

# INDIANA STATE UNIVERSITY



**2013-2014**  
*Student Handbook*

# Welcome to ISU



## Office of the President

Dear New and Returning Students,

On behalf of all of us at Indiana State University, it is an honor to welcome you to our campus.

As you continue your education, I hope that you will find many ways in which you can become involved in the campus and in our community. Students who become engaged in campus life early in their academic careers are far more likely to enjoy their college experiences and finish their degrees.

Should you need help, do not hesitate to talk with your professors, your adviser, or any of our well-trained and caring staff. Indiana State has many resources available to you, and this *Handbook* includes information on activities in which you can become involved as well as appropriate ways to resolve any issues you may encounter. The *Handbook* will help guide you through the campus policies and procedures that pertain to you and provide you with information on the many support services available to assist you along the way.

My wife, Cheri, and I hope to meet as many of you as possible this year and are looking forward to seeing you at various campus events. Please introduce yourself and let us know how your academic year is going. If we can be of any personal assistance, please let us know.

We extend our best wishes to all of you for a successful and productive year.  
Go TREES!



Daniel J. Bradley President

# The Sycamore Standard

## Indiana State University

*Students at Indiana State University are expected to accept certain personal responsibilities that constitute the “standard” for behavior in a community of scholars.*

As a student at Indiana State University:

- I will practice personal and academic integrity;
- I will commit my energies to the pursuit of truth, learning, and scholarship;
- I will foster an environment conducive to the personal and academic accomplishment of all students;
- I will avoid activities that promote bigotry or intolerance;
- I will choose associations and define my relationships with others based on respect for individual rights and human dignity;
- I will conduct my life as a student in a manner that brings honor to me and the University Community;
- I will discourage actions or behaviors by others that are contrary to these standards.

*Developed and distributed by the “Knowing Sycamores” Orientation Committee, Spring 2002*

*Adopted by the Indiana State University Student Government Association, April 17, 2002*

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# Academic Calendar

<b>FALL 2013</b>	
August 15, Thursday	Opening day for returning faculty and nine-month staff
August 16-18, Fri-Sun	Residence Halls open
August 19, Monday	Advisement and late registration for new students
August 20, Tuesday	Day and Evening classes begin
September 2, Monday	Labor Day; University closed ; No day or evening classes
September 3, Tuesday	Classes resume
September 9-13, Mon-Fri	3-week attendance reporting; Deadline is 4 pm on Friday, September 13
October 10-15, Thurs-Tues	Midterm grading; Deadline is 4 pm on Tuesday, October 15
October 28, Monday	Last day to drop classes – no petition for exception; Last day to withdraw with no grades
November 25-29, Mon-Fri	Fall Break; No classes
November 28-29, Thurs-Fri	University offices closed
December 2, Monday	University offices reopen; Classes resume
December 2-6, Mon-Fri	Study Week
December 6, Friday	Last day of classes
December 9-13, Mon-Fri	Final examinations
December 14, Saturday	Commencement; Residence Halls close
December 6-17, Fri-Tues	Final grading; Deadline is 4 pm on Tuesday, December 17
December 24-January 1, Tues-Wed	Winter Recess; University offices closed
<b>SPRING 2014</b>	
January 2, Thursday	University opens
January 2, Thursday	Opening day for returning faculty and nine-month staff
January 2, Thursday	Residence Halls open
January 2-3, Thur-Fri	Advisement and registration for new students
January 6, Monday	Classes begin
January 20, Monday	Martin Luther King Jr. Day; University closed (no evening classes)
January 21, Tuesday	Classes resume
January 27-31, Mon-Fri	3-week attendance reporting; Deadline is 4 pm on Friday, January 31
February 27-March 4, Thur-Tues	Midterm grading; Deadline is 4 pm on Tuesday, March 4
March 10-14, Mon-Fri	Spring Break ; No classes
March 17, Monday	Classes resume
April 21-25 Mon-Fri	Study Week
April 25, Friday	Last day of classes
April 28-May 2, Mon-Fri	Final examinations
May 3, Saturday	Commencement; Residence Halls close
April 25-May 6, Fri-Tues	Final grading; Deadline is 4 pm on Tuesday, May 6

Calendar continued on next page.

<b>SUMMER I 2014</b>	
May 12, Monday	Advisement/Registration (3 week/8 week); Classes begin (3 week/8 week)
May 26, Monday	Memorial Day; University offices closed
May 27, Tuesday	Classes resume
May 30, Friday	3 week classes end
June 2, Monday	5 week classes begin
July 3, Thursday	Independence Day observance; University closed
July 4, Friday	Summer I ends (exception is 10-13 week courses)
August 7, Thursday	Summer I ends for 10-13 week courses
August 7-11, Thur-Mon	Final grading for all Summer I courses; Deadline is 4 pm
<b>Summer II 2014</b>	
July 7, Monday	Advisement/Registration (5 week); Classes begin (5 week)
August 7, Thursday	Summer II ends
August 7-12, Fri-Tues	Final grading for Summer II; Deadline is 4 pm



# School Songs

## FIGHT SONG – “MARCH ON”

MARCH ON! MARCH ON YOU FIGHT - ING SY - CA - MORES  
 SY - CA - MORES MARCH ON YOU STATES - MEN TRIED AND TRUE,  
 MARCH ON! MARCH ON, TO GLOR - IOUS VIC - TO - RY,  
 RAISE THAT FLAG OF ROY - AL BLUE. MARCH ON! MARCH  
 ON YOU FIGHT - ING SY - CA - MORES SY - CA - MORES, SHOUT OUT THE  
 VIC - T RY SONG ON - WARD EV - ER ON - WARD  
 TO THE GOAL AS YOU MARCH, ON, AND ON!

## ALMA MATER

OUT UP - ON THE SWELL - ING BREE - ZES, LET OUR VOIC - ES RING.  
 AS TO THEE OUR AL - MA MA - TER, HEART - FELT PRAISE WE SING  
 THOUGH THE YEARS TO COME MAY PART US, FRIENDS AND COM - RADES TRUE,  
 I - S - U, OUR AL - MA MA - TER HERE'S OUR PLEDGE TO YOU



# For Your Information

## YOU AND THE UNIVERSITY COMMUNITY

### Personal Responsibility, Safety, Health, & Wellness

As a member of the Indiana State University community, you will be encountering exciting new personal and academic challenges and opportunities. ISU is committed to providing an environment which is comfortable, supportive, and safe. However, as a member of this community you must assume responsibility in order for this to occur.

Some of you are new to campus and for some this is your first time away from home. This means new freedoms and responsibilities. New situations mean new choices. To be successful, you will need to examine the choices and options and act in a way that benefits you and those around you. Make sure you read the publication *University Standards* to know what is expected of you as a student of ISU.

At ISU, you will encounter people from diverse backgrounds with different lifestyles and values. This diversity provides spice to our lives and expands our minds and horizons. While here, you may be defining or redefining your values and beliefs. Keep in mind that decisions you make and actions you take may have consequences that affect your life and the lives of others.

On today's college campuses, there are serious issues facing students. Some of these issues include: AIDS, acquaintance rape, sexual assault, and substance abuse. Since these issues can affect everyone, it is likely that you will encounter these problems either directly or indirectly. If you have questions or concerns about these issues, there are many resources available at ISU to assist you. You are encouraged to take advantage of these services and turn to people who care about you.

Thinking about these issues can be overwhelming; however, you can avoid many of these major problems by exercising common sense and good judgment. Stand back and think before you act. Try to take care of yourself and your needs: eat properly, exercise, get plenty of sleep, use good study habits, and utilize the resources available to you.

### Personal Safety

Your safety on campus is vitally important. The

need for campus security is broader than personal safety. It is central to our educational mission. There are many steps we can take to protect ourselves from crime. Many crimes occur because there was an opportunity for them to happen. For example, most crimes of theft and burglary are random, not calculated. They occur because community members leave a residence hall door, room door, window, or car door unlocked. On a campus like Indiana State University it is easy to think that nothing will happen. But crime can happen anywhere. Follow these simple steps to reduce your chances of victimization:

- Keep emergency numbers near or on the phone. Report suspicious activity, thefts, and other criminal activity immediately.
- At night, walk in well lighted areas with a friend or in a group. Utilize the Public Safety escort program if you cannot find anyone to walk with you. Be aware of your surroundings. Do not ignore your intuition; if you suspect you are being followed, change directions or head for a campus building, group of people, or blue light phone.
- Never prop open or alter a door in any manner so that it will not close properly.
- Do not admit unauthorized or uninvited persons into your residence hall or apartment. Report suspicious persons immediately.
- Keep your doors locked at all times when you are in your room and when you leave.
- Never give out information about yourself or others to strangers on the phone.
- Do not carry or flash large sums of money.
- When at campus facilities, do not leave backpacks or books unattended. Print your name inside every textbook you own.
- Engrave all items such as stereos and computer equipment. Engraving service is available through our Public Safety Office. If you are a victim of a crime or have been involved in a personal safety issue on this campus, we encourage you to report this to the Public Safety Department or some other University official.

The following are resources available to you:  
**Public Safety Department, 812-237-5555 Office**

**of Student Conduct & Integrity, 812-237-3800**  
**Student Counseling Center, 812-237-3939**  
**Vigo County Crime Victim Assistance Program, 812-462-3319**  
**Blue Light Phone:** (*red* button is for 911); (*blue* button for information)

### **Public Safety Department**

The **Indiana State University Public Safety Department** is centrally located at 210 North 6th Street. Public Safety provides police and parking services for the University community.

The Public Safety Department is comprised of two divisions with a total of 35 full-time employees. Student employees are utilized during the school months to supplement both divisions. The Public Safety Department is also the central site for property lost and found services.

Listed below are the two divisions and primary responsibilities of each.

#### **I. Police Services. Emergency: 911.**

**Non-emergency calls: 812-237-5555.**

- 24 hour-a-day, year-round service
- 24 sworn police officers
- Criminal investigation division
- Vehicle, foot, and bicycle patrol
- Enforcement of laws and University rules regulations
- Emergency response
- Proactive programs for the University community
- 24 hour escort and motor assistance service
- Community service/student officer program
- Crime statistic reporting

#### **II. Traffic and Parking Services: 812-237-8888.**

Hours of Operation: Monday-Friday 7:30 a.m.-4:30 p.m.

- Sales of University parking permits (permit required for parking on University parking lots)
- Manufacturing of University identification cards
- Coordination of special event and visitor parking

### **Dean of Students**

The **Dean of Students** office is committed to integrating the academic mission of the University with co-curricular experience and focus on the development of community, identity and character. Values of openness, inclusiveness, social responsibility and mutual respect guide us as we

strive to help others achieve their goals and aspirations. Through the application of sound management and leadership principles, we devote ourselves to providing effective and efficient program and service delivery to students, faculty, staff, families and guests.

Strategies and interventions are designed to:

- Facilitate student academic, personal, civic and professional growth and development
- Prepare students for leadership in a global, diverse and changing society
- Cultivate a campus community characterized by meaningful challenges and supports.

Students wanting more information or assistance should call, **812-237-8111** or visit the **VP for Student Affairs, Dean of Students** office.

### **Student Concerns**

The **Ombudsperson** can help you find solutions when addressing any concern that you may have as a student that relates to dealing with a university's system of rules and regulations. He serves as the advocate for students on campus.

As an advocate the Ombudsperson;

- offers you a confidential and neutral place where you can get answers to the questions and concerns you have about the University's policies and procedures;
- ensures that you receive fair and equitable treatment within the University system; and
- acts in an impartial and objective manner to assist you in problem resolution by finding you assistance through University procedures.

It is important to remember the Dean of Students Office is not a student advocate. We will assist you in trying to identify the appropriate avenue to address your concern. Student concerns should be directed to **Al Perone, Associate Dean of Students/Ombudsperson**. Contact: **[al.perone@indstate.edu](mailto:al.perone@indstate.edu)** or **812-237-3829**.

### **Office of Student Conduct and Integrity**

**Office of Student Conduct and Integrity (SCI)** is responsible for the Code of Student Conduct which includes the Policy on Academic Integrity and other rules that outline the behavior expectations for all students and student organizations. SCI addresses student misconduct

through a process that provides for accountability, personal growth and respect for the community and others. The office works closely with a variety of campus departments including Public Safety, Residential Life, the Student Counseling Center, Student Activities and Organizations and many other administrative departments and academic units to proactively respond to student behavioral concerns.

The Office of Student Conduct and Integrity provides assistance to persons in the University community seeking information to address inappropriate student behavior including filing a complaint of an alleged violation of University policy and SCI can also provide resources to assist in the resolution of student-centered disputes. The Code of Student conduct and additional information may be found at <http://www.indstate.edu/sci/>. Contact the Office of Student Conduct and Integrity by visiting **Hulman Memorial Student Union, room 821, or by calling: 812-237-3800.**

## HEALTH AND WELLNESS

ISU is as concerned about your physical wellbeing as it is about your physical safety and mental development. Below is a description of the various services available at ISU which promote health and wellness.

### Union Associated Physicians (UAP) Clinic-ISU Provider Services

The UAP Clinic - Strives to provide high quality care to students of Indiana State University. The center provides a variety of services at the health center, including:

- Immunizations
- Health assessments and treatments
- Men's and women's health services
- Educational materials
- STD screenings/counseling
- Prepackaged medications
- Laboratory testing
- Diagnostic x-rays of bone or soft tissue injuries

All undergraduate and graduate students taking one or more credit hours at ISU are eligible to receive services at the health center. Students must present a valid ISU identification card upon arrival.

The Center accepts the Associated Insurance Program (AIP), private insurance, cash, check or credit cards. More information about student health insurance is available at: <http://www.aipinternational.com/ISU/plan.html>. To schedule an appointment at the UAP

Clinic - ISU Health Center, please call, **812-237-3883**. The UAP – ISU Health Center is located on the 1<sup>st</sup> floor of the Sycamore Center for Wellness and Applied Medicine. Visit the website at: <http://www.indstate.edu/shc/>.

Indiana state law requires immunization of all new and transfer college students for 2 MMR (measles, mumps, and rubella) immunizations; a tetanus and diphtheria booster within the last ten years; Meningitis Education, and a TB skin test prior to beginning the semester. The University requires that all students have a Health History Form and a completed Immunization Record on file. All admitted students are sent the Health History Form. Registration at Indiana State University is subject to cancellation if the record of required immunizations is not on file.

All medical information about a student is regarded as strictly confidential and no information is given to any person without the express written consent of the patient.

Medical insurance is not mandatory but is *highly recommended*. There are, unfortunately, many students who have no way to pay for treatment of illnesses. ISU's service is primary health care. For those students with more serious situations, ISU must refer them elsewhere. This can be very costly for the student and often times they choose not to go, putting themselves in serious situations.

### Student Counseling Center

The **Student Counseling Center, 812-237-3939**, is located in the Hulman Memorial Student Union, 7<sup>th</sup> floor. The Counseling Center offers a variety of services to students at ISU. These services include crisis intervention and personal counseling for individuals, couples, and groups. Consultation services and workshops are also offered to student groups, faculty, and University staff. Students use the Counseling Center services for a variety of reasons, which may include coping with personal crisis, relationship concerns, substance abuse, time and stress management, depression and suicidal, and anxiety issues. Counseling services are short-term; and if a student's needs cannot be met at the center, they may be referred to outside resources.

Students seeking counseling services will be allowed a first appointment free of charge after which there will be a one-time charge of \$60 for continuation of "normal counseling services."

**Center's services:** personal counseling, testing, group programs, or consultation. It is important to note that ALL information gathered in counseling, including the fact that the student has come to the

center, is held in the strictest confidence. No information is released to anyone without the express written permission of the client; unless there is a report of abuse, a court order, or immediate danger of serious harm to self or others, at which time we may be mandated to release information. Appointments may be scheduled by calling, **812-237-3939**. Students who are in crisis or feel that they may be in danger of harming themselves may come in for walk-in appointments, at which time the first available psychologist will make a determination as to whether the student should be seen immediately or schedule for the first available.

### **Student Health Promotion**

**Student Health Promotion (SHP)** is located in the Student Recreation Center. Today's college students face many challenges and adjustments in the academic and social world. SHP is here to provide accessible and accurate health information to help students make important lifestyle decisions. A variety of services and programs are available to assist students in achieving and maintaining a healthy balance between body, mind and emotions. SHP provides **Health To Go Workshops**, which are available to classrooms, residence halls, campus groups and organizations. These interactive educational programs are approximately 30-60 minutes in length. Topics offered are:

- Alcohol and Other Drug
- Body Art
- Colds & The Flu (including Avian & Pandemic)
- Condom Use / Contraceptives
- Customer Service
- Diversity
- Eating Disorders & Body Image
- Health Education Program Planning, Implementation & Evaluation
- Healthy Relationships
- Nutrition
- Self-esteem
- Sexual Assault Prevention
- Sexual Health
- Sleep
- Stress Management & Relaxation
- Study Skills
- Suicide Prevention
- Test Anxiety
- Time management
- Tobacco
- Wellness
- Weight Management

**Individual Consultations** are provided in a non-judgmental environment with caring staff to listen and to help you balance the multiple demands of college life. Call, **812-237-3258**, to make an appointment regarding weight management, stress and time management, nutrition, or sexuality issues.

### **Health Information Resources**

Printed health information on a wide variety of health and wellness topics is available at the Student Counseling Center located in the lower level of the Student Services Building.

### **PHACT (Promoting Health Across Campus Together)**

is a Bacchus and Gamma chapter. Bacchus and Gamma is an international association of university based peer educators who work to promote health and wellness within their campus by offering programs focused on pertinent health topics.

To get more information about Student Health Promotions and other health and wellness related topics check out the website at <http://www.indstate.edu/shp>.

### **The Alcohol and Other Drug (AOD)**

**Education Program** provides confidential and individualized alcohol and other drug referrals for ISU students. The AOD Program strives to decrease alcohol abuse and misuse through programming, social norms marketing, and education. Student input is sought to change the campus environment and volunteer opportunities are available.

**The Sexuality Education Program** provides confidential consultations and referrals about HIV/AIDS testing and other sexually transmitted diseases (STD's). Resources such as brochures, pamphlets, and other materials are available.

### **Sexual Violence**

The following web address provides information and links about sexual assault and sexual violence prevention and response, and victim advocate services at ISU: [www.indstate.edu/svp](http://www.indstate.edu/svp).

### **The Stress Management and Relaxation**

**Program** helps students gain a sense of personal control, commitment, optimism, and confidence through learning to manage the inevitable stresses college life brings. The Health Educator is available for individual educational sessions and group presentations.

### **Recreational Sports**

The **Office of Recreational Sports** programs and activities provide facilities for the university community to participate in recreational sports

and fitness activities. The office, located in the state-of-the-art **Student Recreation Center (SRC)**, facilitates the offerings of Informal Recreation, Group X, Intramural Sports, Club Sports, Personal Training, Health & Safety classes, and special events.

**Informal Recreation** provides facilities and equipment for self-directed drop-in recreation. A valid Sycamore ID card is required for entry and eligibility varies based upon facilities (see below). **Group X** provides an opportunity for participation in instructor lead group fitness classes such as Zumba, Body Pump, Cycling, Cardio H2O, etc. Classes are free to students who have eligibility for use of the SRC.

Students have a wide range of **Intramural Sports** to take part in. Students may participate in organized team sports, individual sports, sports meets and special events in a non-varsity recreational format with and against other ISU students.

If you are interested in a little more of a higher level of competition, **Club Sports** is for you. Clubs are available to compete against other universities in sports such as soccer, rugby, volleyball, bowling, etc. Each club is a student organization run by its own officers and structure.

The SRC offers **Personal Training** services to the university community with rates friendly to students.

**Health & Safety** classes are coordinated by the Office of Recreational Sports. Students may take part in Red Cross certification programs such as CPR, 1<sup>st</sup> Aid, Lifeguarding, Learn-To-Swim, etc.

**The Office of Recreational Sports** supervises and programs both indoor and outdoor recreational facilities. The Student Recreation Center includes a three court gymnasium, a multi-activity court, a natatorium including four lap lanes, leisure pool, large spa, sauna, and sundeck, locker rooms, juice bar, classroom, large fitness center, three group exercise studios and a suspended walking/jogging track.

All students who have been assessed the **Student Recreation Center** fee are eligible to utilize the SRC. Students who have not been assessed the fee may pay a membership fee based upon the same rate charged to the assessed students (\$100/semester). In addition, recreational sports also supervises facilities on a limited basis in the **Health & Human Services Building (HHS or Arena)**. Those facilities include a six court gymnasium, 10 racquetball courts, and a six lane pool. Anyone with a valid Sycamore ID card is

eligible to use the HHS building. Outdoor facilities include the **Duane Klueh Tennis Complex** of eight courts, **Rec East** which includes two lighted softball fields and a 547 yard cycling track, **Recreation North** comprised of a 100 yard field, **Wolf Field** with nine half basketball courts, two sand volleyball courts and an informal field space. In addition, there are two **Club Sports** fields supervised adjacent to the Bob Warn Baseball Field.

Recreational Sports is also a campus leader in providing **Student Leadership and Employment** opportunities. Facility supervisors, lifeguards, Group X instructors, personal trainers, intramural sports officials and supervisors are just some of the opportunities that students may take part in.

For more information about **Recreational Sports**, including policies, procedures, reservations and schedules, call, **812-237-4097**, or visit our website at: <http://www.indstate.edu/recsport>.

## STUDENT SERVICES AND ACTIVITIES

### Sycamore Express

**Sycamore Express** provides one-stop answers and assistance online for currently enrolled students. Students should check the Sycamore Express website: [www.indstate.edu/express](http://www.indstate.edu/express) first to find links for most of the services they will need at ISU.

### African-American Cultural Center

The **African-American Cultural Center, 301 North 8th Street, 812-237-3811**, creates a learning environment conducive to students, administrators, faculty members, and citizens of the Terre Haute community to understand, recognize, and appreciate the contributions made by African-American people. General hours of the African-American Cultural Center are:

- 8:00 a.m.-9:00 p.m., Monday through Friday;
- Summer hours, 8:00 a.m.-4:30 p.m., Monday through Friday.

The center is closed Saturday and Sunday.

### M.A.P.S (Mentoring Assistance for Prospective Scholars)

**M.A.P.S.** is a faculty-to-student mentoring program out of the African American cultural Center. Our mission is to ensure that there exists a program addressing key issues affecting minority student retention, here at Indiana State University.

Students are paired with faculty, professional staff, and/or graduate level students to gain skills and experiences relevant to their career goals. Participation in our program will enhance the campus environment by providing positive interaction among students, faculty, and administrative staff, which provide understanding, appreciation and validation of cultural diversity. Space is limited. For information contact the African American Cultural Center.

### **Affirmative Action**

Our primary purpose is to assist faculty, staff and students in conflict when you believe you have been treated unfairly. Certain kinds of unfairness, such as being treated badly or wrongly because of your race or ethnicity, your gender or sexual orientation, your religion, marital status or pregnancy are prohibited by law.

If it appears discrimination has occurred, you can work with this department to get assistance. If it isn't prohibited under the criteria of the law, Affirmative Action will help you understand what other paths can be taken to solve the problem.

### **Office of Diversity**

The mission of the **ISU Office of Diversity** is to promote the climate, competencies and connections that enhance the lives of all our students, staff and faculty as well as others who live in the greater Terre Haute community. The ISU Office of Diversity, working in conjunction with the President's Council on Diversity, advocates for practices, programs and policies that increase equity and lead to multicultural excellence. Diversity is understood as the spectrum of human differences including racial identity, ethnicity, gender identity and expression, age, socio-economic status, national origin, sexual orientation, and spiritual beliefs. A focus on diversity can both spotlight the uniqueness of our identities and create opportunities for interaction, dialogue and analysis that build community. The vision of ISU's Office of Diversity is the creation of a diverse and just campus where those who learn, live and work can contribute, lead and excel. Visit our website at: <http://www.indstate.edu/diversity/> or call us at: **812-237-2877**.

### **Office of Alumni Affairs**

The **Office of Alumni Affairs** and the Alumni Association provide a link between the University and over 75,000 former students. Therefore, the Alumni Association maintains a lasting and

positive relationship between graduates and Indiana State University through a variety of activities, services, and communications.

The Alumni Association also sponsors the Student Alumni Association (SAA). SAA is an energetic group of students who work to bridge the transition between undergraduate students and active alumni. This group assists the Office of Alumni Affairs in hosting events and sponsors such activities as Graduation Extravaganza and Senior Send Off as well as providing leadership opportunities to members.

If you have any questions concerning the **Alumni Association**, call the office at: **812-237-3707**.

### **Division of Student Affairs**

The **Division of Student Affairs** provides services, programs, resources, and facilities which assist students in defining and attaining their personal potential and educational goals. Student Affairs staff seek to engage students and each other in collaborative learning, in developing coherent values and ethical standards, and in building supportive and inclusive communities within the University which are educationally purposeful, open, just, disciplined, caring, and celebrative.

The departments that provide the programs and services within Student Affairs include: African-American Cultural Center, Student Counseling Center, UAP Clinic, Student Activities and Organizations, Dean of Students, Student Publications, Office of Student Conduct and Integrity, and Hulman Memorial Student Union.

Students wanting more information or assistance should call, **812-237-3888**, or visit the Office of Student Affairs, Parsons Hall, **Room 203**.

### **ISU Information Line**

The **ISU Information Line** offers updated information on events, student services, community services, and other information. This number, **812-237-7777**, also contains the most accurate information available about class cancellations, office closings, and University-wide closings and/or delays.

### **Library Services**

The Cunningham Memorial Library (CML) is "your living room at ISU." Our print collections, electronic resources, services and facilities are available for your use when and where you need them. The Library is open on a 24-hour / 5 day schedule, closing only Friday and Saturday



evenings during the Fall and Spring semesters. Our electronic resources and “Ask-a-Librarian” services are always available.

The Library’s physical collection, numbering over 1.4 million volumes, can be accessed through the *Fusion* online catalog. The collection consists of both electronic and print books, journal subscriptions, DVDs, CDs, and computer games. In addition to the ISU collection, *Fusion* also provides access to our Library Consortium of Vigo County partner collections housed in the libraries of Rose Hulman Institute of Technology, St. Mary of the Woods College and the Vigo County Public Library.

The Library offers a variety of space options to fit your study needs. Whether relaxing in the *Cup & Chaucer* coffee shop, using our collaborative workstations and study rooms, or finding a quiet space for solitude and relaxation, you can find the space to meet your needs. In addition to the study spaces available, the CML also offers over 130 public use computers, including scanners, photocopiers, printers and additional electronic equipment to assist you.

Friendly and knowledgeable Library staff members are always available to help answer your questions and provide assistance in using any of the Library’s resources. The Office of Information Technology (OIT) also maintains a resource person in the Library to assist with any computer-related problems or instruction you might need.

Our goal is to provide a safe and welcoming environment for the ISU community. Our study space options, the information resources we provide, and our technology support are designed to enhance faculty and student productivity and success. Whether you make use of our resources and services on- or off-campus, you are always welcome in “Your Campus Living Room.”

### ***Building your resume***

The library hires around 80 student workers each year. Whether it’s your first job or you feel you’re a seasoned worker, the library offers time slots that fit into your student schedule while providing a challenging but rewarding work experience.

### ***Welcome back***

Each fall the library sponsors the Extravaganza, an annual welcome back event that showcases new products and services for students. Stop by the library on this special day to learn what’s new in the library, grab some munchies and maybe win a prize.

### **The Math & Writing Center**

The Math & Writing Center is located on the second floor of the library. The Center provides

individual and group consultations for students seeking assistance with any math or writing-based project or assignment. Math consultants are available to help with calculus, trigonometry, algebra, finite math, undergraduate statistics, geometry and a variety of related topics. While writing consultants are trained to work with composition, creative, technical and field-specific work, students from all departments are welcome to visit the Center at any stage in the learning process. In addition to individual sessions, the Math & Writing Center offers a variety of workshops, presentations, and study groups. For hours and additional information, visit [library.indstate.edu/writingcenter](http://library.indstate.edu/writingcenter) or call 812-237-2989.

### **MyISU: The University Portal Website**

MyISU is available at <http://myisu.indstate.edu>. All ISU faculty, staff, and students are given accounts to this intranet which provides information, communication tools, and access to on-line University services through the administrative information system called Banner. Students can order official academic transcripts directly through the ISU portal. Students may register for and drop/add courses as well as view grades, holds, transcripts, financial aid, and other information. Along with campus and audience targeted messages for all users, students access their web-based ISU e-mail accounts via the portal. For more information on the University portal refer to the MyISU Services chapter of the Technology @ Indiana State; Student Guide, available both in print and on-line at: <http://www.indstate.edu/oit1/pubs/techpubs/studtechguide.html>.

### **Residential Life**

**Residential Life, 812-237-3993, now located in Erickson Hall** is the central office concerned with the residence halls, University Apartments, and all facets of their operation. Residence halls are very convenient to campus, affordable, conducive to learning, and the food service saves you the trouble of having to prepare your own meals. Incidentally, statistics show that students living in the halls do better in school than those living off campus. Residence hall staff members consist of professional, graduate, and undergraduate personnel.

***How to Replace a Lost Sycamore ID Card (Meal Ticket).*** To replace a lost card, you need to

report the ID lost or stolen to the Public Safety Department and report the Dining Service Central Office (Lower Mills) or the Campus Cupboard. You will be issued a lost card voucher good for from one to three days. If you are unable to find your card, you can get a replacement at the Public Safety Department. If you find the card before you have it replaced, come to the Residential Life-Dining Service Central Office located in Erickson Hall and have it revalidated. For more information on Residential Life, you may visit the website at: <http://www.indstate.edu/reslife/>.

### **University Apartments**

Residential Life provides University Apartments which are apartment accommodations for students over age 21, students with 56 completed semester hours, students with families (children and/or spouse), and single graduate students. The apartment complex is located on South Third Street, approximately ten blocks south of campus. Four buildings provide one, two, and a limited number of three bedroom apartments. Furnished apartments are provided in one building (Unit I). Information about the application and assignment process is available at **Residential Life, 812-237-3993**. A model show room and information about the apartments, programs, and services are available at the University Apartments' Office located at 201 Crawford Street, **812-237-2443**. Information about University Apartments, including floor plans, eligibility, rates, services, and an application are available on the Web page at: <http://www.indstate.edu/reslife/>.

### **How to Use a Campus Phone**

If you are dialing from campus to another campus number, it is not necessary to dial the 237 prefix first, you only need to dial a four-digit extension number. When dialing an off-campus local number, dial 97 then the seven-digit number of the person you're calling. For emergencies, dial 911. This will put you in immediate contact with ISU Public Safety. *Please note that it is not necessary to dial 97 before dialing 911.*

### **Enrollment Management, Marketing, and Communications**

**Enrollment Management** has primary responsibility for the development and coordination of a campus-wide plan to recruit and retain students. Success requires communication and collaboration among faculty, staff and administrators across reporting lines. An essential

component within the division is the creation and routine evaluation of a strategic enrollment plan that utilizes the principles and best practices of good marketing. Most importantly, the marketing plan must help correctly position the University in a competitive market, while recognizing that student satisfaction and academic success is our ultimate goal.

Under the vice president for Enrollment Management, Marketing and Communications are: Admissions, New Student Transition Programs, University Testing, Financial Aid, Marketing, Media Relations, University Publications, Video Productions, Web Content, and Photography Services.

### **NEW STUDENT PROGRAMS**

#### **New Student Transition Programs**

**New Student Transition Programs** is the outgrowth of the *Lilly Project to Transform the First-Year Experience*, New Student Transition Programs include the involvement of faculty, staff, and students in the development and enhancement of programs and services designed to fortify a student's resolve to succeed by developing appropriate institutional responses to the particular needs of first-year students.

The focus of New Student Transition Programs includes coordination of: *New Student Orientation*, the acclimation of new students to campus and the advising and registration process; *Fall Welcome*, a collaboration of events university-wide designed to welcome students, faculty, and staff to a new school year and transition students to the university; *Commuter Services*, a resource for students who do not live in on-campus housing, including scholarships, laptop lending, lounge space, and monthly programming events.

#### **Sycamore Success Engagement Programs**

Indiana State offers new students exciting opportunities to participate in the rich and valuable environment of **Learning Communities** in the fall semester. Learning Communities link students across courses, creating connections among students, faculty, and staff in and out of the classroom. Students enroll in two courses together and work with an instructional team that includes the teaching faculty and an undergraduate peer assistant, who work to integrate the experiences in the two classes and involve students in significant co-curricular experiences. Learning Communities provide academic support throughout the semester

and help students succeed in their first year.

### **First Year Initiative (FYI)**

The **First Year Initiative (FYI)** Program of Residential Life extends academic support to first year students through programs and services. Programming activities are developed with the first year students' transition in mind by focusing on issues such as meeting people, identifying campus resources, time management, test taking, getting involved on campus and managing homesickness. The FYI Program is the collection of programs and services in Blumberg, Cromwell, Rhoads and Burford Resident Halls. First year students residing in other halls are welcome to participate in all FYI programs and services. The staff in the FYI areas is dedicated to go the extra mile to ensure freshmen success. The staff will seek out students intentionally to provide them with personal contact and outstanding programs. The Resident Assistant (RA) lives on the floor with the residents and is responsible for developing a healthy community on the floor by: programming, activities, interpretation and enforcement of policies and procedures, managing conflict, mediation, providing academic support, and by serving as a resource to the students. The Academic Peer Advocate (APA) lives on the floor or on an adjacent floor and is responsible for assisting first-year students in their academic transition to Indiana State University by supporting, facilitating and promoting academic excellence and achievement. In addition there is an Area Director and Assistant Hall Director (AHD) that will be available in each FYI residence hall.

**Academic Themed Communities** – are housed in the first year residence halls. Academic Themed Communities are partnerships between Residential Life and academic units to support first year students both inside and outside of the classroom. In addition, Academic Themed Communities connect students with faculty outside the classroom to facilitate living learning environments.

**First-Year Initiative and Academic Themed Communities**, contact, **812-237-3993**, or visit [www.indstate.edu/reslife](http://www.indstate.edu/reslife).

### **Center for Community Engagement**

The **Center for Community Engagement** was established to serve as a front door to Indiana State University. Our purpose is to enhance the quality of life in the Wabash Valley and State of Indiana by providing opportunities for nonprofit and for-profit organizations, governmental agencies, and citizens to access the services and programs of the University. Check out the web page at

<http://www.indstate.edu/publicservice/> or call, **812-237-2334**, or visit us in **Tirey Hall, 134J**.

Indiana State University is engaged with **AmeriCorps**, the nation's domestic service program, through two initiatives.

- The **Sycamore Service Corps** places volunteers with local non-profit organizations to complete service terms of 300, 450, and 675 hours. Volunteers receive a living allowance in exchange for their service.
- Students who have received a Federal Work Study award are eligible to apply for the **Midwest Campus Compact Citizen-Scholar Fellowship Program**. This program allows students to complete their work study placement at a local nonprofit organization and earn an additional \$1000 education award from AmeriCorps.

### **Career Center**

The **Career Center** is a place to begin planning for the future from your first day as an ISU student. By connecting with the Career Center early in the college experience and maintaining an ongoing working relationship throughout the college career, students will be prepared for a smooth transition from the world-of-school to the world-of-work. Services available include career planning and instruction on the professional job search as well as bringing together students and employers through a series of on-campus interviewing opportunities, career fairs, and other special programs.

**Career Exploration and Planning** – Career advisors provide assistance to students in the areas of self-assessment, career exploration, and informed decision making. Students desiring help in selecting a major, determining what career to pursue, or deciding what to do with their major should contact the Career Center to make an appointment. We offer access to the *MyPlan* career assessment tool that assists students in evaluating how their personality, skills, interests and values connect to potential career areas.

**Experiential Learning** - The Career Center encourages all students to explore the world of work by participating in employment or volunteer experiences that will help them make career decisions and develop professional skills. Career advisors can help students research these opportunities and prepare for their applications and interviews.

Program options include:

- *Internships.* Internships enrich the educational process by allowing for opportunities to apply classroom studies to the world-of-work. Ask about our Focus Indiana internship scholarship programs as well as the Out of State internship scholarship opportunities. Students might qualify for a \$1000 stipend to assist with living expenses while completing an unpaid internship.
- *Job Shadowing.* We encourage students to complete short job shadowing experiences with a variety of companies and agencies to learn more about work place options and different career industries.
- *Community Service.* By completing community service and volunteer work, students not only learn about giving back to the community and serving a population in need, but about environments and populations with which they might want to work in the future.

**Internship and Job Preparation** – The Career Center offers job search education and assistance that will help individuals be competitive in their internship and job search process including:

- Individual advising sessions
- Workshop Wednesdays – a series of workshops offered on a variety of career topics such as resume and cover letter writing, interviewing skills, networking skills, and the graduate school application process
- Resume and cover letter development and critique
- Interview preparation, including mock interviews
- Access to many online job search resources and tools

**Sycamore Career Link (SCL)** – This web-based system enables students and alumni to search and apply for internships, part-time jobs and full-time employment opportunities. Students may upload resumes and cover letters online for employers to view as well as register for events and set appointments with career advisors through the system. Students use their ISU portal ID and password to access SCL at:

<http://www.indstate.edu/carcen/CareerLink.aspx>

**Student Employment Programs (SEP)** – This division of the Career Center assists students who are seeking on-campus part-time or off-campus

community agency employment during the academic year. Opportunities are available for students with or without Federal Work Study awards. SEP hosts a job fair at the beginning of each fall semester to assist students with finding those opportunities. Please drop by the Career Center's SEP desk to get more information.

**Employer Networking Programs** – Throughout the year, the Career Center offers events to help connect students with professionals in the workplace and potential employers.

- *Networking & Etiquette Workshops* highlight specific skills to help students learn how to develop and utilize their professional network. Employers from a variety of fields are present at these workshops during which time a five-course dinner is served and tips for dining in a professional or interview situation are covered.
- *On Campus Recruiting* includes bringing employers and recruiters to campus to conduct interviews for internship and full-time job openings.
- *Career Opportunity fairs* are held each semester and include employers from various industries and locations across the country who are seeking candidates to fill specific full-time jobs, internships, part-time and summer jobs, as well as graduate school admissions.

**Sycamore Career Ready Certificate** – This certificate process is designed to prepare ISU students for internship and professional job search competencies as well as graduate school application and admission. The model ensures that students who complete the program have received extensive professional development in career planning. Each participant will be assigned a career advisor to monitor progress and advise him/her on program requirements. To learn more about the certificate program, please

[www.indstate.edu/carcen/students/CareerReady.aspx](http://www.indstate.edu/carcen/students/CareerReady.aspx)

**The Career Center is located at 231 N. 6<sup>th</sup> walkway, east of the fountain.** Students can contact the Career Center at **812-237-5000**, [isu-career-center@mail.indstate.edu](mailto:isu-career-center@mail.indstate.edu), or visit <http://career.indstate.edu> for online resources and more information. Walk-In Hours are available for quick questions and resume critiques Monday-Friday, 10:00 a.m. – 12:00 p.m. and 1:00 p.m. –

3:00 p.m.

### **Hulman Memorial Student Union**

The **Hulman Memorial Student Union** is certainly the place to be where *Uncommon Opportunities* occur. Some Unions have been referred to as the “living room” of campus, but we believe the Student Union is more than the living room, in fact, we believe it is the “great room.” The definition of a great room is where the functions of the family room, the living room and the study all combine together for a singular unified space. These rooms are typically at or near the center of the house and are the place where everything happens. We believe our Union exemplifies the concept of a “great room” by the services and amenities we provide as well as its physical location on campus. It is in the heart of the campus community and creates an environment for getting to know and understand ourselves and others through formal and informal gatherings. At the Union, you will find social events, speakers, dances, and much more. A wide variety of facilities and services are available for everyone. These also include services to assist persons with disabilities including a TDD (IC) phone and one public phone with volume control, an ATM, digital signage with the HMSU daily building schedule, the Relaxation Cove (massage chairs) and more.

#### **Building hours are: (24 hrs./5 days a week)**

10:00 a.m. Sunday - 12:00 midnight, Friday  
8:00 a.m. - 12:00 midnight, Saturday  
*Summer and break/ hours are reduced.*

The **Information Center (IC), 812-237-3999**, is the place to go to receive directions and current information on Union activities and services. Resident and commuter students may checkout laptops with current ID. The Information Center is also the place where you can pick up departmental brochures and a public transportation schedule with routes. At the MyISU Connection, you can access the MyISU portal to check your student information, class schedules, email, or other ISU websites. For more details about our facilities and services, please check out the HMSU website at <http://www.indstate.edu/hmsu/>. Like us on *Facebook* and follow us on *Twitter*. New for this year ISU recognized student organizations can check out a portable speaker system for on-campus events.

**Conference and Event Services** can assist you in reserving a room and planning any type of event. Rooms may be reserved by contacting Conference

and Event Services at, **812-237-3817**, or by e-mailing,

**[isu-conferenceandeventservices@mail.indstate.edu](mailto:isu-conferenceandeventservices@mail.indstate.edu)**

**ISU Dining Services, 812-237-7617**, will be more than happy to assist you in personalizing your catered event.

### **Lounge/Recreational Space**

We have several open lounges (non-reservable) that provide you with a place to relax between classes, study, watch TV, play a piano, view an art display, warm up a meal, play pool, sleep or visit with friends.

The **Commuter Connections Lounge** a “home away from home,” was created as a homey, cozy, residential living room environment with the following features:

- Microwave
- Restaurant guide
- Flat screen televisions
- Cell phone charges
- Extra outlet for laptop use
- Periodicals/newspapers
- Brochures and literature geared toward commuter students
- Board and card games (check-out @ IC)
- Commuter student bulletin board with the latest commuter news

The **Quiet Lounge** with a collection of furniture groupings offers a comfortable and quiet atmosphere for studying or reading.

**The Gallery Lounge** houses a variety of art shows throughout the year and contains furniture groupings, tables and chairs, and a baby grand piano for individual enjoyment based on adjacent room reservations.

**The Sycamore Lounge** located at the north entrance to the building, is an open lounge from 11:00 am – 6 pm, Monday – Saturday, and Sunday from 12 noon – 9 pm. It is a programmable lounge with reservable evening and Saturday hours following the Student Union priority scheduling sequence. The amenities include:

- Microwave
- Big screen television
- Two billiard tables (no fee) w/small tv
- Cell phone chargers
- Extra outlets for laptop use
- Performance space
- Piano
- Periodicals/newspapers
- Booths

- Couch groupings
- Board and card games (check-out @ IC)
- OIT student printer

**The Commons** is a busy retail center providing convenient services to students, faculty, staff and the community. Automatic teller machines, a copy center, a convenience store, Generations Restaurant, and the Sycamore Banquet Center complements the numerous fast food outlets available.

## STUDENT ACTIVITIES

### Homecoming

Homecoming at Indiana State is a time to celebrate tradition and support the University's athletic teams. A week of fun and competitive activities involves students, faculty, staff, alumni and the Wabash Valley community. One of the largest student-organized parades in the nation and the football game are some of the major attractions of this celebration. In addition, an annual trike race allows students to compete against other student organizations. Other events include: Homecoming football game, receptions and dinners for alumni and students, poster decorating competitions, Sycamore Sync contest, Torchlight Parade and Pep Rally, Blue and White Spirit Day and a Blood Drive. The student coordinator of Homecoming serves on Union Board. Steering Committee members are solicited in the spring, although volunteers are welcome to join in the fall. Enjoy all of the Homecoming festivities, and if you are interested in providing leadership for the planning committee, please contact: **Union Board Office, Hulman Memorial Student Union, room 515, 812-237-3830.**

### Spring Week

ISU's Spring Week is a week of events topped off by an annual co-ed tandem bicycle race. Campus organizations select riders to compete in the race and a variety of other events including: poster decorating, community service activities, Sycamore Remix, and carnival. The student coordinator of Spring Week serves on Union Board. The coordinator will solicit steering committee members in the fall. If you are interested in planning Spring Week or participating in the week-long activities, contact the **Union Board Office, Hulman Memorial Student Union, room 515, 812-237-3830.**

### Student Organizations

With approximately 200 registered student organizations to choose from, you are sure to find an organization that meets your needs and interests – and if not, you can start your own! Registered Organizations enrich life at Indiana State University by providing cultural, recreational, social, professional, service, leadership, and educational programs and experiences for all members of the university community. Membership in and participation with student organizations complement your university experience and contribute to the student's holistic development. Get involved today and learn more about each organization in the ISU Treehouse, accessible via MyISU Portal. The Office of Registered Student Organizations is located in **HMSU 615** and online at: <http://www.indstate.edu/sao>.

### Leadership Development Center

In alliance with the mission of the University, our leadership development initiatives inspire and support leaders who strive for personal growth in order to edify others and benefit our community. Leadership development creates a supportive environment where all members of our community are actively engaged in personal growth to become productive and effective leaders in their roles at ISU. The purpose of the leadership development program is to promote the learning and development of leadership skills and competencies through participation in individual and organization leadership workshops, trainings, and seminars. Indiana State University provides a comprehensive set of formal and informal developmental opportunities and support in the form of instruction, training, mentoring, and experiential learning. We seek to create reflective, authentic leaders who model and support our values of engaged social responsibility, collaboration, an active commitment to diversity, mutual respect for individuality and a dedication to building a connected community. For more information on leadership development, please visit the Center located in the **Student Activities and Organizations Office, HMSU 615.**

### Student Activities and Organizations

Student Activities and Organizations (SAO) promotes student success by providing opportunities for community and public service and facilitates processes and programs which identify, engage and develop student leaders in collegiate and community life through participation in student organizations and



activities. SAO provides services and programs in the areas of leadership development, student organization services, Union Board, student activities, student government, fraternity and sorority life, campus ministries, parent and family services, and student community building. SAO coordinates and implements the Late Night Dance program, major student programs and events, and annual campus traditions – including Homecoming, Spring Week, Family Day, Miss Indiana State University Scholarship Program, major concerts, and weekly student performing arts series. SAO is located on the 5<sup>th</sup> and 6<sup>th</sup> floor of HMSU and online at [www.indstate.edu/sao](http://www.indstate.edu/sao).

### **Fraternities & Sororities**

Representing approximately 13% of the undergraduate population, fraternities and sororities promote leadership, scholarship, service, social responsibility, and friendship through membership in 28 undergraduate Greek-letter organizations. There are three governing councils which recognize fraternities and sororities at Indiana State University. Fraternity & Sorority Life Staff, along with the three council executive boards, provide direction for comprehensive fraternity and sorority life programs. Staff and student leadership can be reached at: 812-237-3852. The fraternity and sorority suite is located in the Hulman Memorial Student Union, room 608.

The three governing councils include:

- **Interfraternity Council (IFC)** is the campus extension for the North-American Interfraternity Conference (NIC). IFC consists of 12 chapters and two colonies. The IFC chapters coordinate their recruitment process throughout the school year. More information can be found on the IFC website: [www.indstate.edu/isufraternity](http://www.indstate.edu/isufraternity).
- **National Pan-Hellenic Council (NPHC)** is the umbrella group for the nine historically African-American fraternities and sororities. NPHC promotes the exchange of information and unity within these organizations. NPHC organizations conduct intake with students who have an established GPA, campus involvement, and proven community service track record at ISU. More information can be found on the NPHC website: [www.indstate.edu/greeklife/nphc.html](http://www.indstate.edu/greeklife/nphc.html).

- **Panhellenic Association (PA)** is the campus extension of the National Panhellenic Conference (NPS), and consists of nine chapters. PA conducts fall recruitment, providing a more structured process for women looking to join a sorority. More information can be found on the PA website: [www.indstate.edu/panhellenic](http://www.indstate.edu/panhellenic).

### **Tri-Council**

The three Greek councils (IFC, NPHC, & PA) work collaboratively to develop policies, rules, and regulations to be followed by all member organizations and conduct several major events throughout the year. They also work with Order of Omega (Greek honorary society) to sponsor programs which promote scholarship, leadership, service, philanthropy, social development, and brotherhood/sisterhood.

### **Fraternity and Sorority Life Hotline**

A fraternity and sorority life hotline is provided by the Fraternity & Sorority Life Office for students, staff, faculty, and parents to report hazing, alcohol incidents, and recruitment infractions. This hotline is checked by professional staff members of the Fraternity & Sorority Life Office. You can reach the Fraternity & Sorority Life Hotline at: **812-237-3000**.

### **Student Government Association (SGA)**

All students are members of ISU's Student Government Association which was established to provide a forum for the expression of student views and interests; maintain academic freedom, diversity, academic responsibility, and student rights; improve student social, cultural, and physical welfare; maintain educational standards, facilities, teaching methods; promote national and international understanding and fellowship at the student level; and to foster recognition of the rights of students in this school and in this community. SGA is comprised of the Executive Branch, the Legislative Branch (Senate), and Election Commission, Sycamore Leadership Coalition, and The Forest – student section for athletic events. To get involved with or share insight into student needs, contact **SGA in HMSU 621** or [www.indstate.edu/sga](http://www.indstate.edu/sga).

### **Hulman Memorial Student Union Board**

Union Board is a student organization distinguished by its commitment to innovative

student focused programs. Activities include entertainment, social, recreational and community service oriented events. The Board consists of eight committees, each offering opportunities to learn valuable work skills while meeting new people and making new friends. The Union Board Office is located in **Hulman Memorial Student Union (HMSU), room 521, 812-237-3830.**

### **Churches and Places to Worship**

There are several places of worship within walking distance of campus. In addition, some of the ministries provide transportation to services. Special organizations or programs designed for college age students are offered by several faith based groups within the city. Check the Terre Haute phonebook listings for specific information on local faith-based ministries or visit the Student Activities and Organizations Office for consultation with our campus ministries program, located on the 5<sup>th</sup> floor of HMSU.

### **Black Student Union**

The **Black Student Union** was organized by a small group of students in 1968. Today, its influence is pervasive as an important campus forum which relates local, national, and international issues and concerns. The Black Student Union is designed to encourage academic, social, and spiritual achievement. Students support each other as they educate the campus community about cultural relationships.

One very important program sponsored by the Black Student Union is the fall African-American Student Orientation program titled "Knowledge is Key." This program introduces students to the African-American faculty, staff, and student organizations.

The Black Student Union office is located in **Hulman Memorial Student Union, room 612, 812-237-3021 or 812-237- 3023.** Office hours are Monday-Friday, 1:00-4:30 p.m.

### **Indiana Statesman**

The *Indiana Statesman* is a student newspaper published Monday, Wednesday and Friday during the academic year, except during vacation and examination periods. A valuable service to the Indiana State University community, the *Indiana Statesman* supplies news and offers an outlet for campus opinion. Its online version can be accessed at [www.indianastatesman.com](http://www.indianastatesman.com). The *Indiana Statesman* can provide invaluable hands-on experience and decision-making opportunities. You can hone your skills in planning news coverage,

writing, reporting, interviewing, copy editing, photography, desk-top publishing and online editing. Experiences in advertising sales, advertising design and delivery are also available. Offices are located on the seventh floor of the **Hulman Memorial Student Union. Telephone: 237-3289 (newsroom); 812-237-3025 (advertising and business office).**

### **Intercollegiate Athletics**

The **Department of Intercollegiate Athletics**, under the guidance of the director of athletics, is responsible to the President for the administration of 14 intercollegiate sports.

The Department of Intercollegiate Athletics sponsors six sports for men: baseball, basketball, cross country, football, and indoor and outdoor track. Eight sports are available for women: basketball, cross country, volleyball, soccer, softball, golf, and indoor and outdoor track. Students with questions or interest about additional sports should contact the office of the director of athletics.

The athletics program is classified as Division I in all sports with the exception of football which competes at the Football Championship Series (FCS). Sycamore football is a member of the Missouri Valley Football Conference while all other sports compete in the Missouri Valley Conference.

Many venues are home to Indiana State athletic competition. Football and women's soccer are played at Memorial Stadium on Wabash Avenue, while the Hulman Center is home to both men's and women's basketball. Volleyball competes in the ISU Arena, with baseball games played at Sycamore Stadium and softball competing at the St. John Softball Complex, Price Field. All home track meets are held just west of the ISU Arena on Mark's Field.

You are admitted free to all regular season home athletic events with your validated ID.

### **Hulman Memorial Student Union Board**

**Union Board** is a student organization distinguished by its commitment to innovative and entertaining programs. The Board consists of eight committees, each offering opportunities to learn valuable work skills while meeting new people and making new friends. **Union Board office is located in the Hulman Memorial Student Union, room 515. Telephone: 812-237-3830.** Accurate information on University- wide delays or closings is available by calling the **Information Line, 812-**

237-7777.

## ACADEMIC INFORMATION AND ASSISTANCE

The best resource for academic information and assistance is the *Indiana State University Undergraduate Catalog*. The *Student Handbook* supplements and compliments the *Catalog*. The catalog is available online at: <http://catalog.indstate.edu>.

*The following areas address common questions of students.*

### Absences from Class

You are expected to attend all assigned classes. However, an acceptable absence may be allowed for an approved school activity. For such an occasion the faculty member responsible for the activity must obtain approval from the department chairperson and report the activity to the appropriate academic dean.

If you fail to attend class you may be assigned grade penalties. Individual faculty should outline the attendance policy established for each course. (See "Class Attendance" in the *Undergraduate Catalog*.) If you must be absent from classes for five or more consecutive days due to illness, hospitalization, or a family emergency, and you are unable to notify the appropriate faculty, you should contact the **Office of Student Affairs, 812-237-3888**.

The Office of Student Affairs will inform instructors of extended absences. This notification does not serve as an excuse. You are expected, upon return, to contact each instructor regarding missed assignments.

### Academic Advisor

It is important that you meet and discuss your progress and academic problems with your advisor. Your advisor can also assist you with academic survival skills as well as scheduling. Keep the lines of communication open and utilize this academic resource.

### Bad Weather Policy

The closing of the University due to severe weather is rare. If classes must be canceled due to weather conditions, the decision will be made by the president and/ or the provost. The most

### Class Scheduling

Registration and schedule changes may be processed by using the MyISU University Portal Website located on the Web at

<http://www.indstate.edu/express/registration.htm>. Detailed registration and drop/add procedures, deadlines, and fee information are published in the Schedule of Classes on the Web each fall, spring, and summer.

### Where can I find out more information about the provisions of the Family Information Rights and Privacy Act (FERPA)?

The Office of Registration and Records maintains a website with FERPA information that can be found at:

<http://www.indstate.edu/registrar/FERPA.htm>.

If you have questions or if you need assistance in understanding and exercising your rights under the provisions of the Act, assistance is available in that office or with the **Associate Vice President for Student Affairs, HMSU, room 808**.

### Office of Information Technology (OIT)

The OIT delivers computing, multimedia, and networking tools and services to the members of the campus community in support of learning, instruction, research, public service, and the day-to-day work of Indiana State University. These services are documented on the Office of Information Technology website at <http://web.indstate.edu/oit/>. The OIT Help Desk serves as a hub for most of your computing needs. Contact the Help Desk by phone at: **812-237-2910** (local) or **1-888-818-5465** (toll free; or e-mail at [IT-Help@indstate.edu](mailto:IT-Help@indstate.edu)). Students can receive walk-in technical support by visiting the Student Computing Support Center (SCSC) located in the basement of **Stalker Hall room 009**. Walk-in support is also available at the OIT Student Support Desk located on the first floor of the Library.

## ACADEMIC COLLEGES, SCHOOLS, DEPARTMENTS, AND CENTERS

### College of Arts and Sciences

The **College of Arts and Sciences** offers more than 70 separate major and minor programs, as well as masters and doctoral degrees. See the *Undergraduate Catalog* for a list of programs offered by the college. Pre-professional programs, such as law or medicine, are also offered through the college.

Majors in the college are advised initially by University College staff and then by a faculty

member within their specific department. All records are maintained in the Dean's Office. Students who want to teach one of the subjects offered by the College of Arts and Sciences at the junior or senior high school level will be enrolled in both the College of Arts and Sciences and the Bayh College of Education. All the major and minor programs with teaching licensure are listed in the *Undergraduate Catalog*.

### **Scott College of Business**

The **Scott College of Business** offers four-year programs leading to the bachelor of science degree in accounting, business administration, business education, finance, financial services, information design and end-user computing, insurance and risk management, management, management information systems, marketing, and operations management and analysis. In addition to specific requirements for each major, there is a 44-semester hour core requirement common to all four-year programs in the College of Business. For more information about four-year programs call the College of Business at, **812-237-2023**, or see the college web site, [www.indstate.edu/business](http://www.indstate.edu/business).

### **Bayh College of Education**

The **Bayh College of Education** is responsible for all teacher education programs at ISU. At the undergraduate level these include programs that prepare preschool and kindergarten teachers, elementary teachers, and middle and high school teachers in a wide range of subject areas, as well as speech-language pathologists and art, music, physical education, and special education teachers for all grade levels. Descriptions of the various teaching majors can be found in the *Undergraduate Catalog* in the sections for the departments offering these majors.

The Bayh College of Education also offers a variety of graduate programs including areas of teacher education, school psychology, school counseling, educational administration, educational technology, and alternative teacher licensure.

Students needing other information about the teacher education program should contact Education Student Services by phone or in person in the **Bayh College of Education, University Hall, room 115, 812-237-3131**, <http://coe.indstate.edu/ess/>.

Students needing information about the graduate programs should contact the College of Graduate and Professional Studies or the appropriate Bayh College of Education department.

### **College of Graduate & Professional Studies**

The **College of Graduate & Professional Studies** offers flexible and responsive programs designed to facilitate a student's attainment of academic, professional, and personal goals. The college's variety of advanced programs is illustrated by the more than 60 courses of study which lead to the master's degree, the educational specialist degree, the doctor of psychology degree, and the doctor of philosophy degree. Descriptions of the various graduate programs may be found in the *Graduate Catalog*. Non-degree advanced study is also available to encourage personal growth and lifelong learning. Classes are scheduled to accommodate the needs of both fulltime and part-time students.

A current listing of all the graduate degree programs, a *Graduate Catalog*, and application forms for admission and for assistantships /fellowships may be obtained from the **College of Graduate & Professional Studies, Erickson Hall, room 114, 812-237-3111**.

Additional information on the School of Graduate Studies is available on the Web at: <http://www.indstate.edu/sogs/>.

### **College of Nursing, Health, and Human Services**

**Nursing** offers three programs. One is a Baccalaureate Nursing Program with four tracks: the traditional track for students entering without previous nursing education; an accelerated track for students with a previous non-nursing degree; a track for students entering with LPN/LVN licensure; and a track for students entering with RN licensure. Two programs are within the Department of Advanced Practice Nursing and include Graduate Nursing Programs with multiple concentration options: Nursing Administration; Nursing Education; Family Nurse Practitioner; and Doctor of Nursing Practice. Certificate in either Nursing Education or Family Nurse Practitioner. For more information about Nursing, call: **812- 237-2316** (traditional and accelerated BS tracks), **812-237-3330** (LPN or RN to BS tracks), **812-237-8501 or 812-237-7973** (Master's and DNP concentrations), or <http://www.indstate.edu/nursing/>.

The **Health and Human Services** programs are designed to prepare students to enter a variety of professional fields. Some of these fields include: health and disease prevention careers; health education; physical education; exercise science/fitness; safety management; athletic training; and management careers in fitness,

recreation, and sport.

Each department provides advisement to all of its students. Program admission and academic information may be obtained from the **College of Nursing, Health, and Human Services, Arena, C-31, 812-237-2471**, or see the college website at: <http://www.indstate.edu/nhhs/>.

**Social Work** offers an undergraduate degree, Bachelor of Social Work (BSW), and a graduate degree, Master of Social Work (MSW). The BSW program prepares graduates for generalist practice. Undergraduate students interested in working for the Indiana Department of Child Services may apply their junior year to be selected for the competitive Child Welfare Scholarship. Students receiving this scholarship must take an additional two courses and complete their senior year field practicum in an Indiana Department of Child Services office.

The MSW program focus is on rural social work. Students select one of two concentrations: mental health and addictions or health. The MSW includes three tracks: Advanced Standing (one year), 2-year full-time, or 4-year part-time.

For more information contact: **812-237-3611** or <http://www.indstate.edu/socwork/>.

#### **Kinesiology, Recreation, and Sport Department**

The **Kinesiology, Recreation, and Sport Department** offers a Sport Management Concentration for a Doctorate of Philosophy (Ph.D.) in Curriculum and Instruction; a Master of Science in Physical Education (Coaching & Exercise Science) and Recreation and Sport Management; a Bachelor of Science in Exercise Science, Physical Education-Teacher Education-All Grades, and Recreation and Sport Management (three concentrations; Recreation Management and Youth Leadership, Recreation Therapy, (Sport Management); Minors in Coaching, Dance Martial Arts, Recreation Management and Youth Leadership, Sport Management, Strength and Conditioning; and a Certificate in Nonprofit Leadership. Kinesiology, Recreation, and Sport Department is located in the Arena, C-06. Phone: **812-237-2183**. <http://www.indstate.edu/krs/>

#### **College of Technology**

The **College of Technology** includes the Applied Engineering and Technology Management Department; Aviation Technology Department; The Built Environment Department; the Electronics & Computer Engineering Technology Department; the Human Resource Development and Performance Technologies Department; Air Force ROTC; and Army ROTC. See the Undergraduate

Catalog at [catalog.indstate.edu](http://catalog.indstate.edu) for a list of the 34 major and minor programs offered by the college.

A major emphasis in all College of Technology programs is placed on developing the student professionally as well as academically. Cooperative education, internships, and other work-based learning experiences offer selected students an opportunity to combine academic and professional preparation. Fifteen student professional organizations give students the chance to network and gain technical and professional competencies.

The College of Technology offers several degrees via distance learning; others require minimal on-campus visits. For more information visit the Distance Education website at:

<http://www.indstate.edu/distance/programs.html>

The College of Technology can be contacted at: **812-237-2987**.

#### **Center for Student Success**

The **Center for Student Success, on the second floor of Gillum Hall, 812-237-2700**, and the **Academic Enrichment Center** (next to Burford Hall), **812-237-7601**, provides a central location on campus for many academic support services. These include tutoring, special help for students with disabilities, programs for 21st Century Scholars, the LEAP Bridge Program, and the First-Generation student mentoring program.

The center is open:  
Monday through Thursday, 8:00 a.m.-9:00 p.m.,  
Friday, 8:00 a.m.-4:30 p.m. The Academic Enrichment Center for athletes is also open these hours plus Sunday evenings 6:00-9:00 p.m.

Students and their parents are encouraged to consult with center personnel about academic support needs or questions.

#### **University College**

The **University College** is the central resource for all first-year advising and academic needs. Students will meet with their academic advisor once a month during the first semester. The University College is located in **Gillum Hall, room 203. Phone: 812-237-2300**.

<http://www.indstate.edu/uc/>

#### **Sycamore Graduation Guarantee**

Indiana State University has announced a four-year graduation guarantee for student enrolling Fall 2012 and beyond. This guarantee assures eligible

students they will be able to complete a bachelor's degree within four years. If not, they will be able to take remaining courses tuition free. For assistance visit:

<http://www.indstate.edu/express/guarantee.htm>  
or contact: Associate Vice President for Academic Affairs, [stayontrack@indstate.edu](mailto:stayontrack@indstate.edu).

### **Center for Global Engagement**

The Center for Global Engagement is dedicated to providing high quality programs and services to students, faculty, and staff, which support Indiana State University's strategic goal of enhancing and advocating multicultural and international values. To this end, the Center for Global Engagement coordinates the University's Faculty International Travel Grant and Short-term Faculty-led Student Grant Programs. It administers and oversees partnerships and relations with foreign universities in support of the internationalization of the University. The Center for Global Engagement staff provides support for international institutional grant development and provides support for international contracts and educational joint ventures. It serves as the initial point of contact for official visitors and foreign dignitaries; promotes initiatives to create opportunities for exporting professional expertise of ISU faculty and staff to markets abroad; and serves to promote local economic development efforts to increase foreign investment and business opportunities abroad.

The Center for Global Engagement provides services and programs to domestic and international students to further their educational and cultural experiences while at Indiana State University. The International Affairs Center offers presentations, workshops, and orientation programs to domestic and international students in a variety of areas including immigration laws and procedures. In addition, it maintains relations with embassies, ministries of higher education, private and public educational agencies, and foundations in support of the University's internationalization objectives.

The Center for Global Engagement also provides consultation services to the campus on systems and institutions of higher education in foreign countries' articulations with foreign universities. The office supports ISU and international visiting scholars participating in teaching and research exchanges abroad through its services and through travel grants. The office advises international student associations on campus, including: International Student Organization, Chinese Students and Scholars Association, Korean Student Association, African Student Union, Hispanic

Student Association, Japanese Student Association, Saudi Student Association, Muslim Student Association, Taiwanese Student Association, Thai Student Association, and the Indian Student Association. Faculty and students should contact the Center for Global Engagement regarding services and programs. Information about the Center for Global Engagement may be found on the web at: [www.indstate.edu/ips/](http://www.indstate.edu/ips/). **The Center for Global Engagement is located in the Rhoads Hall Mezzanine.** The office is open from 8:00 am – 4:30 pm., Monday through Friday. The director and all office personnel can be contacted at: **812-237-2440**, or fax **812-237-3602**.

### **Study Abroad**

The Study Abroad Office, located in the Center for Global Engagement, opens the door to adventure, and to an opportunity to better understand yourself, your country and the world, while enhancing your resume and fostering independence. We also help to ensure credits earned abroad will apply to your major, minor or foundational studies requirements.

Programs in over 35 countries offer affordable options in English for either a semester, full year or even during the summer. One of the biggest myths is that study abroad is too expensive, but, in reality, it is more within reach than most students think. Financial aid, loans and ISU-based scholarships can be used for ISU programs and there are scholarships just for students who study abroad.

Students interested in pursuing language study can take advantage of the many sites where study in English can be combined with language courses or even pursue full immersion in any language. See the world. Live a dream. Gain an important edge in your future career. Early planning is the key to success!

For information, contact, Janis Halpern, **812-237-3427**, [Janice.halpern@indstate.edu](mailto:Janice.halpern@indstate.edu), **Rhoads Hall Lounge Area, room 106.**

### **University Honors Program**

The University Honors Program is designed for students who are outstanding academically and wish to continue in a guided pursuit of academic excellence. Entrance into the Honors Program is based either on your high school grades and class standing, college entrance examinations, or your college performance. If you feel you may qualify, contact the program at: **812-237-3225**.

### **Office of Extended Learning**

The Office of Extended Learning facilitates



student success by making the resources and expertise of ISU available to those students who cannot access our traditional campus programs because of the barriers of time, place, or format through alternative programs delivered with the academic units and our other partners. Extended Learning includes the following areas:

- Distance Education - offers undergraduate and graduate courses, degrees, and professional development programs via distance learning. This includes the Distance Education Student Concierge and Distance Education Faculty Concierge.
- DegreeLink – a program that enables individuals to transfer their credit and complete bachelor degrees via distance learning.
- College Challenge – a dual credit program that enables high school students to earn ISU college credit and high school credit simultaneously in courses taught by high school teachers – at their local high schools.
- Non-credit Programs – on various topics, both on ground and online courses available.
- OLLI – Osher Lifelong Learning Institute – a non-profit, membership organization open to all adults but geared towards individuals age 50 and older, regardless of academic background, provides learning programs designed by its members and tailored to suit their interests.

For additional information call, **812-237-4011**, visit Tirey Hall, room 133A or visit our website:  
<http://www.indstate.edu/extendedlearning>.

### **Transfer Central**

In order to become Indiana's most transfer friendly institution, Indiana State University has established **Transfer Central** to provide information in one centralized location for transfer students and partner institutions, enhance the success of transfer students, and increase articulation agreements for courses and programs. The mission of Transfer Central is to enhance the recruitment and subsequent success of transfer students at Indiana State University.

For more information, contact Transfer Central through the ISU admissions office at: **812-237-2121** or toll free **1-800-GO-TO-ISU**.

<http://www.indstate.edu/transfer/>.

### **University Testing Office**

The **University Testing Office** is a center for testing services and information for ISU faculty and students, including assistance with:

- National tests (GRE, SAT, ACT, PRAXIS)
- Credit by Examination
- Placement and University Exemption Examinations (Maple TA for Mathematics and Non-Native Language)
- SIR (Student Instructional Report) and Course Evaluations
- Test Correction and Analysis
- University Surveys

Individuals may arrange testing or request information by contacting the **University Testing Office at: 812-237-7666, e-mail [testing@indstate.edu](mailto:testing@indstate.edu), or visiting the University Testing Office, Moore Welcome Center, room 125.**

### **Center for Business Support and Economic Innovation**

The **Center for Business Support and Economic Innovation (CBSEI)**, provides engagement for regional businesses wanting to partner with the University. Also part of the Terre Haute Innovation Alliance, a partnership between ISU, Rose Hulman, and the City of Terre Haute, created to enhance the economic development in the area and provide businesses the resources necessary to succeed (commercialization services). CBSEI also provides exciting opportunities for students and graduate students to get involved in paid internships/projects with innovated companies and get experience in the real world. For additional information please contact **Cheryl Lucas at: 812-237-2536, or visit the CBSEI in the Myers Technology Building 003 (basement) between 8:00 am – 4:30 pm.**

### **Psychology Clinic**

The **Psychology Clinic, 812-237-3317**, maintained by the Department of Psychology, provides psychology services to individuals, families, and groups in Terre Haute and the surrounding communities. A wide variety of services is available, including individual and group psychotherapy, marital and family therapy, and therapy designed for children, as well as psychological assessment and consultation. The clinic also serves as a training facility for doctoral level students in the clinical psychology program

at ISU. Hours of the clinic are Monday through Thursday with evening appointments available for the convenience of the client. There is a \$10.00 charge for ISU students.

## **FEES, EXPENSES, AND FINANCIAL AID**

**Academic Fees** Assessment of fees is based on if you are a graduate or undergraduate student, not the level of courses you may be taking.

### **Undergraduate academic fees:**

- Are based on a chargeable credit (semester) hour fee for enrollments of **less than 12 chargeable hours** for fall/spring semesters. Chargeable hours are defined as the number of hours a student is charged for versus the number of credit hours earned. For example, a student enrolled in MSCI 201 earns two credit hours but is charged for zero credit hours, etc.
- Are based on **two bracket fees for enrollments of 12 or more chargeable hours** for fall/spring semesters; chargeable hours are defined above. One bracket exists for students in at least 12 but no more than 18 chargeable hours, and another for students in more than 18 chargeable hours.
- Are based on a chargeable credit (semester) hour fee for enrollments of less than 6 or more than 9 chargeable hours for summer terms. There is a bracket fee for six to nine chargeable hours for summer terms.
- **Include a non-resident fee** for students classified as such.
- **Are assessed separately from** non-semester based independent study, study abroad, and non-web registered outreach courses.
- **Could include laboratory/program fees, course fees, distance education delivery fees, and/or applied music fees** for supplies and equipment usage and/ or special instruction. These charges are associated with enrollment in specific classes.
- **Can be found** *Academic fees(tuition) section of the Sycamore Express* for the term in question. Fees can be obtained, once announced, by calling or visiting the **Office of the Controller, Account Analyst Area, Parsons Hall, room P100, 812-237- 3511.**  
**<http://www.indstate.edu/express/fees.htm>**
- **Are due and payable** in accordance with

specific instructions provided in the *Payment due date section of the Sycamore Express*, for the term in question.

### **Graduate academic fees:**

Graduate academic fees have the same characteristics as undergraduate academic fees (see above) with the following exceptions:

- There are no bracket fees.
- Assessments are always based on the chargeable credit (semester) hour fees which are higher than that paid by undergraduates.

Questions regarding any of these issues may be directed to the **Office of the Controller, Account Analyst Area, Parsons Hall, room P100, 812-237- 3511.**

**Please note:** Academic fees are assessed in accordance with fee structures approved by the University Board of Trustees. The University Board of Trustees reserves the right to change fees at any future time. The right to correct errors is also reserved.

### **Course Drop/Add Information**

The following policies concerning course drop/add information became effective in the Fall of 2002.

1. You will receive a grade in any class you drop after the 14th calendar day of the semester through the end of the tenth week of the semester. The grade will be a DP if you are passing at the time of the drop or a DF if you are failing at the time of the drop. **The course and grade will be included on your transcript but will not be included in your GPA calculation.**
2. You **CANNOT** drop a class after the tenth week of the semester. ***There will be no Petition for Exception to this policy.*** If you want to drop a class after the tenth week, you will be required to drop all classes (withdraw) from the term. Undergraduate students should contact the Office of Registration and Records, **PH 009, 812-237-4996**, to withdraw. Graduate students should contact the College of Graduate Studies, **183 Tirey Hall, 812-237-3005**, to withdraw.
3. After the last day to drop, you will receive a grade of W for each course in which you are enrolled. The "W" will show on your transcript.

For current drop/add deadlines, please visit:

<http://www.indstate.edu/express/fees.htm>.

### **Other Fees**

**Student Recreation Center Fee:** The fee is \$100.00 per semester Fall/Spring and \$40.00 per each summer session. It is a dedicated student fee assessed to support the operation of the student recreation center.

**New Student Orientation Fee:** The fee is \$100 for new students entering in the fall semester and \$45 for new transfer students. The fee is added to student's fall e-bill and does not need to be paid prior to or during New Student Orientation.

**Late Registration Fee:** A \$30.00 fee is assessed to those students who process an initial registration the day classes begin through the last day to add. A \$100.00 fee is assessed to those students who process an initial registration after the last day to add a class.

**Change of Course Fee:** A \$10.00 fee is assessed after the first fee calculation of the term, for each transaction resulting in a schedule change, through the last day to add. After the last day to add classes, a \$30 drop/add fee will be charged for each transaction resulting in a schedule change.

**Distance Education Delivery Fee:** \$30.00 per undergraduate course and \$50 per graduate course will be assessed to correspondence courses (section numbers 300, 620), internet and tele-courses (section numbers 301-309), and ICN courses (section numbers 526-529).

**Late Fee:** A \$55.00 late fee is assessed if you are assigned to University Collections Specialists as a result of the University Collections Process. You are affected by this process if you failed to fulfill your financial obligations.

**Variable Payment Plan Fee:** Variable Payment Plan fees are assessed according to schedules published in the Payment due dates on *Sycamore Express* for each respective term. There is a \$60.00 maximum per semester fee in the fall and spring, and a \$30.00 charge per summer term.

**Applied Music Fee:** An applied music fee is charged per credit hour for each course in instrument or voice done on the basis of individual instruction.

**Laboratory, Course and Program Fees:** Laboratory, Course, and Program fees are charged in certain classes for supplies and equipment usage, and/or special instruction/supervision.

**Audit Fee:** A \$5.00 fee per credit hour is assessed to audit a class. A student must be enrolled in the term in order to be eligible to audit a class.

**Transcripts:** A transcript fee will be charged for each transcript of record. The transcript request form can be found on Sycamore Express.

**Use and Breakage Fee:** A breakage fee is charged in various laboratories for laboratory equipment which is either non-returnable or which is not returned in good condition.

**Nursing Clinical Laboratory Exam Fee:** A per credit hour fee is assessed individuals desiring to earn credit by examination in the College of Nursing.

**Parking Fine:** This fee is assessed by the Public Safety Department, for parking and traffic violations in accordance with Indiana State University traffic regulations.

**Replacement Student ID Card:** A fee will be charged students who make application to replace their Sycamore Card. The fee is payable at the time a replacement card is requested in the Public Safety Department.

**Library Fines:** These fines are assessed for overdue and lost library materials.

**Returned Check Policy:** Students providing checks or electronic checks which are subsequently returned as non-negotiable will be assessed a \$25.00 penalty per check. In addition, once you have presented three non-negotiable checks, all check writing privileges are suspended indefinitely.

**Parking Permit:** All students using a motor vehicle in Terre Haute must have it registered with Indiana State University. The University Board of Trustees establishes a per vehicle registration fee; payment of the registration fee results in the issuance of a permit which enables you to park on designated University parking facilities.

### **Financial Encumbrances**

Financial encumbrances are "holds" placed on your account when financial obligations have not been satisfied. The financial encumbrances serve to prohibit future registrations, and the release of transcripts, diplomas, etc. Four types of financial encumbrances currently exist and are shown below.

### **Hold/Encumbrance Type**

University Collections

- Federal Loan Services
- Accounts Receivable
- Transcript/Diploma

Please contact Account Analysts, **Office of the Controller, Parsons Hall, room P100, 812-237-3511.**

### **Billing and Student Accounts**

Electronic bills are made available online in the

student account suite at [www.indstate.edu/pavisu](http://www.indstate.edu/pavisu). An email message is sent to each student and authorized user to inform them that there is a new bill to view. In the event you do not receive your bill, you are still responsible for payment by the deadline which is printed in the *Payment due dates* section from the Sycamore Express for the respective term.

#### **Bills can be paid:**

- **In person** at the Office of the Controller, Account Analyst Area on the first floor of Parsons Hall.
- **By web** if utilizing VISA/MasterCard or electronic check by going through the ISU student suite at [www.indstate.edu/pavisu](http://www.indstate.edu/pavisu).
- **By mail** by sending checks made payable to “Indiana State University” to Indiana State University, Office of the Controller, Account Analysts, 200 North Seventh Street, Terre Haute, IN 47809. Your ID number must be on the check.
- **By phone** if utilizing VISA/MasterCard. The number to call is **(812) 237-3511**.
- **By utilizing the payment box** located on the north side of Parsons Hall, 200 North 7th Street.

#### **Important Tips:**

- Be sure that the Office of Registration and Records has a correct and accurate mailing address. Keep track of encumbrances (holds placed on your account when financial obligations have not been satisfied. They include library fines, parking tickets, etc.), that could hold up your registration or transcripts.

#### **Employment and Financial Services**

In these fiscally challenging times, all of us could use a little financial assistance. Here are a number of places you can look for help with your money concerns.

The **Office of Student Financial Services, 150 Tirey Hall, 812-237-2215, or, 800-841-4744**, is committed to providing excellent services to our students. Students can be assisted on a daily basis through walk-in counseling, telephone counseling and by e-mail contact. Financial aid counselors are available to help assist students complete financial aid forms, discuss their financial aid file, and aid options. Students interested in applying for federal and state aid must complete the paper or electronic version of the Free Application for Federal Student Aid (FAFSA) by the established deadline dates. Students are strongly encouraged to can check the

MYISU Portal for additional financial aid requirements. Visit our website at: <http://www.indstate.edu/finaid> for more **information**.

#### **Student Employment Programs**

**Student Employment Programs'** new location is in **HMSU, just north of Dede I, 812-237-8329**.

As a student, you will find assistance available for part-time employment and/or work-study programs. Job descriptions for employment off and on-campus are posted. Students who are interested and qualified are referred to employers. In addition, job fairs are held in the fall and spring. Listings for entry-level jobs, internships, and coops can be found at the **Career Center**. See page 126 for more details about the services of the Career Center.

#### **Student Identification, Sycamore Card**

You are expected to carry your Student Identification Card (Sycamore Card) when on campus and are expected to show the card when requested to do so by a University official. Your Sycamore Card provides access to many services. You should not lend this card to anyone. The use of a card by another person is prohibited. Alteration of the Sycamore Card is also prohibited. Fraudulent use of a Sycamore Card may result in confiscation of the card and judicial action. For a replacement, contact the Public Safety Department. The replacement fee is \$15.00. If you find a Sycamore Card, return it to the Public Safety Department. For more information on Sycamore Cards refer to *University Standards* and the *Code of Student Conduct, Section 2.01 J*.

#### **UNIVERSITY BOOKSTORE**

The university bookstore, **Barnes & Noble** is a new facility offering textbooks, apparel, alumni items, gift & supplies, bags, technology favorites, textbook rental and textbook rental returns, and a café with wi-fi.

#### **Hours:**

Monday – Friday, 8:00 am – 10:00 pm  
Saturday, 8:00 am – 10:00 pm  
Sunday, 11:00 am – 6:00 pm

Barnes & Noble is conveniently located at **25 North 4<sup>th</sup> Street**. Phone: **812-232-2665**. Visit the website at: <http://indiana-state.bncollege.com>.

## THE TERRE HAUTE COMMUNITY

Early French explorers named the town Terre Haute, meaning high ground. Today, Terre Haute is a city that has much to offer. It is helpful to become familiar with the city and take advantage of its many opportunities.

### Downtown Terre Haute

Downtown Terre Haute has become a focal point for students at Indiana State University in the recent years. This area stretches roughly from the Wabash River to 14<sup>th</sup> Street, up to Locust Street and South of Poplar Street, and is populated by a variety of different merchants and venues. The downtown area has also been home to many different events and festivals such as the Terre Haute Block Party, Blues at the Crossroads, etc. With over 65 different dining and retail locations, an array of different events and unique activities, and its addition of free Wi-Fi across the entire area, Downtown Terre Haute has become an ideal location for Indiana State students. For more information about Downtown Terre Haute and its opportunities, visit [www.choosedowntown.com](http://www.choosedowntown.com).

### Shopping

Terre Haute draws shoppers from a wide area, and that means there is plenty to see and buy. While the heaviest shopping area is near the Interstate 70 and U.S. 41 interchange, you will find additional locations throughout the city. Shopping centers within driving or bus distance include:

- **Honey Creek Mall** – an enclosed mall on U.S. 41 just south of Interstate 70
- **Honey Creek Commons** – U.S. 41 South, next to Walmart
- **Plaza North Shopping Center** – North Lafayette and Fort Harrison Roads (Big Lots, Menards)
- **The Meadows Shopping Center** - Ohio Street just east of 25<sup>th</sup> Street (Stein Mart, Hallmark)
- **Towne South Plaza** - U.S. 41 south of Interstate 70 and just past Honey Creek Mall (Gander Mountain, Best Buy)
- **Southland Shopping Center** - 3000 South

7<sup>th</sup> Street (Dollar General, CVS Pharmacy)

- **Riverside Plaza** - U.S. 41 south of Interstate 70 (Burlington Coat Factory)
- **Sycamore Terrace** –US 40 East (formerly St. Rd. 46) just north of Interstate 70 (Walmart, Real Hacienda, Shoe Depot)

### Churches and Places of Worship

Students at Indiana State may choose to worship in many churches of different denominations. Several churches are within walking distance of campus, and some churches provide transportation to worship services. Special organizations or programs for the college age worshipper are offered by several churches. Check the Terre Haute telephone directory for a complete listing of churches.

### Parks and Recreation Department

Terre Haute has incorporated a wonderful park system of which the city is very proud. There are several beautiful parks to choose from and the programs, services, and facilities are varied. The park department hosts a number of events which include the Wabash Valley Festival, Ethnic Festival, and Christmas in the Park. For more information call, **812-232-0147**.

### Public Library

The Vigo County Public Library, offers books, periodicals, video and audio tapes, CDs, and access to databases and the Internet. The main library is located at One Library Square (between Walnut and Poplar Streets at Seventh Street). For more information call, **812-232-1113**.

### Bus Service

To get where you are going in Terre Haute when you have no vehicle, you may want to consider taking city buses which have a convenient bus stop at the parking garage at the corner of 8<sup>th</sup> and Cherry. For more information call, **812-235-0109**. For more information on the community and its services contact the Terre Haute Convention and Visitors Bureau of Vigo County, 643 Wabash Avenue, **812-234-5555**.

# Telephone Directory (condensed)

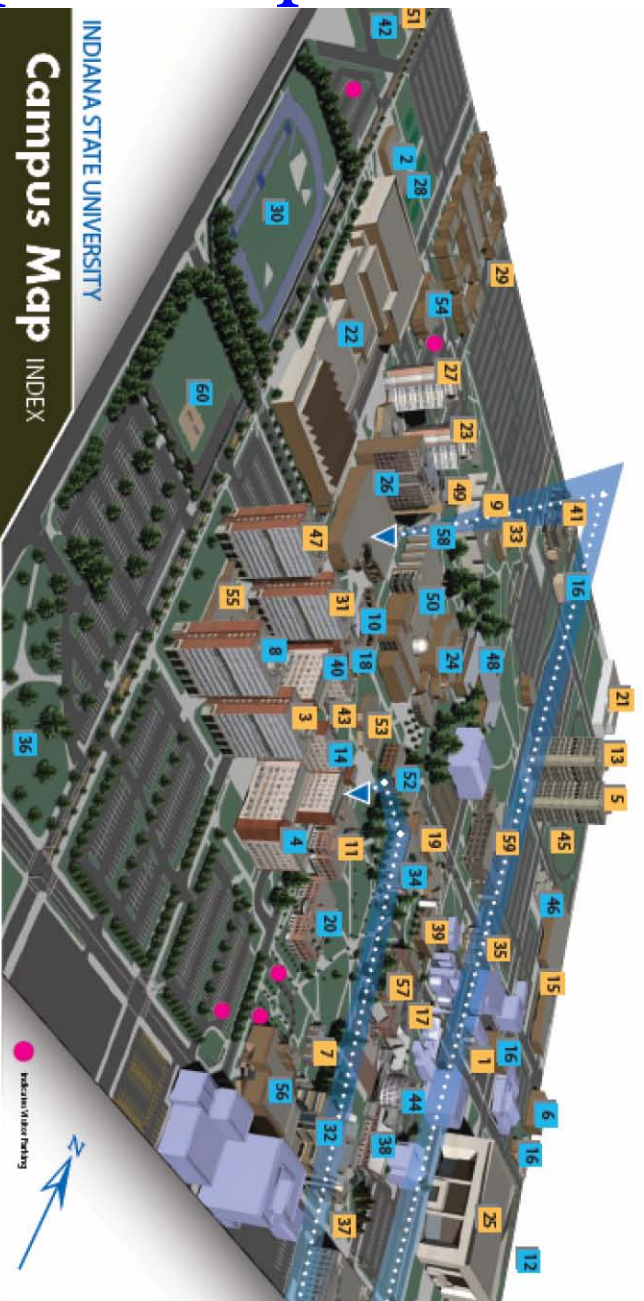
<b>A</b>	
ACADEMIC AFFAIRS .....	812-237-2304
ADMINSTRATIVE AFFAIRS.....	812-237-3555
ADMISSIONS .....	812-237-2121
AVIATION TECHNOLOGY DEPARTMENT.....	812-237-2641
AFFIRMATIVE ACTION.....	812-237-8954
AFRICAN-AMERICAN CULTURAL CENTER.....	812-237-3811
AFRICAN AND AFRICAN AMERICAN STUDIES .....	812-237-2550
ALUMNI AFFAIRS .....	812-237-3707
ANALYTICAL DEPARTMENT .....	812-237-2112
ART AND DESIGN DEPARTMENT .....	812-237-3697
ARTS AND SCIENCES, COLLEGE OF .....	812-237-2411
ATHLETICS MEDIA RELATIONS .....	812-237-4160
<b>B</b>	
BLUMBERG HALL.....	812-237-6641
BOOKSTORE .....	812-237-2665
BUSINESS, COLLEGE OF.....	812-237-2000
<b>C</b>	
CAREER CENTER .....	812-237-5000
CENTER FOR COMMUNITY ENGAGEMENT.....	812-237-2334
CENTER FOR GLOBAL ENGAGEMENT .....	812-237-2440
CENTER FOR STUDENT SUCCESS .....	812- 237-2700
CHEMISTRY DEPARTMENT .....	812-237-2239
COMMUNICATION DEPARTMENT.....	812-237-3244
COMMUNICATION DISORDERS .....	812-237-2800
COMMUNITY AND PROFESSIONAL PROGRAMS.....	812-237-4011
CONTINUING EDUCATION.....	812-237-4011
CONTROLLER OFFICE.....	812-237-3535
COUNSELING CENTER.....	812-237-3939
COUNSELING DEPARTMENT.....	812-237-2870
CRIMINOLOGY AND CRIMINAL JUSTICE DEPARTMENT .....	812-237-2192
CROMWELL HALL .....	812-237-6611
<b>D</b>	
DEAN OF STUDENTS .....	812-237-3888
DINING SERVICES.....	812-237-4138
DISTANCE EDUCATION.....	812-237-2345
<b>E</b>	
ECONOMICS DEPARTMENT.....	812-237-2160
EDUCATION, COLLEGE OF .....	812-237-2888
EDUCATION STUDENT SERVICES .....	812-237-3131
ELECTRONICS AND COMPUTER TECHNOLOGY .....	812-237-3456
ELEMENTARY, EARLY, AND SPECIAL EDUCATION .....	812-237-2840
ENGLISH DEPARTMENT .....	812-237-3163
<b>F</b>	
FACILITIES MANAGEMENT.....	812-237-8100
FAMILY AND CONSUMER SCIENCES DEPARTMENT.....	812-237-3297
FINANCIAL AID OFFICE .....	812-237-2215
FIRST-YEAR PROGRAMS.....	812-237-8684



FRATERNITIES AND SORORITIES .....	812-237-3852
G	
GENERAL EDUCATION OFFICE .....	812-237-3940
GEOGRAPHY, GEOLOGY, AND ANTHROPOLOGY DEPARTMENT .....	812-237-2444
GRADUATE & PROFESSIONAL STUDIES, COLLEGE OF .....	812-237-3005
H	
HEALTH AND HUMAN PERFORMANCE, COLLEGE OF .....	812-237-3683
HEALTH CENTER .....	812-237-3883
HELP DESK .....	812-237-2910
HINES HALL .....	812-237-5666
HISTORY DEPARTMENT .....	812-237-2710
HONORS PROGRAM .....	812-237-3225
HULMAN CENTER .....	812-237-3770
HULMAN MEMORIAL STUDENT UNION .....	812-237-3999
HUMAN RESOURCES .....	812-237-4114
I	
INDIANA UNIVERSITY SCHOOL OF MEDICINE-TERRE HAUTE .....	812-237-2777
INDIANA STATESMAN .....	812-237-3025
INFORMATION TECHNOLOGY .....	812-237-8439
INTERCOLLEGIATE ATHLETICS DEPARTMENT .....	812-237-4040
INTERNATIONAL STUDENT SERVICES (see Center for Global Engagement)	
INTERDISCIPLINARY PROGRAMS .....	812-237-2713
INTERNATIONAL STUDIES .....	812-237-2713
J	
JONES HALL .....	812-237-5777
L	
LANGUAGES, LITERATURES, AND LINGUISTICS .....	812-237-2366
LIBRARY, CUNNINGHAM MEMORIAL .....	812-237-3700
LINCOLN QUAD .....	812-237-5888
M	
MANUFACTURING AND CONSTRUCTION TECHNOLOGY DEPARTMENT .....	812-237-3377
MATHEMATICS AND COMPUTER SCIENCE DEPARTMENT .....	812-237-2130
MILLS HALL .....	812-237-5999
MULTIDISCIPLINARY STUDIES .....	812-237-2713
MUSIC, SCHOOL OF .....	812-237-2771
N	
NEW THEATER .....	812-237-3333
NURSING, COLLEGE OF .....	812-237-3683
O	
OBSERVATORY .....	812-237-3186
ORGANIZATIONAL DEPARTMENT .....	812-237-2086
P	
PAYROLL OFFICE .....	812-237-3533
PHILOSOPHY DEPARTMENT .....	812-237-2713
PHYSICAL EDUCATION DEPARTMENT .....	812-237-2520
PHYSICS DEPARTMENT .....	812-237-2041
PICKERL HALL .....	812-237-6111
POLITICAL SCIENCE DEPARTMENT .....	812-237-2430
PRESIDENT'S OFFICE .....	812-237-4000
PSYCHOLOGY CLINIC .....	812-237-3317
PSYCHOLOGY DEPARTMENT .....	812-237-2445
PUBLIC AFFAIRS .....	812-237-3773
PUBLIC SAFETY .....	812-237-5555

<b>EMERGENCY .....</b>	<b>911</b>
<b>R</b>	
RECREATION AND SPORT MANAGEMENT DEPARTMENT .....	812-237-2183
RECREATIONAL SPORTS .....	812-237-4097
REGISTRATION AND RECORDS .....	812-237-2020
RESIDENTIAL LIFE .....	812-237-3993
RHOADS HALL .....	812-237-6222
ROTC OFFICE, AIR FORCE .....	812-237-2657
ROTC OFFICE, ARMY .....	812-237-3640
<b>S</b>	
SANDISON HALL .....	812-237-6333
SOCIAL WORK DEPARTMENT .....	812-237-3611
SOCIOLOGY DEPARTMENT .....	812-237-3431
SOCIOLOGY PROGRAM .....	812-237-2445
SORORITIES .....	812-237-3852
SPONSORED PROGRAMS .....	812-237-3088
STUDENT ACTIVITIES AND ORGANIZATIONS .....	812-237-3852
STUDENT AFFAIRS .....	812-237-3888
STUDENT EMPLOYMENT .....	812-237-8887
STUDENT GOVERNMENT ASSOCIATION .....	812-237-3860
STUDENT CONDUCT & INTEGRITY .....	812-237-3800
STUDENT LEADERSHIP RESOURCE CENTER .....	812-237-3852
STUDENT PUBLICATIONS .....	812-237-3025
<b>T</b>	
TECHNOLOGY, COLLEGE OF .....	812-237-2987
THEATER DEPARTMENT .....	812-237-3331
TIREY HALL/TILSON MUSIC HALL .....	812-237-3770
TRANSFER CENTRAL .....	812-237-2121
<b>U</b>	
UNION BOARD .....	812-237-3852
UNIVERSITY ADVANCEMENT .....	812-237-3777
UNIVERSITY APARTMENTS .....	812-237-2443
UNIVERSITY BOOKSTORE .....	812-232-2665
UNIVERSITY COLLEGE .....	812-237-2300
<b>W</b>	
WISU-FM RADIO STATION .....	812-237-3252
WOMEN'S STUDIES PROGRAM .....	812-237-2713
WRITING CENTER .....	812-237-2989

# Campus Map



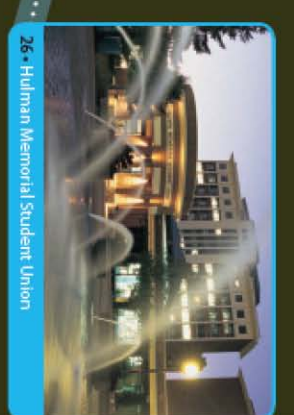
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- 6 Central College (Huffman Memorial Student Union)—HU
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26 - Huffman Memorial Student Union



14 - Office of Admissions, Erickson Hall



(Check out <http://indstate.edu/admissions/map.pdf> for full-size)