Registration Guide and Academic Information
Spring 2006

Course Offerings are available online:
registrar.iupui.edu (see inside front cover)

IUPUI

Indiana University–Purdue University Indianapolis

enroll.iupui.edu

Spring 2006 Course Offerings

Course Offerings are available online at the Office of the Registrar website: **registrar.iupui.edu**. From the Registrar's homepage, under **Quick Links**, click the **Course Offerings** link. Special Course Offerings (off campus, short courses, weekend, TV, web, etc.) are listed from a **Quick Link** on this page.

Class Search by Department

Course browser version with links to Departments and Courses to help navigate to the detail without having to search the entire schedule of classes. This report reflects schedule of classes data including course offering updates as of the date indicated at the top of the report. This version is designed primarily for students to assist in preparing for registration (see page sample at right).

Schedule of Classes: Departments
Fall Semester 2005, IUPUI
Mon., Aug. 15 09:11:18 2005

ACE Adult Continuing Education	HON Honors
AERO Aerospace Studies	HPER Health, Phys Ed & Recreation
AFRO Afro-American Studies	IET Industrial Engr Technology
AHLT Allied Health	INFO Informatics
AHPT Allied Health Physical Therapy	INTG Integrated Studies

Real Time OneStart Class Search

A real-time display of course availability and the open or closed status of individual classes. This information is publicly accessible from OneStart / Public Services / Schedule of Classes. Current students logged into OneStart may access it from OneStart / Self Service / Registration Service / Schedule of Classes (see page sample at right).

Basic Class Search

Institution	IUINA	IUPUI
Term:	4058	Fall 2005

Select at least two criteria below (Subject is required). Click Search to see the results. Search Tips

Subject: 🔍

e.g. ENG (for more results) or ENG-W (for fewer results)

Catalog Number: Exact Match ▼

e.g. 131

☑ Show Open Classes Only

Class Listings with Enrollment Information

Includes enrollment information like maximum enrollment, available seats and pending waitlist requests. Provided for those who want to review or print an entire department's course listing including the current enrollment status of the class. This report reflects Schedule of Classes data, including course offering updates and cross-listed courses, as of the date indicated on the first page of the report (approximately 275 pages — see sample at right).

SCHEDULE OF CLASSES BULLETIN FOR THE IUPUI CAMPUS FOR FALL 2005

Adult Continuing Education (ACE-)					Max	Av1	W/L
ACE-D 505 ADULT LRNING THROUGH LIFESPAN (3 CR)							
5456 RSTR	ARR	ARR	AP WEB	Earnest S	20	2	0
GRADUATE STUDENTS ONLY. NON-ADULT ED MAJORS MUST E-MAIL ADULTED@IUPUI.EDU FOR AUTHORIZATION. ABOVE COURSE TAUGHT EXCLUSIVELY IN ONCOURSE. FOR MORE INFORMATION SEE HTTP://SCB.INDIANA.EDU/ UNIV/MSAR.HTML							
5459 RSTR	ARR	ARR	AP WEB	Disilvestro F	20	1	0
GRADUATE STUDENTS ONLY. NON-ADULT ED MAJORS MUST E-MAIL ADULTED@IUPUI.EDU FOR AUTHORIZATION. ABOVE COURSE TAUGHT EXCLUSIVELY IN ONCOURSE. FOR MORE INFORMATION SEE							

Traditional Class Listings

Provided for those who want to review or print the entire campus schedule, or selected pages, in the traditional Schedule of Classes publication format. This report reflects Schedule of Classes data, including course offering updates and cross-listed courses, as of the date indicated on the first page of the report. (approximately 85 pages — see sample at right).

School of Continuing Studies

Adult Continuing Education (ACE-)

D 505 ADULT LRNING THROUGH LIFESPAN (3 CR)
    1739 RSTR   ARR   ARR   AP WEB Merrill H
      GRADUATE STUDENTS ONLY. NON-ADULT ED MAJORS MUST E-MAIL ADULTED
      @IUPUI.EDU FOR AUTHORIZATION. ABOVE COURSE TAUGHT EXCLUSIVELY IN
      ONCOURSE. FOR MORE INFORMATION SEE HTTP://SCS.INDIANA.EDU/
      UNIV/MSAE.HTML
    24378 RSTR   ARR   ARR   AP WEB Merrill H
      GRADUATE STUDENTS ONLY. NON-ADULT ED MAJORS MUST E-MAIL ADULT-
      ED@IUPUI.EDU FOR AUTHORIZATION. TAUGHT EXCLUSIVELY IN ONCOURSE.
D 512 SEM FORMS & FORCES OF ADULT ED (3 CR)
    1740 RSTR   ARR   ARR   AP WEB Disilvestro F
      GRADUATE STUDENTS ONLY. NON-ADULT ED MAJORS MUST E-MAIL ADULT-

D 550 PRACTICUM IN ADULT EDUCATION (1-3 CR)
    1742 RSTR   ARR   ARR
      PREREQUISITES: D500 OR D506, CONSEN
      CATION MAJORS ONLY. SUPERVISED PRA
      NING, TEACHING AND PROGRAM DEVELO
      TING. MUST BE ARRANGED IN ADVANCE (
D 590 IND STUDY OR RES IN ADULT EDUC (1-3 CR)
    1743 RSTR   ARR   ARR
      INDIVIDUAL RESEARCH OR STUDY WITH A
      BER; MUST BE ARRANGED IN ADVANCE C
      TION MAJORS ONLY.
D 620 ADULT EDUCATION RESEARCH (3 CR)
    24377 RSTR   ARR   ARR
      THIS COURSE IS FOR ADULT EDUCATION I
      ONCOURSE ONLY. CURRENT RESEARCH F
      THEIR APPLICATION IN ADULT EDUCATION
D 625 TOPICAL SEMINAR (3 CR)
   VT: TPC:PERSP ON DIVERSITY IN A.E.
    6408 RSTR   ARR   ARR

See Inside for Details

Activity	SPRING
Priority Registration for Spring 2006 By appointment only: by computer	October 25 – November 4
Open Registration: by computer No appointment required (Late registration fee assessed, Beginning Jan. 9)	November 5 – January 17 (by 6 p.m.)
Schedule Adjustment: by computer	October 25 – January 17 (by 6 p.m.)
Payments for Spring 2006	

Due in the Bursar Office
    For any transactions October 25 – December 12
    (Bill sent in the mail)
	January 4

For any transactions after December 12 please check www.bursar.iupui.edu	
Weekday Classes Begin	Monday, January 9
Weekend College Classes Begin	Friday, January 13
Last Day to Waitlist Classes	January 11 (by 5 p.m.)
Martin Luther King Jr. Holiday (No classes)	January 16

Refund Schedule
    100% refund period ends:
    75% refund period ends
    50% refund period ends:
    25% refund period ends
	
	January 17 (by 6 p.m.)
	January 21 (by Noon)
	January 28 (by Noon)
	February 4 (by Noon)

A transaction fee is assessed in addition to course fees for each added course beginning	January 18
Credit/Audit Option Deadline (Extra fee for credit/audit option) after 100% refund date	January 28 (by Noon) January 18 – January 28
Pass/Fail Option Deadline	January 28 (by Noon)
Withdrawal Deadlines	
Course deleted from record, no grade assigned (No advisor signature required)	October 25 – January 17 (by 6 p.m.)
Withdrawal with automatic grade W (Advisor signature required)	January 18 – March 3 (by 5 p.m.)

Withdrawal with grade of W or F
    (Advisor and instructor signature required)
    Withdrawal after this date requires extraordinary circumstances and rarely is granted.
    Poor performance in a course is not considered grounds for a late withdrawal.
	March 4 – March 31 (by 5 p.m.)

Midterm	March 6
Spring Break (No classes)	March 13 – 19
Priority Registration for Summer/Fall 2006	March 21 – March 31
Last date to withdraw — Spring 2006	March 31
Classes End	May 1
Common Departmental Finals	April 28, 29, 30, May 4, 5, 6
Final Examinations — Weekday	May 2 – 5
Final Examinations — Weekend College	May 6 & 7
Grades are available on **onestart.iu.edu**	May 12
Transcripts with Spring grades available	May 12
Commencement	May 14

For more information visit registrar.iupui.edu

Spring 2006

Keep Your Address Current. Your address is used to mail important information throughout the semester. Make sure we have it right. You may change your address by using the on-line Registration system or by accessing OneStart at onestart.iu.edu from any computer cluster on campus or from your home/office computer. See instructions on accessing the system and on OneStart in this guide.
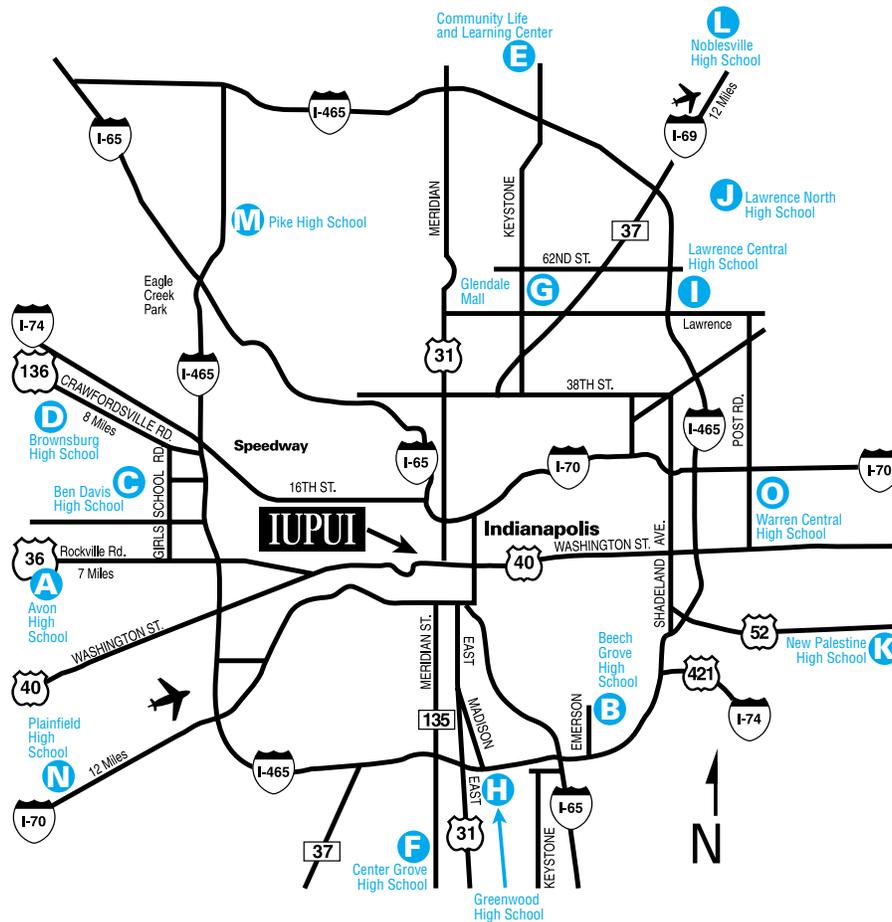
A. Avon H.S. (ON), 7575 E. Co. Rd. 150 S. From I-465 on west side, take Hwy 36 (Rockville Rd.) west to Dan Jones Rd. (800 E.), turn south on Dan Jones Rd. and go to CR 150, turn east.

B. Beech Grove H.S. (BF), 5330 Hornet Ave. From I-465 on south side, go north on Emerson Ave. Turn right on Hornet Ave.

C. Ben Davis H.S. (BD), 1200 N. Girls School Rd. From I-465 on west side, go west on 10th St. Turn right on Girls School Rd.

D. Brownsburg H.S. (BG), 1000 Odell St. From I-465 on west side, go west on Crawfordsville Rd. (SR 136). Go 8 miles to Brownsburg's first light. Turn left on Hornaday, then right on Tiden. At four-way stop, turn left on Odell St.

E. Community Life and Learning Center (CS) (IUPUI/Ivy Tech Service Center), 515 E. Main St., Carmel From I-465 on north side, go north on Keystone Ave. Turn left on Main St. (131st St.). The Learning Center is across from Carmel H.S.

F. Center Grove H.S. (GV), 2717 Morgantown Rd., Greenwood Take Meridian (SR 135) south to Stone's Crossing. Turn right. Go to Morgantown Rd. and turn left. School is on the left.

G. Glendale Mall-IUPUI Service Ctr. (GN), 6101 N. Keystone Ave. Located on north side at 62nd and Keystone Ave. by entry #6.

H. Greenwood H.S. (GW), 615 W. Smith Valley Rd., Greenwood From I-465 on the southside, take US 31 south. Turn right onto Smith Valley Road.

I. Lawrence Central H.S. (LA), 7300 E. 56th St. From I-465 on east side, go east on 56th St. School is on left. Park in west lot.

J. Lawrence North H.S. (LN), 7802 Hague Rd. From I-465 on north side, take 69 north to Castleton/82nd St. exit, turn east to Hague Rd., turn south onto Hague.

K. New Palestine H.S. (NZ), 4485 S. Victory Ln. From I-465 on southeast side, go east on SR 52 for 8 miles. School is on the right and can be seen from SR 52.

L. Noblesville H.S. (NL), 18111 Cumberland Rd. From I-465 on N.E. side, take 37 north for 12 miles. (Highway 37 and I-69 combine for 5 miles.) Turn left on SR 32 (exit 5). Go one block. Turn right on Cumberland Rd.

M. Pike H.S. (PI), 6701 Zionsville Rd. From I-465 on N.W. side, go east on 71st. School is on right.

N. Plainfield H.S. (PD), 709 Stafford Rd. From I-465 on west side, go west on 70, north on SR 267, and west on Stafford Rd. (Note large water tower.) Go 1 mile. School is on left.

O. Warren Central H.S. (WC), 9500 E.16th St. From I-465 on east side, take I-70 east to Post Rd. exit. Turn south on Post Rd. and at 18th St. (second stoplight) turn east, continue through a small housing area to the high school parking lot located in the rear of the high school.

For further questions regarding off-campus classes please call the IUPUI Community Learning Network at 276-7800.

Fall Creek

10th STREET

IUPUI
INDIANA UNIVERSITY–PURDUE UNIVERSITY INDIANAPOLIS

- EMERGENCY PHONE
- EMERGENCY ROOM
- HANDICAP PARKING
- TRAFFIC LIGHT
- CAMPUS BUILDING
- MEDICAL FACILITY
- PARKING GARAGE
- PARKING LOT
- OFF–CAMPUS

PB
WD
LV
WD
PK
RG
WX
PR
PL
PN
VA
LC
R4
R2
RO
RL
RR
RI
XA
EM
MS
MF
IB
UN
BALL GARDENS
XE
FH
NU
LOCKEFIELD GREEN
MK
IS
CL
EH
TG
BA
BR
CF
LO
RT
UH
UNIVERSITY PLACE
HO
IP
XC
XF
SI
XO
HO
MD
DS
XB
ET
SL
IT
H1
OR
CA
UC
LD
AO
LE
BS
UL
CAMPUS APARTMENTS AT THE RIVER WALK
YC
XH
WOOD PLAZA
ES
IH
MILITARY PARK

WEST MICHIGAN ST
WALNUT ST
VERMONT ST
NEW YORK ST
NORTH ST
WEST MICHIGAN ST
VERMONT ST
NEW YORK ST
INDIANA AVE

MICHAEL A. CARROLL TRACK & SOCCER STADIUM
TF
PE
XD
HR
TN
IF
TN
STATE MUSEUM
NCAA
WHITE RIVER STATE PARK
EITELJORG

ONE WAY

White River

N
W E
S

0   .2 miles (350 yards)

Building Codes

Code	Building
BS	Business/SPEA
CA	Cavanaugh Hall
CF	Coleman Hall
DS	Dentistry
EH	Emerson Hall
ES	Education/Social Work
ET	Engineering Technology
FH	Fesler Hall
HE	Herron Sculpture/Ceramics, 1350 Stadium Dr.
HR	Eskanazi Hall (Herron School of Art & Design)
IB	Medical Research Library
IF	National Institute for Fitness & Sport
IH	Inlow Hall (Law School)
IT	Informatics and Communications Technology Complex
LD	Science/Engineering III
LE	Lecture Hall
MS	Medical Science
NU	Nursing
PE	Physical Ed./Natatorium
SI	Mary E. Cable
SL	Science/Engineering II
TG	Sigma Theta Tau, (550 W. North St.)
TN	Tennis Complex
UC	University College
UL	University Library
UN	Union
YC	Center for Young Children

Off-Campus Building Codes

Code	Building
BD	Ben Davis High School
BF	Beech Grove High School
BG	Brownsburg High School
CS	Carmel Service Center
EE	Emelie Building, (334 N. Senate Ave.)
FB	Fort Benjamin-DFAS
GN	Glendale
GV	Center Grove High School
GW	Greenwood High School
JC	Carmel High School
LA	Lawrence Central High School
LN	Lawrence North High School
NZ	New Palestine High School
NL	Noblesville High School
OC	Off Campus
ON	Avon High School
OU	Southport Middle School
PD	Plainfield High School
PI	Pike High School
PM	Perry Meridian Middle School
TV	Televised Class
WC	Warren Central High School
WW	World Wide Web

State Meningitis Requirement

Indiana State Law requires IUPUI to inform all students of the risks of Meningococcal disease, commonly known as meningitis, and the benefits of getting a vaccination. While it is NOT mandatory that students get vaccinated, students must go to the Indiana University Immunization Compliance Form, read the information, and acknowledge that they have read and understand the information. **If you do not do this, future registration will be blocked. You need only do this once in your career at IUPUI — it is not required each term.** From the Registrar hompage (www.registrar.iupui.edu), click the Quick Link *Student Meningococcal Disease Update*.

To Register at IUPUI, Follow These Steps

1. Be admitted.

If you plan to enroll in credit courses at IUPUI, you must be admitted to the University before you may register. For more information see enroll.iu.edu.

2. Set up your network ID/username and Password.

Visit itaccounts.iupui.edu.

3. Visit your academic school or division.

Meet with your academic advisor and obtain a list of recommended and alternate courses. Each student must assume responsibility for ensuring that he/she knows the academic requirements for the degree that is being pursued.

4. If you have not already done so, acknowledge that you understand the risks of meningitis so your registration will not be blocked (see State Meningitis Requirement above).

5. Check for academic or financial holds that will prevent registration.

Login to OneStart (OneStart.iu.edu)

Click on the **Self Service** tab.

Click **Holds on my record**.

This will produce a list of every department that has a hold on your record. Click on the link provided. There could be more than one from which to choose. The next page will show details about the hold and provides a method (phone number or e-mail address) for releasing the hold.

Note: Students must contact each department on the list and take action to release each hold before registration will be possible. Allow 24 hours for Bursar holds to be released.

6. Course authorization/permission.

Courses requiring authorization/permission (marked "PERM") require that you receive approval from the department/school offering the course before you register. A list of department contacts begins on page 9.

7. Check your Enrollment Appointment.

You will register online at OneStart.iu.edu according to an assigned appointment. (Appointment information for priority Registration appears below). You may register at your appointment time or any time AFTER your assigned date and time. To review your Enrollment Appointment:

Login to OneStart (Onestart.iu.edu).

Click on the **Self Service** tab.

Find the category **Registration Services**

Click **My Registration Appointment**

Choose the appropriate term.

8. Register or waitlist your courses.

On or after your assigned appointment time, you will register online at Onestart.iu.edu.

Login to OneStart (Onestart.iu.edu)

Click on the **Self Service** tab

Find the category **Registration Services**

Click **Register for Classes**

Choose the correct semester

Choose the correct term

Click **Add classes**

Enter the class number into the text field

To add yourself to the waitlist for a closed class, check **Ok to waitlist**.

Click **Submit**

For more information, visit registrar.iupui.edu. It may be helpful to click on the Enrollemnt FAQ.

9. Drop / Add.

No appointment is necessary to Drop or Add courses once you've registered.

Login to OneStart (Onestart.iu.edu)

Click on the **Self Service** tab

Find the category **Registration Services**

Click **Drop/Add Classes**

Choose the correct semester

Click **Add classes or Drop/Swap classes**

Enter the class numbers you intend to drop or add into the text fields

Click **Submit**

For more information, visit registrar.iupui.edu. It may be helpful to click on the Enrollment FAQ.

Address Change:

It is important that you keep your address current with the Office of the Registrar. Many important documents are mailed to your address of record. You may change your address on line in the Student Registration System from your home/office computer or any computer on campus. In addition you may change your address through OneStart. You may also report address changes by telephone or in person at the Office of the Registrar.

Priority Registration: By Appointment October 25 – November 4

All students enrolled during the previous Fall semester are scheduled to register during this priority period. You will be notified by e-mail when your exact appointment date and time is available on Onestart (Onestart.iu.edu). You may register anytime after your appointment date and time. If you have not received your appointment notification or you are a returning student and wish to obtain an appointment during this priority period, call 274-1508 on or after October 17, 2005. Fees are due January 4, if you registered during Priority Registration.

Open Registration and Schedule Adjustment November 5 – January 17

If you are eligible to register or drop and add, you may do so without an appointment during this time (Onestart.iu.edu). If you did not attend the Fall 2005 semester you may need to call the Office of the Registrar at 274-1508 to be sure your record is updated for the Spring 2006 semester.

- For transactions (Registration, Drop/Add) November 5 – December 12, fees are due **January 4** (a bill will be sent in the mail). **It is the student's responsibility to formally withdraw from classes. Non-payment does not automatically take you out of your class.**
- For transactions (Registration, Drop/Add) after December 12 check www.bursar.iupui.edu. for fee due dates. No signatures needed to **DROP** at this time.
- Students can process **WAITLIST** requests through January 11 by 5 pm.
- Waitlist requests **will not** be processed **AFTER** January 11.
- **AFTER** January 11, if <u>seats are available</u> in the course or section, an instructor's signature is not needed to add. If the class is <u>closed,</u> the student must have a schedule adjustment form (pick up from academic advisor/school) signed by the instructor of the added class and received in Registrar's Office by January 17 by 6 pm.
- **BEGINNING** January 18, an instructor and advisor signature is required to add **ANY** course or section.
- Late registrations **AFTER** January 7 will be charged a Late Fee (advisor and instructor signatures not required at this time).
- Late registrations **AFTER** January 17 will require the signatures of the course instructor, academic advisor and Dean of your School on Schedule Adjustment forms and a Late Fee will be charged.

Students use the same user id and password to access e-mail, Oncourse and OneStart. If you already have a university e-mail account, you are ready to use OneStart. Create one by visiting itaccounts.iu.edu.

To Add January 18 – March 3

To add any class you must obtain the signature of your academic advisor and the class instructor on the Schedule Adjustment form. Bring the completed form to the Office of the Registrar during regular office hours. If you are a late registrant, the Dean's signature is also required.

To Drop January 18 – March 3

Obtain a Schedule Adjustment form from your school or division for each class you want to drop. These forms must be signed by your academic advisor. Bring the completed Schedule Adjustment forms to the Office of the Registrar during regular office hours. Course fees are refundable by the Office of the Bursar on the following scale:

Dates	% Refunded
For Drops on or before January 17, 2006 by 6 p.m.	100%
For Drops between January 18 –21, 2006 by Noon	75%
For Drops between January 22–28, 2006 by Noon	50%
For Drops between January 29 – February 4, 2006 by Noon	25%
For Drops on or after February 5, 2006	No Refund

To Drop March 4 – March 31

Obtain a Schedule Adjustment form from your school or division for each class you wish to drop. This form must be signed by your academic advisor and the instructor of the class you are dropping. In addition the instructor must circle either the "W", (passing quality) or the "F" (not passing quality) grade on the form. Bring the signed form to the Office of the Registrar, CA 133, during regular office hours.

To Drop April 1 – May 1

Requests for withdrawal after March 31 require the signature of the instructor, advisor and the student's dean. These are considered only in extraordinary situations which are beyond the student's control and are rarely granted. **Poor performance in a course is not considered grounds for a late withdrawal.** After May 1, Withdrawal forms will not be processed in the Office of the Registrar. Any requests for a late withdrawal after the last day of classes must go through the grade appeal process (consult your school or the Office of the Registrar website at www.registrar.iupui.edu).

A note of caution: If you alter your original schedule, whether by personal incentive or by University directive, you must do so officially by the procedures outlined above. If you do not assume this responsibility, you jeopardize your record by possibly incurring an "F" in a course improperly dropped and/or by not receiving credit for a course improperly added.

Hours for Accessing the Registration System

Monday–Friday 7am–10pm E.S.T.
Saturday 7am–10pm
Sunday 10:30am – 10pm

All transactions for the current semester end at 6pm on the 100% refund date. Please do your transactions in a timely manner so if a problem occurs it can be resolved before the deadlines.

OneStart

You can conduct most of your university business such as registration, financial aid inquiring, account inquiry and payment, and advising support by using an on-line tool called OneStart. OneStart allows you to personalize your start page, including adding your favorites/bookmarks. This means you can go to those Web addresses from any computer. In short, your desktop is portable.

OneStart requires a user id and password. This is the same user id and password you currently use for university e-mail and access to Oncourse. We strongly recommend you visit OneStart before your registration time for the term and see all it has to offer. For more about OneStart visit onestart.iu.edu.

If you haven't activated your university e-mail account, visit itaccounts.iu.edu. You can activate your account as soon as you are admitted to the university. Contact the Support Center with any questions by visiting support.iupui.edu. Detailed registration instructions are available at registrar.iupui.edu.

Registration and Waitlisting Classes

Detailed instructions on how to register or waitlist classes via the Web may be found by visiting registrar.iupui.edu. Under Quick Links, click Enrollment. You may want to review the Enrollment FAQ.

Waitlisting Courses

In some cases courses are full (closed) at the time a student registers. In such cases, a student can usually place himself or herself on a waiting list for the course and will be registered for it should space become available due to added seats or another student's withdrawal. This assumes the student is otherwise eligible to take the course. Instructions on using the waitlist system may be found by visiting registrar.iupui.edu. Under Quick Links, click Enrollment, then Waitlist Overview.

The Registration Agreement

When you register, the University reserves specific class spaces for you and commits resources to provide the instruction you have selected. On your part, you assume the responsibility for paying those course fees or for notifying the University if you decide not to attend. The availability of courses is subject to change. A section may be cancelled due to low enrollment or departmental staffing considerations. The department cancelling a class will notify registered students and help them make alternate arrangements, if necessary. Registered students also will be notified if the meeting time and/or location of a course has changed since the student registered.

Your registration will not automatically be cancelled for nonpayment of fees. You must either pay your fees or notify us by the first week of classes if you do not intend to return to IUPUI for the semester. Cancelling your registration by the first week of classes releases your class spaces in time to be available to other students. If you decide to cancel your registration, log on to OneStart (www.onestart.iu.edu) Self Service, click on Drop/Add Classes and proceed to drop all classes.

Course Schedule

You can check your latest course schedule, including days, times, and room assignments, by visiting the My Class Schedule of the self-service tab of OneStart.iu.edu.

Degree Progress Reports

Students should talk with their academic advisor to review the requirements for their degree. Additional information may be found by visiting bulletin.iupui.edu or the Academic Services section of the Self-Service tab of OneStart (OneStart.iu.edu). For more details visit registrar.iupui.edu/audit-transfer.html

Students also can access OneStart by logging into OneStart.iu.edu

A new way to access the university.
onestart.iu.edu

Oncourse

Oncourse is a Web-based environment for learning and collaboration. Oncourse provides a way for instructors and students to communicate and share course lessons, resources, and tools.

A new version of Oncourse called Oncourse CL is available for instructors and students to use. Oncourse CL will be available alongside the original Oncourse through Spring 2006. Regardless of the system your instructor chooses to use in the spring, all of your courses will still be accessible from your Oncourse CL workspace, which can be found by logging in at oncourse.iu.edu and selecting the My Workspace tab.

You can also find Oncourse in OneStart at onestart.iu.edu.

Remember, not all courses are online in Oncourse. Students gain access to courses in which they are enrolled approximately 10 days before the start of the semester.

To access your course material in Oncourse, go to oncourse.iu.edu and log in using your Network ID and password. If you need help setting up your accounts or using Oncourse, visit the UITS Web site at uits.iu.edu, call the Support Center at (317) 274-HELP, talk to the consultants in the Student Technology Centers, or visit the walk-up window located on the first floor of the Informatics and Communications Technology Complex in IT 129.

E-mail

E-mail shall be considered an appropriate mechanism for official communication by Indiana University with IU students. The University reserves the right to send official communications to students by e-mail with the full expectation that students will receive e-mail and read these e-mails in a timely fashion.

Official university e-mail accounts are available for all students once they have been admitted to the university. Official university communications will be sent to students' official university e-mail addresses. For IUPUI, this is the @iupui.edu address.

Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with university-related communications. In addition to their university e-mail account, students should also check for course-related e-mail within Oncourse. The same user id and password are used for Oncourse and the university e-mail system. For more information about Oncourse, visit oncourse.iu.edu.

Students who choose to have their e-mail forwarded to a private (unofficial) e-mail address outside the official university network address, do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access of e-mail forwarded to any unofficial e-mail address, and any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to students' official IU e-mail addresses. Instructions on forwarding e-mail may be found by visiting https://itaccounts.iu.edu.

University ID

The university has moved away from use of social security numbers as a student's primary identification number. While in most cases, students will be able to complete their business with the university through OneStart by use of a user id and password, there may be occasions when a student id number may be required. Students may obtain their university id numbers by logging into OneStart (www.OneStart.iu.edu) viewing the View My Personal Information page in OneStart or by bringing photo identification to the Office of the Registrar.

oncourse.iu.edu
IU's online collaboration and learning environment.

CLASS BEGINNING TIME	MEETING DAYS	EXAM DATE	EXAM TIME
7:00 to 7:50 am	MWF	W May 3	8:00 - 10:00 am
8:00 to 8:50 am	MWF	W May 3	8:00 - 10:00 am
9:00 to 9:50 am	MWF	F May 5	8:00 - 10:00 am
10:00 to 10:50 am	MWF	F May 5	10:30 - 12:30 pm
11:00 to 11:50 am	MWF	W May 3	10:30 - 12:30 pm
noon to 12:50 pm	MWF	F May 5	10:30 - 12:30 pm
1:00 to 1:50 pm	MWF	F May 5	1:00 - 3:00 pm
2:00 to 2:50 pm	MWF	W May 3	1:00 - 3:00 pm
3:00 to 3:50 pm	MWF	F May 5	1:00 - 3:00 pm
4:00 to 4:50 pm	MWF	W May 3	3:30 - 5:30 pm
7:00 to 7:50 am	TR	T May 2	8:00 - 10:00 am
8:00 to 8:50 am	TR	R May 4	8:00 - 10:00 am
9:00 to 9:50 am	TR	T May 2	10:30 - 12:30 pm
10:00 to 10:50 am	TR	R May 4	10:30 - 12:30 pm
11:00 to 11:50 am	TR	T May 2	1:00 - 3:00 pm
noon to 12:50 pm	TR	R May 4	1:00 - 3:00 pm
1:00 to 1:50 pm	TR	T May 2	3:30 - 5:30 pm
2:00 to 2:50 pm	TR	R May 4	3:30 - 5:30 pm
3:00 to 3:50 pm	TR	W May 3	3:30 - 5:30 pm
4:00 to 4:50 pm	TR	F May 5	3:30 - 5:30 pm
5:00 to 6:50 pm	MW	W May 3	5:45 - 7:45 pm
5:00 to 6:50 pm	TR	T May 2	5:45 - 7:45 pm
5:00 to 6:50 pm	M only	F May 5	5:45 - 7:45 pm
5:00 to 6:50 pm	T only	T May 2	5:45 - 7:45 pm
5:00 to 6:50 pm	W only	W May 3	5:45 - 7:45 pm
5:00 to 6:50 pm	R only	R May 4	5:45 - 7:45 pm
5:00 to 6:50 pm	F only	F May 5	5:45 - 7:45 pm
6:55 to 8:15 pm	M only	F May 5	8:00 - 10:00 pm
6:55 to 8:15 pm	MW	W May 3	8:00 - 10:00 pm
6:55 to 8:15 pm	TR	R May 4	8:00 - 10:00 pm
8:20 and later pm	Evenings	* *	8:00 - 10:00 pm
*One Day a Week (8:00 am - 5:00 pm)	M only, T only, W only R only, F only		Check with Room Scheduler For Final Exam Time and Room
Weekend College	Saturday	S May 6	At class meeting time
Weekend College	Sunday	N May 7	At class meeting time

* Classes that meet 2 or more days per week have priority on Final Exam times slots over classes that meet one day per week.

Except for practical tests at the end of laboratory periods, written assignments (term papers, reports) and formal tests shall not be required in the week before the formal Final examination period. Papers or projects may be due during this week only when assigned well in advance.

The following courses have a common final given at times other than stated above. These are:

EXAM DATE	EXAM DAY	EXAM TIME	COURSE
April 28	Friday	6:00 pm - 8:00 pm	MATH 159 MATH 153 MATH 154
April 29	Saturday	10:30 am - 12:30 pm	STAT 113 STAT 301
April 29	Saturday	1:00 pm - 3:00 pm	MATH M118
April 29	Saturday	3:30 pm - 5:30 pm	MATH 163 & 164 MATH 221 & 222
April 30	Sunday	1:00 pm - 3:00 pm	MATH M119
April 30	Sunday	4:00 pm - 6:00 pm	BUS A201, A202
May 4	Thursday	10:30 am - 12:30 pm	MATH 001 & M001
May 4	Thursday	1:00 pm - 3:00 pm	MATH 110
May 4	Thursday	6:00 pm - 8:00 pm	MATH 110
May 5	Friday	10:30 am - 12:30 pm	MATH 111
May 5	Friday	6:00 pm - 8:00 pm	MATH 111
May 6	Saturday	8:00 am - 10:00 am	CHEM C106 CHEM C112
May 6	Saturday	1:00 pm - 3:00 pm	ECON E270
May 6	Saturday	3:30 pm - 5:30 pm	ECON E201

Final examinations are given in all courses except those in which the instructor decides an examination is not necessary.

Final examination conflicts should be resolved with the course instructors.

Classes which meet TR, TWR, MTR, TRF, RF, or TWRF will have examinations at the time set for TR classes.

Classes meeting on MW, MF, MTW, WRF, MTWR, or MTWRF will have examinations at the time set for MWF classes.

Students should consult the final exam schedule early in the semester to discover problems such as more than three exams in one day or insufficient time to cover the distance between successive exams.

The final exam schedule is established to limit potential conflicts in a student's final exam schedule. If an exam is given, it must be held on the day and time published. If the exam time is changed by the instructor, and that change creates conflicts for a student, he/she should first consult with the instructor. If the problem is not resolved he/she should report the change to the instructors department chairperson. If the problem is not resolved at that level, the student should contact the chairpersons dean or director. If the conflict is not resolved at that level the student may contact the Office of the Dean of Faculties. An instructor giving a final examination before the final exam period should be reported in the same way.

DEPARTMENT DEGREES	OFFICE	TELEPHONE
Adult Continuing Education		
M.S.	UN 129	274-3472
Afro-American Studies		
	CA 540	274-8662
American Sign Language		
B.S., Certificate	CA 502P	274-9841
American Studies		
	ES 0017	274-5820
Anatomy and Cell Biology		
M.S., Ph.D.	MS 5035	274-7495
Anthropology		
B.A.	CA 410	274-8207
Architectural Technology		
A.S.	ET 309	274-2413
Astronomy		
	LD 154	274-6900
Athletic Training		
B.S.	PE251	274-2248
Biochemistry and Molecular Biology		
M.S., Ph.D., Certificate	MS 4053	274-2719
Biology		
B.A., B.S., M.S., Ph.D.	SL 306	274-0577
Biomedical Electronics Technology		
A.S.	ET 209	274-2363
Biomedical Engineering		
B.S. BME, B.S.E., M.S.Bm.E., Ph.D.	SL 174	278-2416
Biotechnology		
A.S., B.S.	SL 306	274-0577
Business		
B.S.	BS 3024	274-2147
M.B.A.	BS 3024	274-4895
M.P.A.	BS 4000	278-3885
Chemistry		
A.S. in CH., B.A., B.S. in CH., M.S., Ph.D.	LD 326	274-6872
Civil Engineering Technology		
A.S.	ET 309	274-2413
Classics		
	CA 543B	274-2497
Clinical Laboratory Science		
B.S.	MS 158	278-4752
Communication Studies		
B.A., M.A.	CA 309	274-0566
Community Learning Network		
	UN 244	274-9840
Computer and Information Science		
Certificate, B.S., M.S., Ph.D.	SL 280	274-9727
Computer Engineering		
B.S.Cmp.E., M.S.E.C.E., Ph.D.	SL 160	274-9726
Computer Engineering Technology		
A.S., B.S.	ET 209	274-2363
Computer Graphics Technology		
A.S., B.S.	ET 301	274-3428
Computer Integrated — Manufacturing Technology		
A.S., B.S.	ET 301	274-3428
Computer Information Technology		
A.S., B.S., Certificate	SL 220	274-9705
Construction Technology		
B.S.	ET 309	274-2413
Co-op Engineering/Technology		
B.S., B.S.E.E., B.S.M.E.	ET 215	274-0805
Cytotechnology		
B.S.	MS 158	278-4752
Dance — Minor		
	PE251	274-2248

Economic Education		
	CA 511	274-8100
Economics		
B.A.	CA 509C	997-6532
M.A.	CA 509B	997-6530
Education		
B.S., M.S.	ES 3131	274-6801
Electrical and Computer Engineering		
B.S.E., B.S.E.E., B.S.Cmp.E., M.S.E.C.E., Ph.D.		
	SL 160	274-9726
Electrical Engineering Technology		
A.S., B.S.	ET 209	274-2363
Engineering Management		
B.S.E.	SL 260	274-9717
English		
B.A.	CA 502L	274-2258
M.A., Certificate–Graduate	CA 502M	274-9841
Exercise Science		
B.S.	PE 251	274-2248
Film Studies		
	CA502L	274-2258
Folklore		
	CA 410	274-8207
Food Service and Lodging Supervision		
A.S., Certificate	PE 258	274-8772
Forensic and Investigative Sciences		
B.S.	LD 326	274-6882
French		
B.A.	CA 545 A	274-0064
Freshman Engineering		
	SL 164	274-9713
General Studies		
A.G.S., B.G.S.	UN 244	274-5039
Geography		
B.A., Certificate – Graduate, M.A.	CA 213	274-8877
Geology		
B.A., B.S., M.S.	SL 118	274-7484
German		
B.A.	CA 545	274-0062
Graduate School		
	UN 518	274-4023
Graduate Continuing Non-Degree		
	UN 518	274-1577
Health Information Administration		
B.S.	IT 591	278-7686
Herron School of Art & Design		
B.F.A., B.A.E., M.A.E., B.A.	HR 126	278-9400
Histotechnology		
Certificate, A.S.	MS 158	278-4752
History		
B.A., M.A., Ph.D., minor	CA 504L	274-5840
Home Economics		
	PE 258	274-8772
Individualized Major Program		
B.A.	CA 543B	274-2497
Informatics		
B.S., M.S., Certificate	IT 593	278-7673
Interdisciplinary Engineering		
B.S.E., M.S.E.	SL 260	274-9717
Interdisciplinary Studies Program		
B.S.	LD 222	274-0626
International Studies		
B.A.	CA 503K	274-5749
Interior Design Technology		
A.S., B.S.	ET 309	274-2413
Japanese		
	CA 501C	274-8291

Journalism		
B.A.J., Certificate	IT 557	278-5320
Labor Studies		
Certificate, A.S., B.S.	UN 507	274-3471
Learn and Shop		
	UN 244	274-9840
Liberal Arts Student Affairs		
	CA 401	274-3976
Library Science		
M.L.S.	UL 1110C	278-2375
Linguistics		
	CA 501U	274-0090
Mathematical Sciences		
B.S., M.S., Ph.D.	LD 270	274-6918
M.S. Statistics	LD 270	274-6918
Mechanical Engineering		
B.S.E., B.S.M.E., M.S.M.E.,	SL 260	274-9717
M.S.E./M.E., M.S., Ph.D.		
Mechanical Engineering Technology		
A.S., B.S.	ET 301	274-3428
Medical Biophysics		
M.S., Ph.D.	MS 4019	278-2008
Medical Humanities		
	CA 406	274-7220
Medical Imaging Technology		
B.S.	MS 158	274-2238
Medical and Molecular Genetics		
M.S., Ph.D.	IB 130	274-2241
Medical Neurobiology		
M.S., Ph.D.	PR 112	274-4730
Medicine-Health Professions Programs		
Certificate, A.S., B.S.	MS 158	278-4752
Microbiology and Immunology		
M.S., Ph.D.	MS 420	274-7671
Military Science (ROTC)		
	UN 318	274-2691
Museum Studies		
Certificate (Undergrad & Grad)	CA 419	274-1406
Music, School of		
M.S.M.T., Music Minor	IT 352	274-4000
New Media		
A.S., B.S., M.S., Certificate	IT 593	278-7673
Nuclear Medicine Technology		
B.S.	MS 158	278-4752
Nursing		
A.S.N., B.S.N., RN-B.S.N.	NU 122	274-2806
RN-M.S.N., M.S.N., Ph.D.		
Organizational Leadership and Supervision		
A.S., B.S., Certificate	ET 309	278-0277
Paramedic Science (EMT)		
A.S.	MS 158	278-4752
Pathology		
M.S., Ph.D.	RI 0965	274-0148
Pharmacology and Toxicology		
M.S., Ph.D.	R4 119	278-4952
Philanthropic Studies		
M.A., Ph.D., Certificate	TG 301	278-8972
Philosophy		
B.A., M.A., Ph.D, minor	CA 331	274-8082
Physical Education/Teaching		
B.S., M.S., Certificate — Personal Training	PE 251	274-2248
Physics		
B.S., M.S., Ph.D.	LD 154	274-6900
Physiology (Cellular and Integrative)		
M.S., Ph.D.	MS 350	274-7772
		278-2146
Political Science		
B.A., Certificate	CA 504J	274-7387

Pre-Dentistry		
B.A.	SL 322	274-0589
Pre-Med/Biology		
B.A.	SL 378	278-1147
Pre-Med/Chemistry		
B.A.	LD 326	274-6872
Pre-Occupational Therapy/Exercise Science		
B.S.	PE 251	274-2248
Pre-Occupational Therapy/Psychology		
B.S.	LD 124	274-6947
Pre-Optometry		
	SL 322	274-0589
Pre-Pharmacy		
	SL 322	274-0589
Pre-Physical Therapy/Biology		
B.A.	SL 322	274-0589
Pre-Physical Therapy/Exercise Science		
B.S.	PE 251	274-2248
Pre-Physical Therapy/Psychology		
B.A.	LD 124	274-6947
Pre-Vet		
	SL 322	274-0589
Professional Practice/Co-op Educ. Prog.		
	BS 2010	274-2554
Psychology		
B.A., B.S., M.S. (Industrial/Organizational), Ph.D. (Psychobiology of Addictions),		
M.S., Ph.D. (Clinical Rehab.)	LD 124	274-6947
Public and Environmental Affairs		
Certificate, A.S., B.S., M.H.A., M.P.A.	BS 3027	274-4656
Certificate — graduate		
Public Health		
M.Ph.	RG 4171	278-0337
Radiation Therapy		
B.S.	MS 158	278-4752
Radiologic Sciences		
A.S. in Radiography, B.S. in Nuclear Med. Tech.		
B.S. in Med. Imaging Tech.	CL 120	274-3802
Religious Studies		
B.A.	CA 335	274-1465
Respiratory Therapy		
B.S.	MS 158	278-4752
Science		
	LD 222	274-0625
Social Work		
B.S.W., M.S.W., Ph.D.	ES 4138	274-6705
Sociology		
B.A., M.A.	CA 303	274-8981
Spanish		
B.A.	CA 541A	274-8206
M.A.T.	CA 501F	274-7342
Sports Management		
B.S.	PE 251	274-2248
Technical Communications		
Certificate	ET 314	278-1311
Tourism, Conventions and Event Management		
B.S., Certificate	PE 258	274-8772
Toxicology		
M.S., Ph.D.	MS A401	274-1561
Transient (Visiting Students)		
	UC 3004 A	274-2237
University College		
	UC 3004 A	274-2237
Weekend College		
	UN 244	274-9840
World Languages and Cultures		
Certificate	CA 545	274-0062

LOOKING FOR
CLASS LISTINGS???????

Course Offerings are available online:
registrar.iupui.edu (see inside front cover)

General Admissions Information for Undergraduates

Enrollment Center and Admissions

Use http://www.enroll.iupui.edu for information on:

> Course descriptions
> Schedule of Classes
> IUPUI Bulletin (course descriptions)
> How credits transfer
> Credit by exam information
> Campus visits
> Intercampus transfer
> Freshman admission
> Transfer admission
> Non degree students
> Deadlines and priority dates for applying
> How to apply
> On line application
> Printable applications (PDF)

The mailing address for all materials is:

> **IUPUI Office of Undergraduate Admissions**
> Cavanaugh Hall 129
> 425 University Blvd.
> Indianapolis, IN 46202-5143

Phone: 317-274-4591

Fax: 317-278-1862

Office hours are:

> 8 a.m. to 6 p.m. Monday–Thursday
> 8 a.m. to 5 p.m. Friday
> 9 a.m. to noon Saturday
> (closed holiday weekends)

Graduate Admissions

Degree-Seeking Applicants
Website: www.iupui.edu/~resgrad

IUPUI has a decentralized process for graduate-level admissions. Each degree program has different admission requirements, and the admission process will normally take between three and nine months to complete. A prospective graduate student should discuss the application process and receive academic advising from the IUPUI school or department offering the degree program. General information on most graduate and professional programs is available in the IUPUI Graduate Office, Union Building, Room 518, but it is best to request it directly from the department.

Graduate Non-Degree Admissions

GRADUATE NON-DEGREE PROGRAM APPLICANTS

ELIGIBILTY

Graduate Non-degree classification is for, but not limited to, the following applicants who held at least a bachelor's degree from an accredited college or university:

1. Applicants who are awaiting acceptance to a graduate program and wish to take graduate courses with the guidance and approval of a graduate degree program advisor.
2. Applicants who want to take course for professional or personal development.
3. Applicants who are unsure of what graduate program to which they wish to apply and wish to sample available programs.
4. Applicants who are taking prerequisites required for admission to a graduate or second bachelor's degree program.

Education applicants, who want license renewal, endorsement, or certification for Indiana Teacher's license, should contact the School of Education, ES 3131, (317) 274-6801 for admission. Graduate Non-Degree students may take no more than 12 graduate hours of education coursework prior to admission to a degree program in the School of Education. Web: education.iupui.edu

Your admission to the Graduate Non-Degree Program will not ensure admission to another degree program nor does it guarantee that the courses taken under this admission status will later count toward that degree.

Most degree programs will accept no more than 9-12 credit hours toward their degree of coursework taken in Graduate Non-Degree status. Graduate courses in Law, Medicine, Social Work, Business, Informatics and Library Science are not open to Graduate Non-Degree students. You should always contact the school or department offering the degree program before taking any courses that you may later wish to count toward a degree.

GRADUATE NON-DEGREE POLICIES

- Students must maintain a minimum GPA of at least a 2.5.
- Students may not take more than 18 credit hours in a single subject area. Exceptions may only be granted with written permission from the department.
- Students are not eligible to take medical research courses.
- Returning Graduate Non-Degree students who were admitted after January 1, 1993 and completed courses while in GND status but who have stopped out for two years or longer will need to complete a GND Update Form obtained from our website. Those admitted to the GND Program prior to that date will need to complete the online application.

DOMESTIC APPLICATION FOR GND PROGRAM

IUPUI Graduate Office, 620 Union Drive, Union Bldi, Room 518, Indianapolis, IN 46202
Phone: (317) 274-1577 Fax: (317) 278-2380
E-mail: gradoff@iupui.edu
Website: www.iupui.edu/~resgrad/grad/non/gnd-opening.htm

Domestic Applicants are classified as Native English-Speaking U.S. Citizens with U.S. Bachelor's Degrees and All Permanent Residents with U.S. Bachelor's, Master's, or Ph.D. Degrees. Domestic applicants are strongly encouraged to use the online application for admission to the Graduate Degree program. Please print the instruction page to use while completing the application.

Priority dates for receiving applications are:
Spring 2005 — December 10
Questions or concerns should be directed to the IUPUI Graduate Office phone number or e-mail address above.

INTERNATIONAL APPLICATION FOR GND PROGRAM

International Affairs Office, 902 W. New York St., Room 2126, Indianapolis, IN 46202
Phone: (317) 274-7000 Fax: (317) 278-2213
E-mail: intlaff@iupui.edu
Website: http://international.iupui.edu

International Applicants are classified as Non-Immigrant Visa Holders, and/or Holder of Four Year Bachelor's degree equivalent studies outside the U.S. and do not have a U.S. Bachelor's or higher degree. These applicants should contact the IUPUI Office of International Affairs at (317) 274-7000, e-mail intlaff@iupui.edu to obtain application information or have questions and concerns addressed. Because the tuition rate is based on the level of your admission, then if you plan to take graduate courses only or a combination of graduate and undergraduate courses complete and submit the GND application. If you are interested in undergraduate courses only complete and submit the visiting student undergraduate non-degree application which can be obtained at the Office of International Affairs. For more efficient processing of applications, submit the following to the IUPUI Office of International Affairs (Education Social Work building Room 2126) no less than two weeks before classes begin.

Please do not submit an application without the following items:

1. Completed GND Application for Admission. Applications available from Office of International Affairs,274-7000.

2. Academic records (including transcripts) verifying postsecondary degree completion of four years or more. If necessary, these documents may be faxed to the Office of International Affairs at (317) 278-2213.

3. $50 (check/money order/credit card) for the non-refundable application fee payable to IUPUI with the fee payment form. MasterCard, Visa and Discover credit cards are accepted.

4. Unless you are a U.S. citizen, copy of documentation verifying your current US immigration or visa status, such as both sides of I-94 card, the page of your passport bearing an INS stamp, or other INS-issued documentation

5. Documentation of English language proficiency as described below. To register for ESL placement testing, call or visit the IUPUI Office of International Affairs. There is a $25 non-refundable fee for this test.

Residency for tuition purposes will be determined based on information you provide on the application form.

For information regarding any US immigration regulation which restrict study for persons in some visa categories, please contact the Office of International Affairs before you register for any classes.

Persons in F-2 of J-2 Visa Status: If your F-1/J-1 spouse or parent has visa documentation, which was issued by IUPUI, you are subject to IUPUI's mandatory health insurance requirement for international students. You will be billed the student health insurance premium for each semester you register for classes. The cost for this insurance for the 2005-2006 academic year is $865. If you already have health insurance coverage: You must submit proof of this coverage and request a waiver of the IUPUI policy from the Office of International Affairs within the first two weeks of the semester for which the waiver is requested.

ENGLISH PROFICIENCY POLICY FOR GRADUATE NON-DEGREE APPLICANTS WHO ARE NON-NATIVE SPEAKERS OF ENGLISH

The English language proficiency policy for Graduate Non-Degree applicants who are non-native speakers of English is as follows:

Satisfactory English language skills are necessary for enrollment as a graduate non-degree student. **Non-native English speakers must take the IUPUI ESL test unless they have received a U.S. bachelor's or higher degree or if their degree was earned in a country where English is the native language.* They may also be exempt if they can provide a transcript from a U.S. university showing one of the following items.**

- two or more English writing or composition courses with a grade of B or better in each course (for the purpose of demonstrating English proficiency under this policy, composition courses must be transferable to IUPUI at the W131 level (Elementary Composition) or higher.
- ECFMG Certification
- the equivalent of IUPUI's W131 with a grade of B or better.

Individual schools and programs may have policies for documentation of English ability, which differ from the GND policy. Students who anticipate pursuing a graduate degree on this campus are encouraged to take the ESL Placement test, even if they are not required to take it for GND admission, since their academic unit will most likely require it at a later date.

GND students are given a grace period of one semester in which to satisfy the testing requirement. If you are subject to this policy, you must take the ESL test before registration for a second semester will be permitted. To register for the test, you will need to:

- Be admitted to the Graduate Non-Degree Program
- Know your University ID#
- Call the Testing Center at 317-264-2620 to register for the test
- Take to the Testing Center the day of the test: your admission letter, your picture ID and pay the $25 registration fee (by cash, check or money order).

To receive an exemption from the ESL test requirement under the terms of this policy, you must:

- Submit a transcript from a U.S. university in a country where English is the native language with the GND application, OR
- Complete and submit the Request for Exemption from ESL Testing form which can be obtained at the Office of International Affairs (please review this form for details regarding waiver eligibility).

Any applicant who wishes to enroll in ESL courses must take the ESL placement test before course registration.

*Anguilla, Antiqua, Australia, Bahamas, Barbados, Barbuda, Belize, British Virgin Islands, Canada (except Quebec), Dominica, Grand Cayman Islands, Grenada, Guyana, Irish Republic, Jamaica, Montserrat, New Zealand, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Tobago, Trinidad, Turks and Caicos Island, United Kingdom: England, No. Ireland, Scotland and Wales

FEE COURTESY FOR EMPLOYEES

IUPUI employees and their spouses: If you (or your spouse) are employed full-time at IUPUI, complete the Fee Courtesy Request Form, also available from the Office of Student Financial Aid Services, Cavanaugh Hall 103 or on the web from www.iupui.edu/finaid If you have been classified as a non-resident of Indiana for tuition purposes, be sure to mark that you are assessed tuition at the out-of-state rate. Completing this form may enable you to receive the fee courtesy and reductions available to full-time IUPUI employees and their dependents.

Adaptive Educational Services

The Office of Adaptive Educational Services (formerly Disabled Student Services) actively works to make campus life and learning accessible for students with disabilities.Sign language interpreters, note-takers, readers, exam proctors, and classroom accomodations are services offered by Adaptive Educational Services.

For more information, call 274-3241. (TDD available)

Visit: life.iupui.edu/aes/index.html

Audit Policy

Courses may be taken on a official audit basis. No credit will be given for the courses; the audited courses will be indicated on the student's transcript with a grade of NC. The student must pick up audit forms from their school or division, secure the appropriate signatures, and turn into the Office of the Registrar by:

    Spring: January 28

Visit: registrar.iupui.edu/auditcrs.html

Bookstores

The IUPUI Jags Bookstores have four convenient locations, three in Indianapolis and one in Columbus. The stores are a non-tax funded, self-supporting auxiliary service, owned and operated by Indiana University and the state of Indiana. We are unique from other bookstores and internet companies serving the IUPUI campus in that revenues generated from our sales are used to fund student projects and activities on the IUPUI campus.

The mission of the IUPUI Jags Bookstores is to serve the academic community by making available books and supplies required for course work. In addition, each store maintains a selection of general books, supplies, imprinted sportswear, gifts, computers, and other merchandise and services which contribute to the overall educational experience offered by IUPUI. Visit: bookstore.iupui.edu

STORES

Union (Medical)
    620 Union Dr., Indianapolis, IN 46202
    (317) 274-7167, FAX (317) 274-5058

    8:30 am - 6:00 pm   Monday - Thursday
    8:30 am - 5:00 pm   Friday - Saturday

Cavanaugh Hall (General and Law)
    425 University Blvd. Indianapolis, IN 46202
    (317) 278-BOOK, FAX (317) 274-3464

    8:30 am - 8:00 pm   Monday - Thursday
    8:30 am - 5:00 pm   Friday - Saturday

Herron (School of Art & Design)
    (317) 920-2442, FAX (317) 920-2440

    8:30 am - 5:00 pm   Monday - Friday

Columbus
    4601 Central Ave., Columbus, IN 47203
    812-348-7225, FAX 812-348-7262

    9:00 am - 6:30 pm   Monday - Thursday
    9:00 am - 5:00 pm   Friday

Each store extends its hours during the first two to three weeks of classes. These additional hours are posted at each store location.

After you register, visit Oncourse for a list of your books — typically available 2 weeks prior to the start of the term. Click on my bookstore.

TEXTBOOKS

You will find books arranged by department and then numerically by course and section. Each text book has a shelf card that lists course, section, instructor, and if it is a "required" textbook. Recommended titles are so stated on the card (in these instances attend the class before you make your purchases.)

Locating your textbook can be made easier by having your class schedule with you. If you can't locate a book you need, don't hesitate to ask the staff for help. Each store has an alphabetical-by-the-author listing of all books being used for the current semester, and a listing of all courses, and the required books for each course. They also have a copy of each faculty request for any book used at their location.

ORDERING TEXTBOOKS ONLINE

The e-commerce solution to ordering your textbooks is here. Simply go to the IUPUI Jags Bookstores' website: bookstore.iupui.edu, click "mail order textbooks," and provide your course information when prompted. Once you've placed your order, you can track it by visiting the same web location. It's simple and easy, and you don't have to stand in line. Go online instead!

USED BOOKS

The Bookstores make a major effort to provide as many used books for students as possible. Used books are obtained from two major sources:
- Books bought from our own students during Buyback.
- Orders placed with used-book wholesalers throughout the nation.

TEXTBOOK RETURN POLICY

- A receipt is required for all refunds or exchanges.
- Dates for refund periods will be posted in each store and given to each customer at the cash register.
- Return of purchases made by credit cards must be accompanied by:
    1. The credit card.
    2. The cash register receipt.
- Books purchased new must be in resaleable condition to be returned. We are not able to accept returns on new books that have been marked in, have a name written in, are stained, have bent covers, etc.

BUYING USED BOOKS

- Used books are in great demand and should be bought early.
- Used books sell for 25% less than new books.
- If there are used books available for a class, they will be shelved with the new books for that course.

SELLING USED BOOKS/BUY-BACK

- Cash is paid for used books during finals week, during late registration and other announced Buy-back dates. Current Student ID is required to sell books back.
- If a book is required for the upcoming semester, and is on the Buyback list, the Bookstores may pay half of the current new price.
- If a book is not required reading for the following semester, wholesale prices ranging between 10% and 30% will be offered.

EXCEPTIONS

- We are unable to buy back old editions, trade paperback, work-books, and desk copies.
- The Bookstores are unable to buy used books if there is an overstock of inventory.

OTHER MERCHANDISE

The Bookstores stock a selection of gifts, greeting cards, magazines, candy, sundries, and imprinted sportswear. You'll find school supplies, office supplies, writing instruments, calculators, computers, academically priced software, PDAs and accessories, PDA software, and computer supplies. The IUPUI Jags Bookstores stock sportwear imprinted with Jaguar, I.U. and Purdue and IUPUI school logos priced below other local retailers. The Bookstores welcome special orders and are prepared to quote special group prices.

PAYMENT

The Bookstores accept cash, personal checks, MasterCard, Visa, Discover and University One Card. Payment by personal check requires a current IUPUI ID.

If paying by check, please note the following points:

- Checks should be made payable to the IUPUI Bookstores.
- Two-party checks (those not made payable to IUPUI Bookstores) are not accepted.
- Checks will only be accepted for the exact amount of purchases only.
- Your name, address, phone number and Student ID Number must appear on every check.

SECURITY

- The Bookstores are not responsible for lost or stolen property.
- Smoking, food, drinks, weapons and pets are not allowed inside the Bookstores.
- We do require shirts and shoes to be worn in the Bookstores.
- Any person caught shoplifting may be subject to prosecution in the courts.

Bus Services

IndyGo and Metro buses: routes serving campus directly are #3 W. Michigan Street, #37: Park 100, #13: W. Tenth Street.

Schedules for most routes are in the University Library and the Union Building, or visit registrar.iupui.edu/maps.html.

All schedules are available at Walgreens, and the Metro Travel Information Center, 139 E. Ohio Street, (317) 635-3344.

See Parking and Transportation "Free Services" for on campus shuttle services, or visit registrar.iupui.edu/maps.html.

Canceled Classes

The University reserves the right to cancel courses. Students officially enrolled in classes which are canceled must withdraw from the classes according to regular withdrawal procedures during the first week of classes. This is done to allow you to add a class in its place. If the student does not drop/add, the Office of the Registrar will withdraw him/her from the class for a 100% refund during the second week of classes.

IUPUI Career Center

The IUPUI Career Center is an essential resource for all students, and especially for exploratory students still deciding on their major or career. The Center's primary purpose is to assist students in developing, evaluating and implementing a sound and successful career plan. The Center provides self-assessment inventories, career counseling and a variety of skill-building workshops designated to help students prepare for their job search and career path. Over 80 percent of IUPUI students work while attending college. The Career Center houses the Student Employment Office to support those students in finding meaningful work on or off-campus. The Center also hosts JagJobs, an online job website where opportunities ranging from on and off-campus students jobs to internships to senior and alumni emloyment opprtunities are posted regularly. The Center sponsors several large job fairs throughout the academic year, including the Student employment and Internship Fair, the Indiana Multicultural Job Fair and the Indiana Collegiate Job Fair.

For additional information about Career Center programs and services, visit www.career.iupui.edu on the web or drop by the Center in the Business/SPEA Building in room BS 2010, (317) 274-2554.

Class Standing

Most students will have completed the following credit hours to establish their class standing. Check with your School for more specifics.

Grade Level	Credit Hours Completed
Freshman	1–25
Sophomore	26–55
Junior	56–85
Senior	86–124

Computing Support and University Information Technology Services

Information technology plays a vital role in making IUPUI one of the nation's best urban universities. Through a wide range of tools, services, and resources provided by University Information Technology Services (UITS), students can tap into technology conveniently.

Tech support via e-mail, a walk-up window, phone, or the Web.

Technology Support is available 24-hours a day, seven days a week, 365 days a year. Look for answers to your computing questions on the UITS Web site at uits.iu.edu. If you require further assistance, contact the UITS Support Center by phone at 274-HELP (4357), ithelp@iu.edu, or by visiting the walk-up window on the first floor of the Informatics and Communications Technology Complex (ICTC) in IT129. You can also chat online with a student support analyst at ithelplive.iu.edu

Computers on campus

The Student Technology Centers (STCs) offer the latest in hardware and software, as well as consultants to help with questions or problems. There's even a 24-hour STC lab on the first floor of the ICTC in IT131 for your convenience! You will need your JagTag to enter the building after normal business hours. For a complete list of STC locations and hours, select "Labs, Classrooms, and Instructional Resources" on the UITS Web site at uits.iu.edu. If you would like to use a laptop computer on campus, UITS offers wireless access at some campus locations. For more information about using IU's wireless Virtual Private Network (VPN) Service, visit uits.iupui.edu and search for "VPN".

Computing classes and technology training

UITS IT Training & Education offers free STEPS computing classes for students that cover a broad range of topics, including Access, Dreamweaver, e-mail, Excel, Flash, Oncourse, Photoshop, PowerPoint, statistics (SPSS), Web development, and word processing. The classes are held on the first floor of the ICTC in IT127. Most classes are free to students while staff and faculty may attend for a nominal fee. Advanced registration for classes is recommended, but walk-in registrations will also be accepted if seats are available. See the IT Training & Education home page at ittraining.iu.edu/iupui for a complete list of classes, dates, and times. IT Training Online is another resource from IT Training & Education available for students, faculty, and staff. You can learn computer skills — anytime, anywhere — through more than 1,000 self-paced tutorials on the Web at ittraining.iu.edu/online.

Incredible software offers

Affordable and up-to-date software for students, faculty, and staff is readily available, thanks to IU's license agreements with companies such as Microsoft, Macromedia, and Symantec. Offerings include operating systems, antivirus programs, and software for word processing, spreadsheets, Web development, and more. IUware, a compilation of must-haves for computing at IUPUI, is available to students on CD at campus bookstores, or through the Web (iuware.iu.edu).

E-mail, Internet access, other computer accounts, and security

Students have access to the Internet and e-mail, computer accounts for personal Web pages, online file storage space, and more. See itaccounts.iu.edu for information about your current computer accounts and instructions on setting up new accounts. For the latest information about computer viruses, worms, security patches, and other related issues, go to keepitsafe.iu.edu.

Learning online

With Oncourse, students can obtain their class schedules, syllabi and grades; turn in assignments; engage in live chats; and participate in discussion forums with other students and instructors. Students also have access to 250MB of storage space in resources under the My Workspace tab in OncourseCL. Oncourse is accessible from any place that offers an Internet connection. Find Oncourse on OneStart at onestart.iu.edu, or go directly to the Oncourse homepage at oncourse.iu.edu.

OneStart

OneStart, IU's Web portal, is your virtual campus community — a place to study, work, and collaborate. OneStart helps you excel at IUPUI by providing one place online where you can view the schedule of classes, register for classes, apply for financial aid, view your transfer credit report, and more. Log in with your Network ID at onestart.iu.edu.

The Self Service tab in OneStart (onestart.iu.edu) is your gateway to registration. Registration instructions may be found by visiting registrar.iupui.edu. You no longer use your student identification number and pin to register. Once you log into OneStart, you are ready to register.

You will need to have activated your Network ID username and password to use OneStart, including registration. You will use the same username and password to access e-mail, Oncourse, and OneStart. If you already have a University e-mail account (username@iupui.edu) you are ready. If you have not yet activated your Network ID, visit itaccounts.iu.edu. Contact the Support Center with any questions by visiting uits.iu.edu.

Confidentiality and Access to Student Records

IUPUI, in compliance with the Family Educational Rights and Privacy Act, provides that with the exception of directory information, all student records are confidential and available only to the student.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

Access

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Right to file a complaint

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Indiana University to comply with the requirements of FERPA.

Confidentiality and Disclosure

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll. Finally, "public information" may be released freely unless the student files the appropriate form requesting that certain public information not be released. This form is available online at registrar.iupui.edu/confiden.html or from the Office of the Registrar.

Public information at IUPUI is limited to:

Name	School or Division
University E-mail Address	Class Standing
Major Field of Study	Degrees and Awards
Dates of Attendance	Activities
Admission or Enrollment Status	Sports and Athletic Information
Campus	

Parental access to student records

Under the Family Educational Rights and Privacy Act, parental access to student records may be granted if the student is under 21 years of age and the parent certifies in writing that the student is a dependent as defined by the Internal Revenue Service (IRS). In the case of divorce either parent (custodial or non-custodial) has access to the record of a dependent student.

Availability of Public Information

Certain student information maintained in the Office of the Registrar is considered public. The complete list appears above. The university maintains an on-line address book which allows a user to find a limited set of information for an individual student by searching on a student's name or university network id. The address book displays the student's school, major, class standing, and, if available, the student's e-mail address.

The university makes limited public information for a student available through the "Public Services" option of insite. This screen displays a student's name, school, major, class standing, current and future semesters for which the student has registered, any semesters completed, and any degrees awarded to the student. The screen does not show the student's address, phone number, or any specific courses for which the student has enrolled or has completed.

IUPUI uses a course management system called Oncourse. Through use of Oncourse, all students enrolled in a course section will see the names of their classmates unless a student has filed a restraint of information in the Office of the Registrar (see below). The list of names is only available to the instructor and those enrolled in the specific class and does not provide a student's complete course schedule. A student's course enrollment is available only to students enrolled in that course section and not to anyone outside of the university. Only the name will appear unless the individual student releases additional information to fellow classmates through use of the Oncourse Profile system. See the Oncourse Students Guide for additional information.

Restraint of Release of Student Information

If you do not want all or some of the information released to any person other than IUPUI faculty or staff, complete a Restraint of Release of Student Information Form and return it to the IUPUI Office of the Registrar. A confidentiality flag will be added to your record by the Office of the Registrar. The restrainer will also block all information from appearing in the on-line address book, to classmates in Oncourse, or in the Public Services option of insite. To remove the restrainer, complete a Removal of the Restraint of Release of Student Information Form and return it to the IUPUI Office of the Registrar.

These forms are available on the Web at registrar.iupui.edu/confiden.html or may be obtained in the Office of the Registrar.

Disclosures

From time-to-time, the university is served with a subpoena for portions of a student's record. In these cases, we will write to the student or the student's attorney (if known) and inform them that unless we receive written notification that the student will attempt to quash the subpoena, we will provide the information requested, even if the student has placed a restriction on his or her record.

A number of IUPUI degree programs prohibit enrollment to anyone listed on the Indiana Sex Offender Registry. The Office of the Registrar will notify the school dean of any student on the Registry attempting to enroll in such programs.

Records of arrests and/or convictions and traffic accident information are public information and may be released to anyone making inquiry of the University Police.

For additional questions regarding the policy on the release of student information, contact the Office of the Registrar. For a full copy of the university policy on student records, see Appendix 4 in the Code of Student Rights, Responsibilities, and Conduct.

IUPUI does not provide lists of students or an individual student's address or phone number to outside businesses, agencies, students, or other parties. We will provide phone numbers in emergency situations and only following consultation with university police. However, because IUPUI participates in Federal Programs, we are required by Federal Law to make available to military recruiters the name, address, age, and prior military service status of all students at IUPUI.

The university sponsors an affinity credit card to IU students and alumni. A small portion of each charge is paid to the university while students and alumni have the opportunity to demonstrate their support of the university. A list of students is provided to the vendor each year for purposes of solicitation for this credit card only. Under terms of the contract the vendor may not share the list of students or alumni with other vendors. Students who have filed a restraint of release of information will not appear on this list.

Course Descriptions

For specific course descriptions see the IUPUI Bulletin on the web at bulletin.iupui.edu.

Drug-Free Campus Policy for Students

As an institution of higher education, Indiana University Purdue University Indianapolis (IUPUI) has a responsibility to establish and maintain a safe, healthy academic environment for all students. In keeping with its policy stated in the Indiana University Code of Student Rights, Responsibilities and Conduct concerning the possession and/or use of alcohol and illegal drugs in compliance with the Drug-Free School and Community Act amendment of 1989, enacted by Congress as Law 101-226, this policy document is provided to each student.

IUPUI Regulations for Students

1. Unauthorized possession of alcohol or drugs

The following are examples of situations in which the University may discipline a student:

A. Unauthorized possession or use of alcoholic beverages

1. The following actions are prohibited by Indiana University of which IUPUI is part of Indiana University:

    a. Use or possession of alcoholic beverages on University property;

    b. Use or possession of alcoholic beverages in the course of University activity or student organization activity, contrary to law;

    c. Use or possession of alcoholic beverages in any undergraduate residence supervised by the University.

2. Student organizations that serve or permit possession of alcoholic beverages at student organization functions, on or off campus, may be disciplined if violations of alcoholic beverage laws or University regulations occur at such functions. Individual students who plan, sponsor, or direct such functions also may be subject to discipline.

B. Unauthorized possession or use of illegal drugs

1. The following actions are prohibited by Indiana University of which IUPUI is part of Indiana University:

   a. Use or possession of any drug or controlled substance, or drug paraphernalia, on University property or in the course of a University activity or student organization activity, contrary to law. It is not a violation of University regulations for students to possess such controlled substances if they are possessed under the terms of a valid and legal prescription for such drugs or controlled substances;

   b. Use of University facilities to manufacture, process, or distribute any drug or controlled substance contrary to law;

   c. Sale, gift, or transfer of drugs, controlled substances, or drug paraphernalia to Indiana University students, whether or not such sale, gift, or transfer occurs on university property or in the course of a university activity or student organization activity.

2. **The term "controlled substance" is defined in Indiana law and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, and hallucinogens.**

   (I.C. 35-48-1-9)

APPLICABLE LEGAL SANCTIONS

The following information concerns state and federal criminal penalties related to alcohol and drug possession or use:

- All students are reminded that conviction under state and federal laws that prohibit alcohol-related and drug-related conduct can result in fines, confiscation of automobiles and other property, and imprisonment. In addition, licenses to practice certain professions may be revoked, and many employment opportunities may be barred.

- It is impractical to list all the alcohol and drug-related state and federal crimes and penalties. But all persons should be aware that in Indiana any person under 21 who possesses an alcoholic beverage, and any person who provides alcohol to such person, is at risk of arrest. Any person who is intoxicated in public risks arrest. A person convicted of driving while intoxicated may be punished by fine, be jailed, and lose his/her license to drive an automobile. Any selling of alcoholic beverages without a license is illegal.

- Illegal possession, use, distribution, or manufacture of controlled substances (drugs) can result in arrest and conviction of a drug law violation and:

- fines up to $10,000 (Indiana)

- fines up to $250,000 (federal)

- imprisonment up to 50 years (Indiana)

- imprisonment up to life (federal)

- confiscation of property.

3. **University Sanctions for Violations of Alcohol and Drug-Free Campus Policy**

   The University may discipline a student for acts of personal misconduct that are not committed on University property if the acts occur in the course of University-related activities that are being conducted off the University campus or if the acts relate to the security of the University community or the integrity of the educational process. Such acts include, but are not limited to, the following: drug trafficking, use, possession, or sale.

SANCTIONS

The Dean of Students is authorized to impose any one of the following sanctions for an act of personal misconduct:

- Reprimand and warning
- Disciplinary probation
- Restitution
- Participation in a specific program (such as drug education or counseling)
- Provision of a specific service
- Expulsion from University housing
- Transfer to a different residence hall or housing unit
- Suspension from Indiana University (all campuses)
- Expulsion from Indiana University (all campuses)

Sanctions in each case are made only after a hearing and a determination of responsibility. Sanctions will vary depending upon the nature and circumstances of the offense and the student's record. Indiana University is a signatory to the Standards of the Network of Colleges and Universities Committed to the Elimination of Alcohol and Other Drug Abuse. These standards require the usual sanctions for drug dealing to be suspension or expulsion from the University.*

NOTE: Both campus disciplinary charges and criminal charges may be filed for the same action. Students may be subject to sanctions by both the campus and the courts for the same action.

*For more complete details of these sanctions and of the hearing process, students are referred to the Code of Student Rights, Responsibilities and Conduct.

4. **Health Risks Associated with Alcohol and Controlled Substances (Drugs)**

   All persons should be aware of the health risks caused by the use of alcohol and by the illegal use of controlled substances.

   - Consumption of more than two average servings of alcohol in several hours can impair coordination and reasoning and make driving unsafe.

   - Consumption of alcohol by a pregnant woman can damage the unborn child. A pregnant woman should consult her physician about this risk.

   - Regular and heavy alcohol consumption can cause serious liver problems, damage to the nervous and circulatory systems, mental disorders, and other health problems.

   - Drinking large amounts of alcohol in a short time may quickly produce unconsciousness, coma, and even death.

   - Use of controlled substances can result in damage to health and impairment of physical condition, including:

   - impaired short-term memory or comprehension anxiety, delusions, and hallucinations

   - loss of appetite resulting in general damage to the user's health, over the long-term

   - a drug-dependent newborn, if the mother is a drug user during pregnancy (pregnant women who use alcohol and/or drugs or who smoke should consult their physicians);

   - AIDS, as a result of "needle-sharing" among drug users

   - death from overdose.

   The health risks associated with illicit drug use and/or excessive use of alcohol are many, and they are different for different drugs. But all illicit, non-prescription use of drugs and excessive use of alcohol endangers your health. There are no good reasons for abusing drugs or alcohol.

5. Referral Sources for Prevention and Intervention

IUPUI provides a variety of referral resources for those with questions or concerns about drug and substance abuse. These resources are listed below:

- Counseling and Psychological Services (CAPS)
  IUPUI Campus — 274-2548

- Student Employee Health Services
  Coleman Hall — 274-8214

Community Resources:

- Consult family physician

- Drug and Alcohol Abuse 24 hour Action Helpline & Treatment
  1-800-234-0420

- Adult & Child Mental Health Center Inc.
  8320 Madison Ave., Indianapolis — 882-5122

- Al-Anon Family Groups
  7150 East Washington, Indianapolis —357-9607
  Support and information for family and friends of alcohol and substance abusers.

- Alcoholics Anonymous
  136 East Market, Indianapolis — 632-7864
  For Alcoholics in distress who request assistance. Assists problem drinkers maintain sobriety by group meetings and individual contacts.

- Family Services Assoc. of Central Indiana
  615 N. Alabama St., Indianapolis
  634-6341

- Midtown Mental Health Center (MHC)
  Center & Wayne Twps.
  3637 N. Meridian — 924-7906
  2340 E. 10th — 685-5375
  1308 Prospect St. — 633-4666
  5610 Crawfordsville Rd. — 244-2243
  Indianapolis

  Wishard Hospital
  1001 West 10th Street, Indianapolis — 630-7791
  Emergency Crisis Intervention Services

- Narcotics Anonymous
  4010 W. 86th St., Indianapolis — 875-5459
  Self-help group for persons who have a desire to stop using drugs.

Email as Official Correspondence with Students

At Indiana University, there is an increasing need for fast and efficient communication with currently enrolled students in order to conduct official business at the University. Students tend to comunicate extensively through electronic mail. Each student is issued a University network ID and email account for use throughout the time the student is registered for classes at the University. Accordingly, email is an available mechanism for formal communication by the University with students. If a student chooses to forward his/her mail to another email address (AOL, Hotmail, departmental server, etc.), the student's primary campus email address remains the official destination for official university correspondence.

Policy

Email shall be considered an appropriate mechanism for official comunication by Indiana University with IU students unless otherwise prohibited by law. The University reserves the right to send official comunications to students by email with the full expectation that students will receive email and read these emails in a timely fashion.

Assignment of Student Email

Official university email accounts are available for all registered students. Official university communications will be sent to students' official university email addresses. For IUPUI, this is the @iupui.edu address. Instruction on establishing a university email account may be found by visiting https://itaccounts.iu.edu.

Students are expected to check their email on a frequent and consistent basis in order to stay current with university-related communications. Students must insure that there is sufficient space in their accounts to allow for email to be delivered. Students have the responsibility to recognize that certain comunications may be time-critical. Students will not be held responsible for an interruption in their ability to access a message if system malfunctions or other system-related problems prevent timely delivery of, or access to, that message (e.g., power outages or email system viruses. In addition to their university email account, students should also check for course-related email within Oncourse. The same user id and password are used for Oncourse and the university email system. For more information about Oncourse, visit oncourse.iu.edu.

Forwarding of Email

Students who choose to have their email forwarded to a private (unofficial) email address outside the official university network address, do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any unofficial email address, and any such problems will not absolve students of their resonsibility to know and comply with the content of official communications sent to students' official IU email addresses. Instructions on forwarding email may be found by visiting https://itaccounts.iu.edu.

Emergency Messages

Emergency messages are those involving a situation directly affecting the life, health, or safety of a student or family member. Emergency messages will be delivered to your classroom if its location is known. Give your family a copy of your class schedule and this information:

274-7911, (IUPUI Police Dept.).

Emergency Procedures

For information on what to do in case of fire, evacuation or a medical emergency see the information at this web site: registrar.iupui.edu/emergencyprocedures.html

Equal Opportunity/Affirmative Action Policy of Indiana University

Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the University and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women, and Vietnam-era veterans.

For copies of official University Policies or for complaint procedures, call 274-2306.

Financial Aid

GENERAL INFORMATION

Visit: www.iupui.edu/finaid

The Office of Student Financial Aid Services administers federal, state, university funds, grants, fee remissions, loans, and work-study part-time employment. All financial aid, except work-study, is disbursed by the Bursar Office. Work-study students receive paychecks biweekly.

The Office of Student Financial Aid Services is located in Cavanaugh Hall. The office is open 8:00 am – 6:00 pm Monday – Thursday; 9:00 am – 5:00 pm Friday; and 9:00 am–12:00 noon on Saturday.

Students can contact the office by phone 317-274-4162 or FAX to 317-274-5930.

Students can also contact an advisor via email at:

FINAID@IUPUI.EDU (undergrads) or gradaid@iupui.edu

Students can use OneStart (onestart.iu.edu) to see if all required documents have been submitted or to view their awards.

ACADEMIC REQUIREMENTS

To be considered for most types of financial aid, students must be enrolled at least half-time (generally 6 credits for undergrads and 4 credits for grad students) in a program that leads to a degree or certificate.

The academic progress of students is monitored annually in compliance with federal guidelines. Students who fail to maintain a cumulative g.p.a. of 2.0 or better, have excessive withdrawals or incompletes, stop attending classes or have attempted more than 150% of the required credits for their degree, may expect to have financial aid adjusted or terminated. Students receiving financial aid should always consult with a Financial Aid Advisor before dropping classes.

APPLYING FOR FINANCIAL AID

Undergraduate & Graduate students must complete the Free Application for Federal Student Aid (FAFSA) each year. Undergraduate students must file by March 1st to be eligible for state grants and most university funds. Applications filed after March 1st will be considered for the Pell Grant and student loans. Students are encouraged to use FAFSA on the Web (www.fafsa.ed.gov) to file the FAFSA electronically. This will save 1-2 weeks in processing time. Paper forms are available in the Financial Aid Office for those who do not have Internet access.

Students are notified by e-mail once financial aid awards have been finalized.

HELPFUL HINTS

Keep your address updated via OneStart (onestart.iu.edu).

Do not ignore correspondence and if you have questions about anything please — ask.

Keep up with your university email; the Financial Aid Office will use this method as the primary form of communication to you.

Keep copies of all financial aid forms, documents, letters, tax returns and W2 forms in a file. If you are a dependent student make sure your parents keep copies of their forms.

Visit our website www.iupui.edu/finaid for forms and applications that you can print; debt management information; searching for scholarships; and an electronic form to evaluate our services.

Plan ahead and do not wait until the last minute for anything!

Grade Replacement Policy

The IUPUI Grade Replacement Policy (FX) was revised effective with the Fall 1996 semester. The new policy will allow approved undergraduate students seeking their first degree to repeat a maximum of 15 credit hours subject to school/division approval. If a student chooses to repeat a course and achieves the same or a higher grade, only that grade will be counted in the cumulative GPA. Certain restrictions apply and the grade replacement policy may not be honored by some schools when considering admission determinations or computing graduation honors. Please contact your school/division for more information on the grade replacement policy and to determine if this option is available to you. This policy is not available for graduate students or students seeking any second undergraduate degree. registrar.iupui.edu/replace.html

Grades in OneStart

You can check your grades through onestart.iu.edu.

Graduation Rates

In compliance with the Student Right to Know Act, graduation rates (statistics) are available in the Office of the Registrar, Cavanaugh Hall.

Health Services

STUDENT HEALTH CENTER

The Student Health Center is located on the 1st floor of Coleman Hall, and provides primary medical care services. Services are provided at a low cost fee-for-service basis. Service hours are Mon., Tues., Wed., 7:30 am–5:00 pm, Thurs. 9:00 am–5:00 pm and Fri. 7:30 am–5:00 pm. Services include acute care visits, travel immunizations, sexually transmitted disease testing and counseling, physical exams, vaccinations, pregnancy testing, treatment for asthma, etc. For appointments call 274-5887.

Housing on Campus

The Office of Housing and Residence Life exists as an integral part of the educational program and academic support services of IUPUI. The Office of Housing and Residence Life, within the Division of Student Life and Diversity, promotes the total development of the student by providing residential communities that are part of their academic success, learning, leadership, growth and diversity.

Residential housing for IUPUI is located on-campus and is managed by the Office of Housing and Residence Life. Options for campus living include: The Campus Apartments on the Riverwalk; Ball Residence Hall*, Living Your Freshman Experience (or LYFE) is a first year residential learning community; and then Town Homes at IUPUI. The Campus Apartments consists of fully furnished one, two and four bedroom units and is home to International House, Honors House and the Graduate/Professional Learning Community. Ball Hall is a traditional co-ed residence hall housing 285 freshman students in single, double and triple rooms.

Admission to the University does not guarantee campus housing accommodations. Students must file a separate application for housing to reserve space and should apply as soon as they decide to attend school at IUPUI. University housing is available to students regardless of race, color, religion, national origin, sexual orientation or veteran status. Disabled student accommodations are available.

In addition, short term housing is available during the months of June and July offering a variety of room types at competitive prices.

For additional information, visit our website:
housing.iupui.edu

The Office of Housing and Residence Life
Contracts and Assignments Office
404 Porto Alegre Street
Suite 170
Indianapolis, IN 46202-5816
Telephone: (317) 274-7200 or 1-800-631-3974
FAX: (317) 274-3934

E-mail: reshalls@iupui.edu

Office hours: Monday – Friday 8:00 am – 5:00 pm (EST)

Incomplete Grades

If you received an incomplete grade in a class, DO NOT re-register for that class. You must contact the instructor who gave you the incomplete to make arrangements for completion of the class. Contact the recorder in your school/division for more information. After a grade is reported by the instructor, you will be notified by mail of the grade that replaced the incomplete grade.

Independent Study by Correspondence

With permission from their dean, students may take courses through IU's Indepenmdent Study by Correspondence. For further information students may consult the Independent Study University Course at www.extend.indiana.edu. A limited number of copies are available in the Enrollment Center in Cavanaugh Hall. Questions may be directed to (800) 334-1011 or e-mail: bulletin@indiana.edu. Students receiving financial aid through IUPUI should consult the Office of Student Financial Aid Services in Cavanaugh Hall to determine whether financial aid will be available for enrollment in this program.

IUPUI Libraries

There are five separate libraries on the IUPUI campus. Each is open to all students enrolled at the university. The University Library is located in the center of the campus. The dental, art, law, and medical libraries contain specialized collections reflecting their respective curricula and are located at the School of Dentistry, Herron School of Art and Design, School of Law, and School of Medicine.

The University Library collection supports undergraduate courses and covers a wide range of academic disciplines, from liberal arts to science, engineering, and technology. This collection contains over 856,000 volumes and over 4200 subscriptions to current periodicals. The Library has 512 carrels, 34 group study rooms, and 9 class and meeting rooms, including a 100-seat auditorium.

The University Library information system hosts over 300 computer workstations permitting patrons to search for information through one of the most extensive and sophisticated online research systems in the country. The system provides access to a wide variety of resources such as library catalogs from around the world, bibliographic databases, full-text and numeric databases, and the internet. Access to these resources is provided from computer stations around the campus, and with log in from remote locations. Word processing and other electronic applications are also available on these machines, combined with file storage on the university main system for use by students.

The hours for the campus libraries are subject to change, particularly during the summer sessions and when classes are not in session. Because lending policies and procedures vary slightly among the different libraries, students should consult with personnel at the main desk of each library before checking out books and other materials.

FALL AND SPRING

UNIVERSITY LIBRARY (UL)
(317) 274-8278 www.ulib.iupui.edu

Sunday	Noon - 11:00 pm
Monday - Thursday	8:00 am - 11:00 pm
Friday	8:00 am - 9:00 pm
Saturday	8:00 am - 6:00 pm

RUTH LILLY ART LIBRARY
((317) 278-9484 www.ulib.iupui.edu/herron/

Sunday	Closed
Monday - Thursday	8:00 am - 7:00 pm
Friday	8:00 am - 5:00 pm
Saturday	9:00 am - 1:00 pm

MEDICAL (RUTH LILLY) RESEARCH LIBRARY (IB)
(317) 274-7182 www.medlib.iupui.edu/

Sunday	Noon - 9:00 pm
Monday - Friday	7:30 am - 9:00 pm
Saturday	Closed

DENTAL SCHOOL LIBRARY (DS)
(317) 274-7204 www.iusd.iupui.edu/depts/lib/

Sunday	1:00 pm - 5:00 pm
Monday - Thursday	7:30 am - 10:00 pm
Friday	7:30 am - 5:00 pm
Saturday	9:00 am - 4:30 pm

SCHOOL OF LAW — RUTH LILLY LAW LIBRARY (IH)
(317) 274-4028 www.iulaw.indy.indiana.edu/library/library.htm

Sunday	11:00 am - 11:00 pm
Monday - Friday	8:00 am - 11:00 pm
Saturday	9:00 am - 7:00 pm

Although all libraries are open to every student, undergraduates tend to use the resources available at the University Library. The IU Catalog system (IUCAT) is available at all campus libraries. An interlibrary loan service connects the IUPUI libraries to libraries throughout the country and the world. The staff at the University Library Reference and Circulation Desks can help you locate these and other campus library resources.

Library Drop Boxes

Each campus library has a drop box located at or near its main entrance. A drive-up box is located at campus parking lot #81, south of the Lecture Hall, 325 University Boulevard. Ruth Lilly Art Library books may also be dropped off at the University Library.

Parking and Transportation Services

Parking on the campus of IUPUI is monitored by either having a parking permit or by paying a daily visitor rate.

Faculty, staff, and students may purchase permits on-line at www.parking.iupui.edu or by visiting the Parking and Transportation Services office located at 1004 W. Vermont Street. Persons with disabilities may contact Parking and Transportation Services to obtain a disabled permit. All avaialble parking options can be found on the Parking Services website.

Parking regulations are strictly enforced 24 hours a day, 7 days a week, and can be found on our website. Parking fines may be paid either on-line or mailed to the Parking office.

Free Services

Parking and Transportation also provides Jumpstarts, Escorts Services, air for tires and transportation to retrieve fuel, all free of charge. You may call the Parking and Transportation office at 274-4232 or after hours at 274-SAFE to request these services.

Shuttle Services

Parking and Transportation Services runs shuttle buses continuously between buildings on campus from 6:30 am–10 pm and another route runs from the off-campus parking site to campus. The shuttle system operates year round Monday thru Friday, with the exception of recognized university holidays. Several IndyGo bus routes also serve the campus. IndyGo route listings can be obtained on their website www.indygo.net/routes.

Partnership for Statewide Education: Indiana College Network

The Partnership for Statewide Education is a collaboration of Indiana state and independent colleges and universities committed to delivering higher education courses via distance education to all learners throughout the state. The Indiana College Network delivers courses via satellite, the internet and video tape to learning centers located throughout Indiana. For more information, contact 1-800-ICN-8899.

Web: www.icn.org

Pass/Fail Option

During the undergraduate program, a student may enroll in up to a maximum of eight elective courses to be taken with a grade of P (pass) or F (fail). The pass/fail option may not be taken when otherwise restricted by school/division regulations. Contact your Recorder for the Pass/Fail form and more information. Completed forms must be turned into the Office of the Registrar by:

Spring: January 28

Visit registrar.iupui.edu/passfail.html

Passport (IUPUI/Ivy Tech — Indianapolis)

The IUPUI-Ivy Tech Community College Passport program gives students the freedom to transfer many courses and associate degrees between the two Indianapolis schools. Whether you want an associate, bachelor, graduate or professional degree, you can use Passport to get a world-class education that is career-oriented, affordable and close to home. For information, call 278-4545. Visit us on the web at www.iupui.edu/~ivy

Registrar Office

The Office of the Registrar
CA 133
425 University Boulevard
Indianapolis, IN 46202-5144

phone: (317) 274-1501
e-mail: iupuireg@iupui.edu   Web address: registrar.iupui.edu

The Office of the Registrar is open during the fall and spring semesters from 8:00 am – 6:00 pm, Monday through Thursday, 8:00 am – 5:00, Friday, and 9:00 am – noon, Saturday with **limited services** (not open holiday weekends).

24 HOUR NUMBER

The Office of the Registrar has established a number where you can obtain recorded messages on the next registration period, the academic calendar, how to order transcripts, and other frequently requested information. Call 274-4666, 24 hours a day.

COURSE SCHEDULE

You can check your latest course schedule including days, times, and room assignments, by visiting the My Class Schedule of the self-service tab of OneStart.iu.edu.

Check out the other services listed in the Schedule of Classes that the Office of the Registrar provides: Drop/Add, Release of Public Information, Residency Information, Student Identification Number, Transcripts, and Veterans Affairs Information.

Visit onestart.iu.edu to access information about your own record.

Religious Holidays

IUPUI respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances. On occasion conflicts may occur between a student's obligations in a course and the student's obligations in observing major religious holidays.

Any student who is unable to attend classes or participate in any examination, study, or work requirement on some particular day or days because of his or her religious beliefs must be given the opportunity to make up the work that was missed or to do alternative work that is intrinsically no more difficult than the original exam or assignment. Upon request and timely notice, students shall be provided a reasonable accommodation. It is recommended that dates and times for examinations and other major course obligations be announced at the beginning of the semester or summer session and that students let instructors know of conflicts very early in the semester, so that accommodations can be made.

Students seeking accommodation for religious observances must make a request in writing by the end of the 2nd week of the semester to the course instructor and should use the Request for Course Accommodation Due to Religious Observance Form available on the Web. The University will not levy fees or charges of any kind when allowing the student to make up missed work. In addition, no adverse or prejudicial effects should result to students because they have made use of these provisions.

For more information on the policy and an illustrative set of holidays, visit registrar.iupui.edu/religious.html

Reservists Called to Active Duty

Indiana University realizes students who are members of the Indiana military reserves may be called to active duty. IUPUI has established a set of procedures in an effort to minimize disruptions or inconveniences for students fulfilling their military responsibilities. For more information visit registrar.iupui.edu/activeduty.html or contact the Office of the Registrar.

Residency

Rules determining resident and nonresident student status for Indiana University fee purposes may be obtained in the Office of the Registrar, Cavanaugh Hall 133, 274-1501. See registrar.iupui.edu/resident.html.

Safety At IUPUI

IUPUI provides information about safety and security in the publication Safety at IUPUI. This pamphlet contains information on crime statistics, campus law enforcement, alcohol and drug issues, crime reporting and other related issues at IUPUI. Safety at IUPUI is available on the Web at www.police.iupui.edu/safety.html **or in hard copy upon request from the IUPUI Police at 1232 W. Michigan Indianapolis, IN 46202, Voice 317-274-2058, FAX 317-274-8031, email** police@iupui.edu**.**

Services by Computer

A number of student services offices are now making information regarding their services and procedures available to computer users through the world wide web enroll.iupui.edu. Offices on this menu include the Testing Center, Financial Aid, Admissions, Bursar, Registrar, the Undergraduate Education Center, Student Affairs. Information is being added frequently to this system, so feel free to browse on a regular basis.

Student Activities Center

The Student Activities Center is located on the first floor and lower levels of the University College building. The SAC houses the Campus & Community Life office, a campus Information Desk, the Undergraduate Student Government office (USG), the student organizations area, the Office of Neighborhood Partnerships, the Office for Community Service, Upward Bound, and 21st Century Scholars. In addition the SAC has 2 large lounge and eating areas, meeting rooms and a cultural arts gallery. Programming within the SAC includes exhibits, educational speakers and panel discussions, leadership development activities, and entertainment events.

Those wanting to get involved in campus activities and/or student organizations, or just want to hang out between classes, should visit the Student Activities Center. All students, faculty, and staff are welcome. The SAC website is http://life.iupui.edu/sac/sac.asp

Student Identification Number

Indiana University uses a randomly assigned University Identification number as a student's primary identification number. While in most cases, students will be able to complete their business with the university through OneStart by use of a user id and password, there may be occasions when the student id number (University ID) may be required. Students may obtain their university id numbers by using the My Current Information link in the Personal Information channel in OneStart onestart.iu.edu or by bringing photo identification to the Office of the Registrar.

In some cases, particularly for financial aid recipients, the student's social security number is required by the federal government and will be used in the processing of financial aid and certain enrollment verifications.

The social security number/student identification number will be used to identify permanent records such as permanent transcript, registration, grade reports, transcript requests, and certification requests. The number is also used as an identifier for grants, loans, and other financial aid programs, and to determine eligibility, certify school attendance, and report enrollment status. The social security number is not disclosed to individuals or agencies outside Indiana University except in accordance with the Indiana university Policy on Student Records.

Student Photo ID Cards (JAGTAG)

The IUPUI JAGTAG is free to all enrolled students on the IUPUI Campus and is required for all first time students to IUPUI.

The IUPUI JAGTAG can be used as campus identification, your library card, physical education recreation sports card and Learning Center Cluster information card. The IUPUI JAGTAG may also be used by students, faculty and staff to purchase food and drink from campus vending, and from most campus dining locations including the Union Building, University College Dining, Cavanaugh Hall, Law School, University Place Food Court, McDonalds, Gina's Coffee & Tea Co. and Riley Hospital Cafeterias. Additionally, your JAGTAG is accepted in all Campus Bookstores, Campus Housing, Hospital Gift Shops, the Natatorium Service Desk, Parking Services, the Dental School and Supply Store, Student Health Services and Ray's Campus Salon, Student Technology Centers, University Libraries and IKON printing and copier services, most public copiers. To learn how easy it is to add value and convenience to your card, call 274-5177 or visit our web site: www.jagtag.iupui.edu.

The IUPUI JAGTAG is available through the Campus Card Services Office. Locations and hours of operation (hours are subject to change) are:

Campus Card Main Office — Union Building, Room #115
Monday – Friday   8:00 a.m. – 4:45 p.m.

Campus Card Satellite Office — University College, Room #127
Monday – Friday   hours posted
(open later during first week of classes, call to get hours)

There is a $20 replacement fee for a lost ID card, name change, and photo change.

Any changes to hours will be posted in both UN 115 and UC 127. Contact Campus Card Services at 274-5177 if you have any questions. Students must present proof of identification and student status to obtain their IUPUI JAGTAG.

Student Rights, Responsibilities, and Conduct

The latest edition of the IUPUI code of Student Rights, Responsibilities, and Conduct is now available. Each student is given a copy of this booklet when he or she enrolls in the university or is notified that the booklet is available. Additional copies of this booklet can be obtained from the academic unit in which the student is enrolled, or the Dean of Students in AO 112. Visit: life.iupui.edu/help/code.asp

Taxpayer Relief Act of 1997

Education-Related Federal Income Tax Credits

The Taxpayer Relief Act of 1997 offers two nonrefundable Federal income tax credits for qualified education expenses paid each calendar year. Through tax year 2001, this act provides for a maximum tax credit of $1,500 per student for the Hope Scholarship and a maximum tax credit of $1,000 per family for the Lifetime Learning Credit. After 2001, the amount of the credit is adjusted for inflation. Refer to IRS Publication 970 for more information about the associated eligibility requirements.

Beginning in calendar year 1998, all eligible education institutions are required to submit an information return (Form 1098-T, Tuition Payment Statement) to the student and to the IRS. The information filed with the IRS must contain the student's Social Security Number (SSN). Since Indiana University does not use a student's SSN exclusively as his/her student identification number (SIDN), every student must complete Form W-9S (Request for Student or Borrower Social Security Number) each calendar year in which the student is enrolled. This form is available electronically through *insite* at insite.indiana.edu and can also be obtained from Financial Management Services at (812) 855-5657.

For more information about the education tax benefits, visit the Taxpayer Relief Act of 1997 Web site at taxpayer.fns.indiana.edu or send email to taxpayer@exchange.ucs.indiana.edu.

Transcripts

To receive a copy of your transcript, all financial obligations to the University must be clear/current. This includes your account with the Bursar (317) 274-2451, Student Loan Administration (812) 855-4511, or the Dean of Students/Greek Housing (812) 855-8187. If you have any past balance due with any of these offices, there will be a "hold" on your record and we will not be able to issue your transcript. If you think you might have any past debt to any of these offices, please contact that office for clearance before sending your transcript request. If you are unsure about any possible account holds, give us a call and we can check the status for you (317) 274-1519.

Official transcripts of your course work at Indiana University may be obtained either in person, through the mail, by FAX or by a 3rd party. The mailing address is IUPUI Office of the Registrar, CA 133, 425 University Blvd., Indianapolis, IN 46202-5144, or by calling 278-1500. The charge is $7.00 per transcript. Written requests require your name, student identification number, address to which you would like the transcript sent, and your signature. Transcripts requested in person require a photo ID. You may authorize another person to pick up your transcript by providing him/her with a written request with the above information as well as identifying him/her as the person who will pick up the transcript. You may FAX your request providing us with the same information above, payment by charge card only (Visa, MasterCard or Discover) including the charge card number, expiration date, daytime telephone number and a current address. The FAX number is (317) 278-2240. This information can also be obtained from our web site: registrar.iupui.edu.

University College Bepko Learning Center

Located on the second floor of the University College Building (UC) the Learning Center is the home of student programs focused on providing students with academic, social, personal and institutional adaptation skills at the university level. The components include the Resource Center, Structured Learning Assistance, and Supplemental Instruction and Tutoring Program. In addition to the above-mentioned programs the Learning Center's environment provides study spaces for students along with a Student laptop program in which students can check out a laptop for use while in the Center. The following programs are based in the enhancement of academic skills through peer support and collaboration.

Supplemental Instruction (SI)

Provides an environment conducive to academic excellence through a philosophy using a collaborative approach of "students helping students". IUPUI students have the opportunity to participate in SI Sessions for a variety of academic courses held throughout the week, such as Biology, Chemistry, Anatomy, Physiology, Criminal Justice, Religion, and Physics, Philosophy P162, Logic, Biomechanics HPER P391 and Basic Physiology of Exercise HPER P409.

Structured Learning Assistance Program (SLA)

A program, which incorporates a team approach between the faculty members and the student facilitator on behalf of students, encourages collaboration in a structured and supportive manner. SLA is course content centered and applies study and learning skills to the specific content a student is learning. Students are given specific background information to assist them in making connections to the lessons and lectures of the class. SLA is a mechanism for teaching students how to work collaborratively and learn to form study teams.

The Resource Center

Student Mentors work with students one-on-one providing a variety of peer support services including academic assistance, resource referral and assisting students in their acclamation to campus life. Mentors prepare study skill, time management, student success, and campus handouts for students. The mentors also provide support for the students throughout the semester with phone calls and/or email contact.

Tutoring Program

A program, which offers private, paid tutoring in a variety of classes. We maintain a database with the names and contact information for eligible tutors. For more information, call 317-274-4818 or stop by UC 2006. Student mentors also refer students to free departmental tutoring. Free tutoring is currently offered for Physics, Philosophy, and Economics. The Tutoring Program also works with students who go through Vocational Rehabilitation and Veteran's Affairs offices. Some students in these programs may be eligible for tutoring paid by the VR or VA department. The Learning Center also has FREE online tutoring offered at http://www.smarthinking.com. Smarthinking offers live drop-in sessions at certain times of the day. Student's can also email a question to an e-structor and will usually receive a reply with-in twenty-four hours. Another option is to schedule a session with a tutor. Finally, Smarthinking also has links to various study materials. Smarthinking is offered for Economics, Accounting, Biology, Physics, Chemistry, and Spanish questions.

Hours:

Monday - Thursday	8:00 am - 7:00 pm
Friday	8:00 am - 4:00 pm

Students are encouraged to contact the Learning Center by calling 274-4818 with any questions regarding services. Please visit us on our web page at www.iupui.edu/learningcenter/.

Veterans' Affairs

All students eligible for VA benefits should notify the Office of the Registrar when registering. See your VA representative in Cavanaugh Hall, CA 133 or phone 274-1521. However, students eligible for Child of Disabled Veteran State Benefits (Fee Remission), contact Office of Financial Aid, Cavanaugh Hall, Room 103 for information or call 274-4162. Website: registrar.iupui.edu/va.html.

Voter Registration

IUPUI makes your voter registration forms available in the following locations:

Office of the Registrar
Cavanaugh Hall, Room 133

Office of Student Financial Aid Services
Cavanaugh Hall, Room 103

Information Desk
Student Activities Center
University College

Reference Desk
University Library

You can also obtain the voter registration form in your county's voter registration office, public libraries, state license branches, and other locations. Visit the Indiana Secretary of State for more information on voting eligibility requirements, a list of phone numbers for each county voter registration office, and the Indiana election schedule.

The Federal Election Commission makes a voter registration form available from the web which is acceptable in Indiana.

Wherever you pick an application up, simply complete it and mail it in. Mail-in voter registration applications must be postmarked no later than the registration deadline. Visit: registrar.iupui.edu/voterregistration.html

Weather Closings

Adverse weather conditions may cause university classes to be cancelled. Class cancellations will be announced by means of area television and radio. Visit registrar.iupui.edu/adverseweather.html for a complete list of stations IUPUI notifies and the current opened or closed status of the campus.

We have established a special phone number, (317) 278-1600, which will give the latest open or closed status for the campus.

Please understand that none of these options will address individual courses. Be sure to keep your phone number current and check your IUPUI e-mail for announcements from individual faculty who may not be able to make it to campus. This information may appear on the web via Oncourse pages. In some cases the information might be maintained by the department teaching the course.

Zachary's Law

The State of Indiana maintains a registry committed against minors. As a number of degree programs and specific courses either prepare students to work with minors or place them in contact with minors as a part of the course, enrollment in those courses or programs is not available to anyone who appears on the Sex Offender Registry. Consult the individual schools or departments to see if appearance on the registry will be a barrier to enrollment. Website: registrar.iupui.edu/zachary.html

Other Links

bulletin.iupui.edu

registrar.iupui.edu

bursar.iupui.edu

www.iupui.edu/~scentral
(Scholarship Central)

enroll.iupui.edu
(Enrollment Center/Admissions)

www.iupui.edu

www.iupui.edu/finaid
(Financial Aid)

OneStart.iu.edu

For the most current and up to date information:
VISIT www.bursar.iupui.edu

Billing and Due date calender

Dates are subject to change. **For the most current dates please go to our website: www.bursar.iupui.edu**
Although the dates here are partitioned by semester, the billing and due dates carry forward on a continuum. This calendar is not a description of an installment plan. **Note:** Late registration begins on the first day of classes and additional fees are assessed.

First Day of Classes	For Semester	Registered	Billing Date	Payment is Due On
January 9th	Spring 2006	1st day of registration	thru December 12, 2005	January 4, 2006
		December 13, 2005	January 9, 2006	January 25, 2006

First designated day of aid disbursement: First day of class
Parking permits: www.parking.iupui.edu

Bursar General Information

OFFICE HOURS AND LOCATION

Office Hours for Phone & Email: The Office of the Bursar is open from 8:00 a.m. to 5:00 p.m. Monday through Thursday and from 9:30 a.m. - 5:00 p.m. on Friday.

Cashiering functions are located in Cavanaugh CA 147 with office hours from 8:00 a.m. - 6:00 p.m. Monday through Thursday, 9:00 a.m. - 5:00 p.m. on Friday and from 9:00 a.m. to noon on most Saturdays.

Inquiries concerning your IUPUI fee assessment should be directed to: email address: bursar@iupui.edu, Office of the Bursar, PO BOX 6020, Indianapolis, IN 46206-6020; Phone 274-2451.

BURSAR DROP BOX

1. A drop box is located in the lobby of Cavanaugh Hall to place appeal or sponsor information, written questions, check or money order payments.

2. Payments received in the drop box may be considered next day business.

3. Do not place Cash or signed traveler's checks in the drop box as they MUST be transacted in person, with a cashier, and a receipt given.

4. Please take all Drop/Add Forms or Special Credit Forms to the Office of the Registrar for processing. If a charge is connected to the transaction you will be billed.

Bursar Terminology

ACCOUNT ENCUMBRANCE

The Office of the Bursar is responsible for the collection of any outstanding University financial obligations. All outstanding items must be paid or otherwise be cleared by the originating department. An encumbered account may be denied certain University services until paid in full. These withheld services include but are not limited to receiving transcripts or diplomas, obtaining short-term loans, or validating registrations. Future deferments may be denied if there is a late-payment account history.

GUARANTEED FUNDS

Guaranteed funds are considered cash, money order, cashier's checks, or certified checks. When guaranteed funds are required, personal checks and company or business checks may not be accepted as payment.

IDENTIFICATION
(Bursar)

Identification may be required for transactions with Cashiers. Valid ID is the JagTag or any official form of identification with a photo and signature (i.e. current driver's license or student ID card). Additional JagTag (Student Photo ID Card) information may be found in the Student Information segment of this publication.

STUDENT BILL/ACCOUNT STATEMENT
(Billing, Statement or Account Statement)

A billing statement will be generated each month (generally around the second week of the month). At this time the bill will be sent via postal mail and will be available electronically via QuikPAY. (To access QuikPAY you may click the button on the left side of the bursar web page: www.bursar.iupui.edu.) *Please Note: Postal mail billing statements are not guaranteed to be sent in the future.*

The statement indicates all obligations owed the University and may have the following notations or service indicators. Make note of these and follow all instructions.

1. Contact Student Loan Administration

   A notation to contact Student Loan Administration (SLA) means that SLA has encumbered the account. Recipients of financial aid will not receive financial aid credits until a clearance has been obtained from the SLA office. For SLA information please telephone 1-800-458-8756.

2. No Checks Accepted

   If this notation appears on the statement, payment of fees or other items must be made with guaranteed funds only. Guaranteed funds include cash, cashier's check, certified check or money order. No personal or company checks will be accepted on this account. If a personal check is sent, the check may be returned and the enrollment is subject to termination. For reinstatement of check writing privileges, look in the Appeal Procedures section under Check Acceptance Privilege Appeals.

3. Personal Deferment Option Denied

   If this notation appears on the statement, the deferred installment option is not authorized. The deferment option is denied for a minimum of one-year. All fees must be paid in full by the due date. For reinstatement of personal deferment privileges, look in the Appeal Procedures section under Deferred Installment Plan Appeals.

4. "CR" After Total Due or a minus sign before Total Due:
Do not pay an amount which has a "CR" or minus sign in the Total Due box. These are credit balance indicators. A review of the bursar account may generate a refund. If you have set up direct deposit with us for your refunds it will be sent to your banking institution otherwise a check will be mailed to your LOCAL address. Please visit the personal information section on the Self Service tab in OneStart and verify your LOCAL address as this is where your refund will be sent. Payments for a "CR" amount may be returned unprocessed.

MULTI-CAMPUS ENROLLMENT

1. Students who enroll on more than one campus of Indiana University must verify that satisfactory financial arrangements have been made by the due date of each campus. Fee payment information varies from campus to campus. Contact the Office of the Bursar at each campus for specific fee payment information.

2. In the case of multi-campus enrollments, bills will be prepared and mailed by each campus. IUPUI charges must be paid or removed by the IUPUI due date.

3. Deferred installment plan (Personal Deferment Option) charges must be set up and verified at each campus.

STUDENT ADDRESS

Addresses on file with the Office of the Registrar are used for all bursar mailings. It is important to keep ALL information up-to-date. Inaccurate or outdated address information may result in the delay or even loss of your important financial materials. Because the campus is responsible for maintaining the security and integrity of the file update, changes may be made on-line through OneStart.iu.edu or in-person at the Office of the Registrar, CA 133, 425 University Blvd., Indianapolis, IN 46202-5144.

Important: The IUPUI student email address is considered an official communication form within IUPUI. It is your responsibility to check your e-mail for important university communications or to forward university addressed e-mail to any private provider, such as AOL or Hotmail.

With an IUPUI Network ID you can use e-mail, create a Home Page, dial-in to IUPUI from home, or access a UNIX shell. If you do not currently have a Network ID apply for one today!

Services

ACADEMIC TRANSCRIPTS
(REGISTRAR) $7.00 each

Copies of your academic transcript may be obtained at the Office of the Registrar. The charge for this service must be paid at the time of the request.

FINANCIAL TRANSCRIPTS
(BURSAR) $3.25 each

Copies of your historical financial transcript may be requested via email bursar@iupui.edu or over the phone 317-274-2451. The $3.25 service charge will be added to your Bursar account. This charge will appear the next business day and will need to be paid prior to the transcript being sent. All unpaid requests will be considered void after 14 business days. The request may be denied if the account is encumbered.

SHORT-TERM LOANS
(Limited service based on funds) $8.00 Service Charge
                                              (Non-refundable)

This service is available to any student who needs emergency funds and meets the following criteria:

1. Enrolled in at least 6 IUPUI credit hours for the fall or spring academic term (at least three per summer session).

2. Good bursar credit history.

3. Current fees must be paid or deferred.

4. Maximum of 2 loans per academic semester or 1 loan per summer session.

The short-term loan application can be requested from, completed and returned to any Cashier. The proceeds will be available via direct deposit or mailed within two business days.

Appeal Procedures

If your account has negative service indicators a service may be denied. You may appeal for reinstatement of this university service. Appeals should be addressed to the Office of the Bursar referencing account name, university identification number, and current mailing address. Pertinent information regarding denial of University services, request for services reinstatement, and supporting documentation are necessary for consideration of appeals. A decision will be rendered in four to six weeks. Current status notification will be sent after a decision has been made. All appeals should be submitted at least 30 days before a registration period, whenever possible.

FEE REFUND APPEAL PROCEDURES:

The refund schedule has been set by the Board of Trustee and is determined by the date the drop activity is processed on the student account. Non-attendance unless substantiated with medical or work related documentation is not considered valid for appeal purposes.

In order to be considered for a refund or waiver of fees, a student must:

1. Submit the appeal no more than one year following the close of the appealed semester.

2. Have officially withdrawn from classes to appeal.

3. Submit a written request with the following information:
   a) name, address and the 10 digit student identification number.
   b) detailed reason(s) for the appeal.
   c) specific semester and course(s) for which the refund is requested.

4. Supply supporting documentation on letterhead or via university email:
   a) from Dean, Department Chair, counselor or instructor.
   b) letter from physician of inability to attend.
   c) other documentation necessary, i.e. employer, police report, etc.
   d) from Professor(s) confirming non-attendance.

Please note that financial aid MAY be removed from account status if an appeal is granted. These candidates should ***consult the Office of Student Financial Aid Services for counseling before withdrawing and appealing.***

CHECK ACCEPTANCE PRIVILEGE APPEALS

The privilege of using personal checks with cashiers or the Office of the Bursar is denied when two or more nonnegotiable checks have been returned by the bank or may be denied for a history of bad credit. One year after the denial of the privilege or after payment for the nonnegotiable check and its fees, whichever is more recent; an appeal may be filed. A favorable decision will be a probationary privilege, which may be revoked upon receipt of another nonnegotiable check. Requests for probationary check-writing privileges must be made in writing and received at least 30 days before registration, whenever possible.

DEFERRED INSTALLMENT PLAN APPEALS
(Personal Deferment Option)

This privilege may be denied when a late payment has been received on the personal deferment balance or when an account has shown a history of bad credit. One year after the privilege has been revoked or after payment of delinquent fees, whichever is more recent, creating a new favorable credit history, an appeal may be filed. Requests for reinstatement of personal deferments must be made in writing and received at least 30 days before registration, whenever possible.

Fees and Charges

For the current fees and charges please visit the IUPUI Bursar website: www.bursar.iupui.edu click on the button on the left side of the page listed as Fees 05–06.

The following fees are those required of all students and approved by the Trustees of Indiana University. They are subject to change without notice by action of the Trustees. These fees are detailed on the Account Billing Statement and are refundable on the same schedule as course fees upon withdrawal from campus, unless otherwise noted.

CREDIT HOUR FEE RATES

The rates shown in this schedule have been approved for the 2005-2006 academic year.

CLASSIFICATION	INDIANA RESIDENTS	NON-RESIDENTS
Undergraduate (New Student)	$187.50 per cr. hr.	$531.75 per cr. hr.
Undergraduate (Continuing)	$158.40 per cr. hr.	$502.10 per cr. hr.
Graduate (other)	$214.95 per cr. hr.	$620.40 per cr. hr.
Business (graduate MBA)	$421.35 per cr. hr.	$858.90 per cr. hr.
Business (graduate MPA)	$349.60 per cr. hr.	$712.70 per cr. hr.
Engineering (graduate)	$247.00 per cr. hr.	$706.35 per cr. hr.
Law	$375.75 per cr. hr.	$830.40 per cr. hr.
SLIS (Library Info Science)	$255.85 per cr. hr.	$745.30 per cr. hr.
Nursing	$250.30 per cr. hr.	$756.95 per cr. hr.
Public Health (graduate)	$297.55 per cr. hr.	$722.20 per cr. hr.
Social Work (graduate)	$226.00 per cr. hr.	$620.40 per cr. hr.
SPEA	$239.15 per cr. hr.	$662.40 per cr. hr.
Audited courses	Equal to cr. hr. rate	Equal to cr. hr. rate
School of Dentistry	$18,207.00/annual rate	$42,770.90/annual rate
School of Medicine	$20,864.10/annual rate	$40,549.20/annual rate
Advance College Program	$86.65 per cr. hr.	

*Assessments will be charged, based upon student class standing, program, and plan.

COURSE RELATED FEES

There are many course related fees that may be assessed in addition to credit hour fee rates. For a full listing please visit the Bursar web site www.bursar.iupui.edu click Fees 05-06 or http://mpc.adaf.iupui.edu/public/masterfeelists0506/courserelated.asp. The first page that opens will be the course related fees. You may go to the full listing by clicking on those words either at the top or the bottom of the page.

Types of course related fees that may be assessed in addition to the credit hour fee rate are as follows (fees subject to change by Board of Trustee action):

Advanced Research		$100.00 per course
Applied Music		$213.75
Field Experience		$44.35
First Aid		$18.50
Lab fees	between	$11.80 – 350.00
Math Assistance Center fee	between	$21.30 – 47.25
Practicum	between	$36.40 – 88.90
Program fees	between	$18.57 – 223.50
Research Service fee	betwen	$54.10 – 100.00
Scuba		$33.00
Student Teaching		$198.00

MANDATORY FEES
STUDENT TECHNOLOGY FEE RATES — Mandatory

Student technology fee income is used to fund technology resources that are directly accessible to students, and of which students are the primary beneficiaries. Resources are interpreted to include not only technological equipment, but also personnel to support student use of, and access to, the equipment. Guidelines for the allocation of Student Technology Fee funds by academic units require student participation in the planning process. Technology fees are based on your class standing as determined by your academic unit at the time the fees are assessed. The IUPUI semester technology fee schedules are as follows:

UNDERGRADUATE

Term	Hours	Rate
Spring Term	3 credit hours or less	$59.00
* subject to change	3.1 to 6 credit hours	$118.10
	6.1 credit hours or more	$177.10

GRADUATE / PROFESSIONAL

Term	Hours	Rate
Spring Term	3 credit hours or less	$52.80
* subject to change	3.1 to 6 credit hours	$91.20
	6.1 credit hours or more	$186.90

STUDENT ACTIVITY FEE — Mandatory
Spring Term

Hours	Rate
.5 to 5.5 credit hours	$45.59
6 to 8.5 credit hours	$62.26
9 to 11.5 credit hours	$80.67
12 or more credit hours	$85.94

This mandatory fee is assessed to all students enrolled in credit courses held on campus.

This fee is allocated to student organizations, school councils, *The Sagamore*, and other areas to support student services and activities in order to keep direct student costs to a minimum.

ATHLETIC DEVELOPMENT FEE — Mandatory

$34.10 per semester

This mandatory fee is assessed to all students enrolling in credit courses held on campus.

It is not assessed during the summer session enrollment periods.

LATE SCHEDULE CHANGE FEE

(Transaction Fee) $21.00 per course
(Nonrefundable)

After the close of the 100% refund period, late program change fees are assessed on course changes.

LATE REGISTRATION FEE

Graduated scale
(Nonrefundable)

Late registration fees are assessed on all enrollments starting the first day of classes. The fee is graduated on the following scale.

Spring Term (*subject to change)

1st week of classes	$45.00
2nd week of classes	$68.00
3rd week of classes	$88.00
4th week of classes and thereafter	$100.00

NEW STUDENT ENROLLMENT FEE $81.20

(Nonrefundable)

This non-refundable, mandatory fee of $81.20 is charged to all new and transfer students who are beginning their first degree-seeking semester at IUPUI. This fee will be assessed on the bursar bill and is not dependent on participation in the orientation program.

PROGRAM RELATED FEES

Department/Course		FEE
BUS (School of Business)		
Career Services Fee		**$74.25**
MBA Program Fee		**$300.00**
DAED (Dental Auxiliary Education)		
Instrument purchase	Fall Semester Only	**$9.90**
Instrument rental	Per Semester	**$228.00**
DHYG (Dental Hygiene)		
Instrument Purchase – 1st Year	Fall Semester Only	**$231.72**
Instrument Purchase – 2nd Year	Fall Semester Only	**$199.50**
Instrument Rental	Per Semester	**$250.00**
DDS (School of Dentistry)		
Instrument Purchase – 1st Year	Per Semester	**$2282.41**
Instrument Purchase – 2nd Year	Per Semester	**$2786.24**
Dental Instrument Purchase – 3rd Year	Per Semester	**$196.50**
Instrument Rental	Per Semester	**$1300.00**
LAW (School of Law)		
Facilities Fee	11.5 credit hours or less	**$164.15**
	more than 12 credit hours	**$248.05**
MED (School of Medicine)		
Microscope Rental – 1st & 2nd Year	Per Semester	**$67.50**
Health Insurance	Per Semester	**$1,069.50**

Optional Fees

Students may request the following fees during registration. Requests for optional fee refunds must be obtained from the issuing department.

LOCKER RENTAL FEE

(HPER) $16.50 per semester

This entitles a student to the use of a locker in the Physical Education building. Locker rental space may be available on a first-come, first-served basis after open registration for those not enrolled in a physical education course through the School of Physical Education, Department of Intramural and Recreational Sports. After registration, the fee must be paid at the School of Physical Education.

RECREATIONAL FEE

Spring Term

(HPER) $20.00

For student use of the recreational facilities, according to the schedule arranged and posted by the School of Physical Education, Department of Intramural and Recreational Sports. If selected after registration, the fee must be paid at the School of Physical Education.

HOUSING CHARGES

Room and board charges may be included on the Student Bill/Account Statement. Financial aid recipients must pay any balance after application of their aid. Apartment rental charges are due and payable by the first of each month. The Housing Department will assess penalty charges according to the contractual terms. Dormitory and apartment rental charges may not be deferred and must be paid in full. Contact the Housing Department at 274-7200 for more information.

PARKING DECAL FEES

(PARKING SERVICES)

Parking decals and options are offered via the web: www.parking.iupui.edu.

SPECIAL CREDIT FEES

All special credit forms need to go to the Office of the Registrar for processing. If a charge is connected to the transaction you will be billed.

Credit hours are determined by issuing department.

If the credit is awarded as the result of an examination and the application is:

1. processed within the first three semesters following matriculation, there is no charge.
2. for a first semester transfer student, there is a $20.00 per credit hour charge.
3. neither of the above, the standard credit hour resident or nonresident rate will be assessed.

If the credit is awarded as a result of credentials or experience, the fee will be assessed at the rate of $20.00 per credit hour not to exceed $100.00 per course.

Special Credit forms expire six months from the date of issue. If no date is showing, the student would need to return the form to the issuing department before processing by the university cashiers.

AUDIT FEES

Equal to ALL quoted credit hour rates

To audit a course for record, an audit form from your school or division must be presented to the Office of the Registrar. Audited courses receive no grades or credits. If a course is changed from credit to audit after the first week of classes, a late program change fee will be assessed.

Payment Options and Information

METHODS OF PAYMENT

Commonly accepted payment methods are credit card, check, money order and cash. Because paying in person may involve waiting in line you are encouraged to pay via the web or postal mail.

Web payments are done via QuikPAY and can be by credit card (Visa, MasterCard, or Novus/Discover) or from your checking or savings account. You or your authorized payer may access QuikPAY from the bursar website: www.bursar.iupui.edu and click on the QuikPAY button on the left side of the page.

Checks may be sent by postal mail either in the envelope provided with your billing statement or sent to: Office of the Bursar, P.O. Box 6020, Indianapolis, IN 46206-6020. Mailing your payment at least five business days before the due date will help ensure receipt of payment by the due date. Please be aware that nonpayment of your bill may jeopardize university services, so arrange for payment on your account early.

Cash or Traveler's Check Payments

1. All payments must be United States currency.
2. Do not place cash in the bursar drop box as it must be accepted by a cashier with a receipt returned acknowledging the transaction.
3. Do not place signed traveler's checks in the bursar drop box, as they must be negotiated through a cashier with a receipt returned, acknowledging the transaction..
4. Traveler's check payments must be in United States dollars and drawn on a United States bank.
5. If payment is made by check, any resulting or future credit balance will be refunded after 14 days.

Check or Money Order Payments

1. Electronic check presentment via the web is preferred. You may access QuikPAY from our webpage: www.bursar.iupui.edu.
2. Checks or money orders must be payable to IUPUI.
3. Checks or money orders must be payable in United States dollars and drawn on a United States bank.
4. Postdated checks are not accepted.
5. Counter checks may not be accepted.
6. Two-party checks (i.e. checks made payable to an individual, company, or institution other than IUPUI) are not accepted.
7. Any personal checks may be returned if the account indicates to send Guaranteed Funds as described in the Bursar Terminology section.
8. For other information regarding check payments, see also: No Checks Accepted as defined on Student Bill/Account Statement; Check Acceptance Privilege; Stop Payment; Returned Checks.

CREDIT CARD PAYMENTS

You may pay by credit card using Novus/Discover; Visa, or MasterCard by going to our website: www.bursar.iupui.edu and clicking on QuikPAY. You may also set up authorized payers to pay on this site.

MAIL-IN PAYMENTS

** Do not mail cash **

Our bank processes mailed payments. DO NOT write notes on the payment stub or enclose correspondence with your remittance. Address change information should be directed to the Office of the Registrar, CA 133, 425 University BLVD., Indianapolis, IN 46202.

All other correspondence, should be directed to the Office of the Bursar, PO Box 6020, Indianapolis, IN 46206-6020.

Special handled mail (for example FedEx) can be delivered to: Office of the Bursar, 425 University Blvd., CA 147, Indianapolis, IN 46202-5142.

Students who register during Priority Registration may pay fees by mail with:

1. Check or money order for United States dollars, drawn on a United States bank, and made payable to IUPUI. The canceled check will be payment receipt.
2. Installment plan (personal deferment). See below for more information.
3. Sponsor authorizations. For more information, read the Sponsored Student section.

Any personal checks may be returned if the account indicates to send Guaranteed Funds. Students with address change information may refer to the Student Address section.

INSTALLMENT PLAN
(Two- or Three-payment plan)

(Personal Deferment Option)   Non-refundable service charge.

Students who register during the priority registration period may pay the minimum payment amount as indicated on the Account Statement, if they are eligible for the Deferred Installment Plan. This amount includes 100% of prior-term charges, if any; 100% of campus housing charges, if any; 100% of any optional selections; 40% of credit hour, course related and mandatory fees; and the personal deferment service charge. Denial of subsequent plans may occur when the second or third payment is received after the deferment balance due date.

1. The minimum payment will be calculated and listed on the initial semester billing. Students who have enrolled on more than one campus should pay each campus.
2. If you make schedule adjustments prior to the due date, the minimum amount must be recalculated if you wish to use this option. Please email: Bursar@iupui.edu to request recalculation of the minimum.
3. The second bill of the term will include the minumum payment for eligible students who register, add or have already made a first installment payment. A deferment service charge (about one half, the installment service charge) will be added to the student account.
4. A payment received that is equal to or greater than the required minimum and less than the total amount due, will be treated as an installment payment. The service charge will be applied to the account.
5. Financial aid credits, fee remissions, sponsor authorizations, etc., may not be used for personal deferment down payments.

SPONSORED STUDENTS

Sponsored students are those for whom an agency outside the university is paying student fees. This usually is an employer but includes government agencies, Vocational Rehabilitation, Military branches, foreign governments, and others. Mail authorizations at least 5 days prior to due date to: Office of the Bursar, PO Box 6020, Indianapolis, IN 46206-6020. Authorizations may be placed in the drop box at least two (2) days prior to the due date. A fax may also be used for submitting an authorization by dialing (317) 278-1579.

The authorization must, at a minimum, reference the student's name, identification number, and state the amount and type of fees the sponsor intends to pay, ie, course fees, lab fees or other mandatory fees associated with the course such as the technology and activity fee. The authorization must include the effective period for the authorization and be on official letterhead or billing form of the sponsor. A revised account statement will be provided to students presenting authorizations in person.

1. Authorizations maintained in the Office of the Bursar will be applied to the student account. Payment of fees cannot be conditional upon: grades, completion of courses, or employment status. The billing authorization must include a complete mailing address and a telephone number of a contact person. Automatic authorization application changes must be made in writing.

2. Sponsoring agencies are not routinely billed for library charges, returned checks, parking decals or tickets, ID cards, recreation fees, locker fees, late chrges, etc. Students may be responsible for these fees.

3. Sponsor payments on your account could affect your aid package, if you are a financial aid recipient.

4. When the sponsored student chooses not to attend IUPUI, enrollment must be terminated by written request to the IUPUI Office of the Registrar. Fee payments not paid by the sponsor per the terms stated on our sponsor billing may become the student's responsibility. If the student has applied for financial aid, it is the student's responsibility to notify the Office of Student Financial Aid Services of any sponsorship for which they may be eligible. Failure to remit payment in a timely manner could result in the Bursar Office not accepting future authorizations from a sponsor.

5. Fee payments not paid by the sponsor within 30 days of the billing date become the student's responsibility.

Financial Aid Recipient Information

Financial aid recipients are considered those students who have their tuition obligations reduced by the following:

1. Grants: SSACI, Pell, Lilly, etc.

2. Scholarships

3. Monies borrowed from banking institutions

4. Monies borrowed through the University: Perkins, NDSL, Federal Nursing, Health Professional, etc.

5. University fee courtesy for full-time employees

6. University departmental fee remissions.

When you register, all processed financial aid will be indicated on your Student Bill/Account Statement as anticipated aid.

1. Financial aid recipients whose aid is not posted on their statement must verify aid status at the Office of Student Financial Aid Services.

2. Any aid awarded by the Office of Student Financial Aid Services must be confirmed before the due date.

3. For a revised Account Statement, please check your account via OneStart.

FINANCIAL AID DISBURSEMENT

When financial aid awards are greater than the amount of fees due, refund checks may be generated. Direct Deposit or refund checks are available to eligible recipients by the first day of classes each semester. See the Bursar Calendar for specific semester dates. Federal regulations state that:

> Title IV grant and loan monies may not be used for non-educational purposes (including but not limited to: parking decals, recreation and locker fees, parking and library fines, etc.) without a signed Student Letter of Authorization on file. The letter is valid for the student's entire career at the institution where it is filed. Those students who are eligible for federal aid will receive mailings detailing and including authorization letters and cancellation policies.

Bank loans and University loans must be paid back, both principal and accrued interest, by the student or parent as defined in the terms related to the loan type.

Any account charges that remain unpaid after all aid has been applied or award(s) canceled become the responsibility of the student.

SCHOLARSHIP CHECKS PAYABLE TO THE STUDENT

Because the IUPUI Office of Student Scholarships is responsible for proper administration of student scholarships, it must acknowledge all scholarships. If scholarship checks are sent directly to an IUPUI student, they must be presented and processed through Office of Student Scholarships, in Cavanaugh Hall, 425 University Blvd., Indianapolis, IN 46202-5143. Do not use the familiar bursar return envelope as that will slow the processing of your important financial aid. Contact the Office of Student Scholarships for additional information and instructions at 317-274-3720.

UNIVERSITY LOANS

The Office of Student Financial Aid Services awards Perkins Loans, National Direct Student Loans (NDSL), Federal Nursing Loans, Health Professions Loans, or other University loans. Promissory notes are created by Student Loan Administration (SLA) and are audited for student enrollment eligibility verification, and mailing to the borrower. The original loan note and any enclosed documents must be signed by the student and returned to SLA in the envelope provided. When SLA receives the signed promissory note, it is recorded on the student account and the appropriate credit is posted. An unsigned loan note is not a valid credit and may jeopardize university services.

DEPARTMENTAL FEE REMISSIONS

All IUPUI departments may submit award notifications to the Office of the Bursar for processing. An award from another campus for IUPUI courses must be posted by the IUPUI Office of the Bursar. The student must:

1. Verify the award is on the Account Statement before the due date.

2. Pay any remaining balance after application of the award. Nonpayment of fees may jeopardize university services.

FEE COURTESY POLICY

Employee Fee Courtesy Policy

By the end of the first week of classes for the semester or first summer session, the employee must be one of the following:

- An employee on full-time paid appointment at IU (100% FTE);

- A former employee with retiree status;

- An employee receiving long-term disability benefits.

Dependent Child Fee Courtesy

On the first day of the session, the recipient of Dependent Child Fee Courtesy:

- 1) must be a dependent child or step-child of an eligible employee, a child or step-child of a registered domestic partner or a child whose legal guardian is an eligible employee or employee's spouse, 2) must be under 24 years of age, and 3) must be unmarried.
- A dependent child of a deceased employee who was eligible at the time of death, and on the first day of the session meets the conditions above.

Spouse Fee Courtesy

On the first day of the session, the recipient of Spouse/Registered Domestic Partner Fee Courtesy:

- must be a legal spouse/registered domestic partner or a spouse/registered domestic partner of a deceased employee who was previously eligible.

Questions regarding IU employment eligibility should be directed to your campus Human Resources office. Also see HRA website for dates, forms etc.

www.hra.iupui.edu

Schedule Adjustments

ADDING COURSES

Charges resulting from adding a course will appear on your Student Bill/Account Statement. These charges must be paid by the due date listed. Failure to make payment may jeopardize university services.

DROPPING COURSES

To receive financial credit for a dropped course, the schedule adjustment form must be received in the IUPUI Office of the Registrar for processing during a refund period. For refund information, refer to Refund Schedule.

1. Verify the correct course has been dropped.

2. Any credits for dropped courses will be applied to the account.

3. Refund amounts are determined by the date the drop activity is processed by the IUPUI Office of the Registrar.

DROP/ADD/EVEN EXCHANGES

Refunds and Course Exchanges — See Refund Schedule

After the 100% refund period there are no even exchanges. If you drop a course the corresponding credit will be applied to your account and the full price of the added course will also be applied to your account.

There will be a late schedule adjustment charge for each change.

VOLUNTARY WITHDRAWAL FROM SCHOOL

1. Please refer to the procedures listed on the Registrar's website at: registrar.iupui.edu or under the registration header in the front of the Schedule of Classes.

2. If you decide you do not wish to attend school, you MUST pursue a total withdrawal by notifying the Office of the Registrar.

Check and Account Information

REFUND CHECKS

The Office of the Bursar conducts all of its business directly with the student. Just as monthly charges are listed in the student's name, so are any course withdrawals that might produce a refund. Therefore, refunds are drawn in the name of the student. Refunds will not be generated on the day a class is dropped. Financial aid recipients may be required to wait an additional length of time for an extra screening by the Office of Student Financial Aid Services. If your refund is not received within 35 days from the date the drop was made, please contact the Office of the Bursar, bursar@iupui.edu.

DIRECT DEPOSIT

Direct Deposit is a service which allows eligible students to have refunds deposited into their personal checking accounts.

Eligible students are those who have credit on their bursar accounts resulting from:

- dropped classes
- bank loans
- financial aid
- other refundable credits.

and whose bank participates in Direct Deposit.

Advantages of Direct Deposit:

- Funds will be deposited into checking account at earliest opportunity.
- Funds won't be delayed or lost in the mail.

Sign up for Direct Deposit at www.onestart.iu.edu. Each time you enroll be certain that your bank information is correct.

REFUND SCHEDULE

Refund credits are determined by the date the drop activity is processed by the IUPUI Office of the Registrar. Refunds are based on the following schedule:

Courses scheduled 9-16 weeks in length

For withdrawal during:	Refund
1st week of classes	100% of course fees
2nd week of classes	75% of course fees
3rd week of classes	50% of course fees
4th week of classes	25% of course fees
5th week of classes and thereafter	No Refund

Courses scheduled 5-8 weeks in length

For withdrawal during:	Refund
1st week of class	100% of course fees
2nd week of class	50% of course fees
3rd week of class and thereafter	No Refund

Courses scheduled 2-4 weeks in length

For withdrawal during:	Refund
1st and 2nd day of class	100% of course fees
3rd and 4th day of class	50% of course fees
5th day of class and thereafter	No Refund

Courses scheduled for 1 week or less

For withdrawal during:	Refund
1st day of class	100% of course fees
2nd day of class	50% of course fees
3rd day of class and thereafter	No Refund

DELINQUENT ACCOUNTS

IUPUI Charges A Late Fee On Past Due Bursar Accounts.

University policy requires timely payment for all charges owed to Indiana University, including but not limited to, tuition and fees, library and parking fines. Failure to make payments on time will subject you to an additional charge of $13.25, which is subject to change without notice.. Timely payment of your account with approved financial aid, personal check (unless restricted), credit card or cash will ensure that you avoid the late fee assessment and keep your account in good standing.

In addition to monthly late fees the University reserves the right to restrict services, terminate enrollments, contract for outside collections, and pursue legal action in the collection of any past due debt.

STOP PAYMENT ON CHECKS

A stop payment order issued through your bank does not constitute official withdrawal. See the section entitled Dropping Courses to withdraw from classes. A service charge will be assessed and is nonrefundable on all stop payment orders. See Returned Checks, below, for service charge information.

RETURNED CHECKS

Upon the return by the bank of any nonnegotiable check, your account will be assessed a nonrefundable service charge. Nonnegotiable checks for fees may cause termination of enrollment in addition to the service charge. The current service charge is $20.00 per check or 5% of the face value of the check (whichever is greater). The return by the bank of two or more nonnegotiable checks will jeopardize check-cashing privileges and your credit standing with Indiana University.

NONNEGOTIABLE CREDIT CARD

Upon the return by the bank of any nonnegotiable credit card, your account will be assessed a nonrefundable service charge. Nonnegotiable charges for fees may cause termination of enrollment in addition to the service charge. The current service charge is $20.00 or 5% of the nonnegotiable charge (whichever is greater). Your credit standing with Indiana University may be in jeopardy and monthly late fees may be assessed. Also, refer to the delinquent accounts section.

First Semester (Fall)	Day	2005	2007	2009	2011	2013
Classes Begin	W	Aug. 24	Aug. 22	Aug. 26	Aug. 24	Aug. 21
Labor Day (no classes)	M	Sept. 5	Sept. 3	Sept. 7	Sept. 5	Sept. 2
Thanksgiving Recess Begins	W	Nov. 23	Nov. 21	Nov. 25	Nov. 23	Nov. 27
Classes Resume	M	Nov. 28	Nov. 26	Nov. 30	Nov. 28	Dec. 2
Last Day of Classes	M	Dec. 12	Dec. 10	Dec. 14	Dec. 12	Dec. 9
Finals Begin	T	Dec. 13	Dec. 11	Dec. 15	Dec. 13	Dec. 10
Finals End	M	Dec. 19	Dec. 17	Dec. 21	Dec. 19	Dec. 16

Second Semester (Spring)	Day	2006	2008	2010	2012	2014
Classes Begin	M	Jan. 9	Jan. 7	Jan. 11	Jan. 9	Jan. 11
Martin Luther King, Jr. (no classes)	M	Jan. 16	Jan. 21	Jan. 18	Jan. 16	Jan. 20
Spring Recess Begins	M	Mar. 13	Mar. 10	Mar. 15	Mar. 12	Mar. 17
Classes Resume	M	Mar. 20	Mar. 17	Mar. 22	Mar. 19	Mar. 24
Last Day of Classes	M	May 1	Apr. 28	May 3	Apr. 30	May 5
Finals Begin	T	May 2	Apr. 29	May 4	May 1	May 3
Finals End	N	May 7	May 4	May 9	May 6	May 9
Commencement	N	May 14	May 11	May 16	May 13	May 11

First Summer Session	Day	2006	2008	2010	2012	2014
Classes Begin	W	May 10	May 7	May 12	May 9	May 14
Memorial Day (no classes)	M	May 29	May 26	May 31	May 28	May 26
Classes End	W	June 21	June 18	June 23	June 20	June 25

Second Summer Session	Day	2006	2008	2010	2012	2014
Classes Begin	M	June 26	June 23	June 28	June 25	June 30
Independence Day (no classes)		July 4 (T)	July 4 (F)	July 5 (M)	July 4	July 4
Classes End	M	Aug. 7	Aug. 4	Aug. 9	Aug. 6	Aug. 11

First Semester (Fall)	Day	2006	2008	2010	2012	2014
Classes Begin	W	Aug. 23	Aug. 20	Aug. 25	Aug. 22	Aug. 20
Labor Day (no classes)	M	Sept. 4	Sept. 1	Sept. 6	Sept. 3	Sept. 1
Thanksgiving Recess Begins	W	Nov. 22	Nov. 26	Nov. 24	Nov. 21	Nov. 26
Classes Resume	M	Nov. 27	Dec. 1	Nov. 29	Nov. 26	Dec. 1
Last Day of Classes	M	Dec. 11	Dec. 8	Dec. 13	Dec. 10	Dec. 8
Finals Begin	T	Dec. 12	Dec. 9	Dec. 14	Dec. 11	Dec. 9
Finals End	M	Dec. 18	Dec. 15	Dec. 20	Dec. 17	Dec. 15

Second Semester (Spring)	Day	2007	2009	2011	2013	2015
Classes Begin	M	Jan. 8	Jan. 12	Jan. 10	Jan. 7	Jan. 12
Martin Luther King, Jr. (no classes)	M	Jan. 15	Jan. 19	Jan. 17	Jan. 21	Jan. 19
Spring Recess Begins	M	Mar. 12	Mar. 16	Mar. 14	Mar. 11	Mar. 16
Classes Resume	M	Mar. 19	Mar. 23	Mar. 21	Mar. 18	Mar. 23
Last Day of Classes	M	Apr. 30	May 4	May 2	Apr. 29	May 4
Finals Begin	T	May 1	May 5	May 3	Apr. 30	May 5
Finals End	N	May 6	May 10	May 8	May 5	May 10
Commencement	N	May 13	May 17	May 15	May 12	May 17

First Summer Session	Day	2007	2009	2011	2013	2015
Classes Begin	W	May 9	May 13	May 11	May 8	May 13
Memorial Day (no classes)	M	May 28	May 25	May 30	May 27	May 25
Classes End	W	June 20	June 24	June 22	June 19	June 24

Second Summer Session	Day	2007	2009	2011	2013	2015
Classes Begin	M	June 25	June 29	June 27	June 24	June 29
Independence Day (no classes)		July 4 (W)	July 3 (F)	July 4 (M)	July 4	Jul. 4 (T)
Classes End	M	Aug. 6	Aug. 10	Aug. 8	Aug. 5	Aug. 10

Options

IUPUI Offers Over 240 degree Programs.— Indiana University and Purdue University Degrees

Academic Units at IUPUI

Herron School of Art & Design
Kelley School of Business
Continuing Studies
Denistry
Education
Engineering and Technology
Graduate Programs
Health and Rehabilatation Sciences

Informatics/New media
Journalism
Labor Studies
Law
Liberal Arts
Library and Informational Sciences
Medicine
Music

Nursing
Physical Education and Tourism Management
Public and Environmental Affairs
Science
Social Work
University College

For complete information, please call 317-274-4591 or reach us on the web at: www.iupui.edu

IUPUI
INDIANA UNIVERSITY–PURDUE UNIVERSITY INDIANAPOLIS

425 University Boulevard
Indianapolis, IN 46202-5144