students studying abroad.

Sycamore Career Ready Certificate

The Sycamore Career Ready Certificate is means to enhance students' preparation for professional work. This certification will provide employers insight to into participants' level of preparation and professionalism, and will encourage participants' to gain valuable experiences to prepare them for their career.

In order to earn the Sycamore Career Ready Certificate, students must:

- Complete all required activities listed in the completion checklist
- Complete all requirements prior to graduation. Most participants will take two years to complete the program, but it can be accomplished in a shorter time frame. Enrollment by the end of sophomore year is recommended but not required.
- Meet with career advisor once per semester to evaluate progress in the program.

Completion Benefits

- Fulfill Foundational Studies category 2 UDIE
- Gain competitive advantage in the job application process
- List program completion on resume and co-curricular record
- Post resume on Sycamore Career Ready online resume book to increase employer exposure
- Understand effective job search tools
- Enhance written and verbal communication skills expected from employers

Notes

Academic College Information

After the student's first year at Indiana State University, has earned 24 credit hours and is in good academic standing, the student will be transitioned from a University College advisor to an advisor in their academic department.Academic departments are housed in individual colleges.Information for the colleges is listed below.

College of Arts and Sciences

Dr. Chris Olsen, Interim Dean
Dr. Dennis Ballard, Associate Dean for Student Academic Affairs
Bassam Yousif, Associate Dean

College Offices:
Office of the Dean, Stalker Hall, room 200
Student Academic Affairs, Stalker Hall, room 209

Scott College of Business

Dr. Brien N. Smith, Dean
Dr. Kelly Wilkinson, Associate Dean
S. Allen Lindsey, Director, Undergraduate Student Services

College Office:
Federal Hall, room 124
Website: www.indstate.edu/business/

Bayh College of Education

Dr. Kandi Hill-Clarke, Dean
Dr. Denise Collins, Associate Dean

Dean's Office:
University Hall, room 109

Dr. Judy Sheese, Assistant Dean; Director, Education Student Services

Office:
University Hall, room 115
Website: coe.indstate.edu
E-mail: ISU-ess@indstate.edu

College of Health and Human Services

Dr. Eli Bermudez, Interim Dean
Dr. Yasenka Peterson, Associate Dean for Academics
Dr. Lea Hall, Executive Director Nursing Programs
Dr. Peggy Weber, Associate Dean for Student and Community Relations

College Offices:
Office of the Dean, Nursing Building, room 412
Student Services, Health and Human Services Building, room C-31
Academics, Nursing Building, room 413

College of Technology

Dr. Robert English, Dean
Dr. Kara Harris, Associate Dean
Dr. Troy Allen, Associate Dean

Dean's Office:
Technology Annex Building, room 103
Student Services: Myers Technology Center, room 101

Key Resources/Contacts

Sycamore Express: www.indstate.edu/express/menu.htm

21st Century Scholars, Center for Student Success
Center for Student Success
Normal Hall, room 219
812-237-4389
www.indstate.edu/services/student-success/cfss

African American Cultural Center
301 N. 8th Street
812-237-3811
ISU-AACC@mail.indstate.edu
www.indstate.edu/student-affairs/aacc

Athletic Academic Services
Burford Hall, room 130F
Academic Enrichment Center
812-237-7601
www.gosycamores.com (Student-Athletes)

Bursar Operations
Parsons Hall, room 100
812-237-3535
paymentplan@indstate.edu
www2.indstate.edu/bursar/

Career Center
231 N. 6th Street
812-237-5000
isu-career-center@mail.indstate.edu
www.indstate.edu/career-center

Center for Community Engagement
Tirey Hall, room 1346A
812-237-2334
www.indstate.edu/university-engagement/community-engagement

Center for Student Success
812-237-2700
Normal Hall, 1st Floor
www.indstate.edu/services/student-success/cfss

Commuter Services
Welcome Center, room 217
812-237-2121
www.indstate.edu/services/commuter

Counseling Center
Gillum Hall, 2nd floor
812-237-3939
www2.indstate.edu/cns/index.htm

Counseling Clinic: Norma and William Grosjean Clinic
Bayh College of Education
University Hall
812-237-2800
bridget.roberts-pittman@indstate.edu
www.indstate.edu/education/nawgc

Dining Services
Erickson Hall (218 N. 6th Street)
812-237-4138
indstate.sodexomyway.com/

Disability and Student Support Services
Center for Student Success
Rita Worrall
Normal Hall, room 126
812-237-2301
rita.worrall@indstate.edu
Debbie Huckabee
Normal Hall, room 129
812-237-7920
debbie.huckabee@indstate.edu
www.indstate.edu/services/student-success/cfss

Equal Opportunity and Title IX Office
Parsons Hall, room 223
812-237-8954
www.indstate.edu/equalopportunity-titleix

Financial Aid
Tirey Hall, room 150
1-800-841-4744
ISU-finaid@mail.indstate.edu
www2.indstate.edu/finaid/

Fraternity and Sorority Life
Hulman Memorial Student Center, room 608
812-237-3852
ISU-FSL@mail.indstate.edu
www.indstate.edu/student-affairs/fraternity-sorority-life

Health Center- UAP Clinic
Sycamore Center for Wellness and Applied Medicine
567 N. 5th Street
812-237-3883
www2.indstate.edu/shc/index.htm

Honors Program
Pickerl Hall, room 110
812-237-3225
www.indstate.edu/academics/honors

Information Technology Help Desk
Stalker Hall, room 009
812-237-2910
it-help@indstate.edu

International Students/Center for Global Engagement
Gillum Hall, 2nd Floor
812-237-2440
isu-ips@mail.indstate.edu
www2.indstate.edu/ips/

Math and Writing Center
Library, 2nd floor
812-237-2989
Ellie.Pounds@indstate.edu
libguides.indstate.edu/mathandwriting

Multicultural Services and Programs:
LGBT Resource Center
La Casita Resource Center
International Student Resource Center
Hulman Memorial Student Center, 7th Floor
812-237-2877
www.indstate.edu/student-affairs/msp

MySAM Help/Degree Mapping Coordinator
812-237-4995
stayontrack@indstate,edu
http://www.indstate.edu/registrar/mysam

Office of Campus Life/Student Activities
Hulman Memorial Student Center, room 615
812-237-3830
www.indstate.edu/student-affairs/campus-life/student-org

Ombudsperson
Al Perone
Hulman Memorial Student Center, room 808
812-237-3829
al.perone@indstate.edu

Public Safety
210 N. 6th Street
812-237-5555
www2.indstate.edu/pubsafety/

Registrar/Registration and Records
Parsons Hall, room 009
812-237-2020
ISU-ORR@mail.indstate.edu
www.indstate.edu/registrar

Residential Life
Erickson Hall (218 N. 6th Street)
812-237-3993
ISU-rlfaq@indstate.edu
www.indstate.edu/reslife

Student Advocacy
Hulman Memorial Student Center, room 816
812-237-3828

Student Health Promotion
Student Recreation Center, room 131
812-237-3258
www.indstate.edu/student-affairs/student-health-promotion

Student Employment
231 N. 6th Street
812-237-5000
isu-career-center@mail.indstate.edu
www.indstate.edu/career-center/student-employment

Study Abroad
Gillum Hall 2nd Floor
812-237-3427
ISU-StudyAbroad@mail.indstate.edu
www.indstate.edu/studyabroad/

Student Conduct and Integrity
Hulman Memorial Student Center, room 821
812-237-3800
www.indstate.edu/student-conduct

Supplemental Instruction and Tutoring, Center for Student Success

Brad Byers
Normal Hall, room 134 A
812-237-839
Brad.Byers@indstate.edu
www.indstate.edu/services/student-success/cfss

United Campus Ministries

Counseling Services and Food Pantry
321 N. 7th Street
812-232-0186
thunitedcampusministries@gmail.com
www.thunitedcampusministries.org/

University College

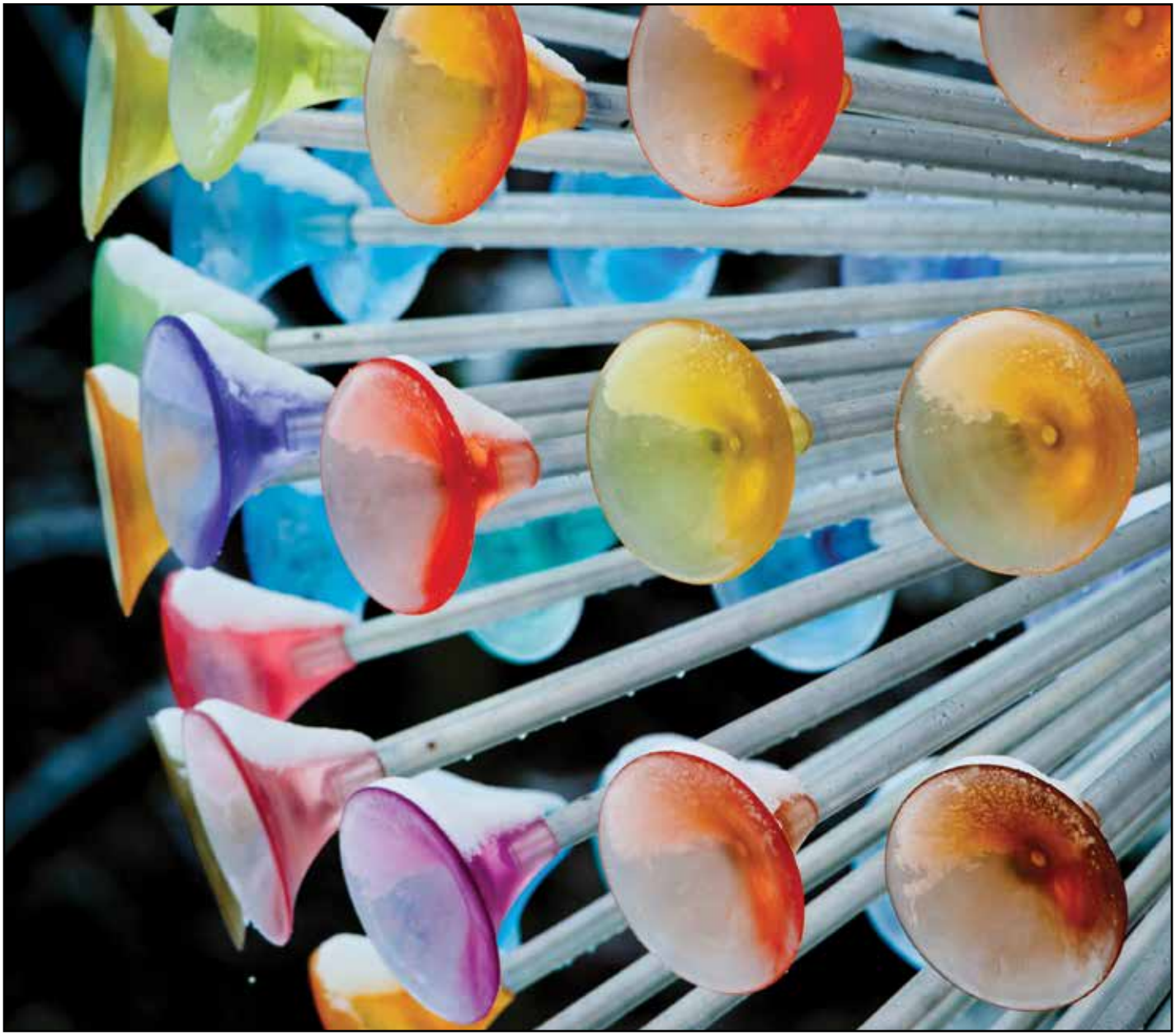
Normal Hall, 2nd and 3rd floors
812-237-3940
www.indstate.edu/uc

Veterans Services

Michael Caress
Welcome Center (318 N. 6th Street)
812-237-2540
michael.caress@indstate.edu
www.indstate.edu/services/veterans

Women's Resource Center

Hulman Memorial Student Center, room 808
812-237-3829
www.indstate.edu/student-affairs/wrc



Free/Low Cost Emergency Assistance

Emergency Hygiene Supplies, Emergency Food and Medical Needs

Dean of Students Office
Hulman Memorial Student Union, room 808
812-237-3829

Emergency Loans up to $400

Financial Aid Office
Tirey Hall, room 150
1-800-841-4744

Food Pantries

United Campus Ministries
321 N. 7th Street
812-232-0186
Hours: Monday—2:00-6:00 p.m.
Wednesday—11:00 a.m.-7:00 p.m.

The Salvation Army
234 S. 8th Street
812-232-4081

Catholic Charities
1356 Locust Street
812-235-3424

Soup Kitchens

Bethany House
1402 Locust Street
812-235-3424

Lighthouse Mission
1450 Wabash Avenue
812-232-7001

Saint Benedict's Church
111 S 9th St.
812-232-8421

Saint Patrick Church
1807 Poplar Street
812-232-8518

Clothing

Career Center—ISU Campus
(free professional clothing)
812-237-5000

Goodwill Industries
(low cost clothing)
600 S. 3rd Street
812-917-2676

Lighthouse Mission
(low cost clothing)
9th and Poplar Streets
812-232-7001

Medical

Wabash Valley Health Center
1436 Locust Street
812-232-7447

UAP Clinic on Campus
567 N. 5th Street
812-237-3883

Mollie Wheat Memorial Clinic
1433 N. 6½ Street
812-237-3583

ADVISING MATTERS

Information taken from the *Undergraduate Catalog* is only accurate through the 2016-2017 academic year.

Please refer to the *Undergraduate Catalog* (http://catalog.indstate.edu/) for policy updates and the Office of Student Success website (www.indstate.edu/studentsuccess/) for updated manual information.

ADVISING

MATTERS

Indiana State University