

WHERE TO GO FOR WHAT

Student Resources at Ivy Tech Community College's Warsaw Campus

 askwarsaw@ivytech.edu

 574-267-5428

 IvyTech.edu/help

The Enrollment Passport: Your Guide to Getting Started!

ENROLLMENT CENTER

EVERYTHING STARTS HERE!

New students: Schedule an appointment at link.ivytech.edu/CampusChat

Continuing students: Email askwarsaw@ivytech.edu

Apply to Ivy Tech

Student ID/C#, Ivy Tech email, FYIvy, orientation, MyIvy account

Set-up Knowledge Assessment (KA) account if applicable

Financial aid, Free Application for Federal Student Aid (FAFSA)

Transcripts

Proof of enrollment

Apply to graduate

Pay your bill or get answers to billing questions



IVY TECH
COMMUNITY COLLEGE

WHERE TO GO & WHAT TO KNOW

WHERE TO GO:

ACADEMIC ADVISING CENTER (Warsaw)

Warsaw Campus, (574) 267-5428, ext. 0
The office on campus where students register for classes, create academic plans, find PIN#, and meet with 21st Century Scholar specialists.

ADMISSIONS and ENROLLMENT: (Warsaw)

Tony Booker (574) 267-5428 ext. 7203
abooker46@ivytech.edu
People not yet enrolled can learn more in-depth information about Ivy Tech and schedule campus visits.

BOOKSTORE (Barnes & Noble):

(260) 480-4216; sm8312@bncollege.com
Students can purchase books, supplies, and Ivy Tech branded materials.

BURSAR (Warsaw):

Chris Prater, (574) 267-5428, ext. 7219
r2-warsaw-bursar@ivytech.edu
The office on campus that takes payments.

CAREER LINK (Fort Wayne):

Harshman Hall, HM1240, (260) 481-2282
fortwayne-careerdevelopment@ivytech.edu
Career exploration, coaching and planning through a variety of assessments and tools. Professional document preparation that includes resume, cover letters, LinkedIn profile and portfolio. Connection with internships and employment opportunities.

DISABILITY SUPPORT SERVICES (Fort Wayne):

Harshman Hall, HM1708/1710, (260) 480-4110
wnichols3@ivytech.edu
This office provides support and accommodations for a documented disability.

DUAL CREDIT (Warsaw):

Sara Langhorn, (574) 267-5428 ext. 7202
slanghorn1@ivytech.edu
Dual Credit is free to the student and taught at their local high school or career center by a credentialed high school instructor.

EDUCATIONAL TECHNOLOGY:

Receive technology help and learn to navigate IvyLearn.

FINANCIAL AID (WARSAW):

(574) 267-5428
warsaw-finaid@ivytech.edu
Get help with paying for college through financial aid, FAFSA, scholarships, and more.

IVY CARES:

Harshman Hall, HM1102, (260) 480-2035
fortwayne-ivycare@ivytech.edu
Get help with emergency funds, transportation, and food insecurity.

IVY WORKS:

klennart@ivytech.edu
Student support program for anyone who qualifies for SNAP benefits.

LIBRARY (Warsaw):

Miller Hall, Room 250, (574) 267-5428, ext. 7253
Students can check out library books and access online databases along with streaming videos. One-on-one librarian assistance for research and questions and access to computers and printers is available. Access free food and supplies from the Basics Bank

STUDENT LIFE (Warsaw):

Miller Hall, Room 242, (574) 267-5428, ext. 7145
warsaw-studentlife@ivytech.edu
Join student clubs and organizations and find out what's happening on campus. Visit the Student Life Center in room 242.

TRIO STUDENT SUPPORT SERVICES

(Fort Wayne):
Harshman Hall, HM1656, (260) 782-4777
trio@ivytech.edu

First-generation, low-income, or students with disabilities can receive additional support services through this office. [Request information.](#)

TUTORING SERVICES: (FORT WAYNE)

Coliseum Campus, CC1770, (260) 480-4262
fortwaynetutoring@ivytech.edu
Receive tutoring online or in person. Located in the Library. Learn more at [fwtutoringservices.com](#)

WHAT TO KNOW:

3-PEAT (Petition to repeat class 3 times): A student must submit a form to the Vice Chancellor of Academic Affairs to request permission to request to take a class after two attempts.

AA: Associate of Arts

AAS: Associate of Applied Science (usually just two-year degree)

AS: Associate of Science (prepares for transfer to four-year college)

AGS: Associate of General Studies

ABBREVIATIONS - SL, HM, TC, CC, PS:

Abbreviations seen in front of room numbers on your class schedule for Ivy Tech Fort Wayne. They stand for Student Life Center (SL), Harshman Hall (HM), Technology Center (TC), Coliseum Campus (CC), and Public Safety Academy: Ivy Tech South Campus (PS).

ACADEMIC ADVISOR: A faculty member or professional advisor assigned to help you make an academic plan and register for classes.

ACADEMIC PROBATION: A warning to a student that their academic progress is unsatisfactory and that she or he must improve.

ACHIEVE YOUR DEGREE (AYD): A partnership between the College and businesses to offer employees a free or discounted community college education.

ACCREDITATION: An endorsement given to educational institutions or academic degree programs by an organization that reviews qualifications.

ARTICULATION AGREEMENT: An agreement between two institutions that allows credits from one institution to be accepted by the second institution.

ASSOCIATE DEGREE: A two-year degree from a college.

AUDIT: To attend a class without receiving academic credit or grade or taking required testing.

BACHELOR'S DEGREE: A four-year degree from a college, university, or professional school.

C#/STUDENT ID#: A unique number assigned by Ivy Tech to each individual student.

CRN: Course Registration Number

CT: Certificate

COLLEGE READINESS ASSESSMENT:

Students meet proficiency of academic standards for course prerequisites by either high school grade point average 2.6/4.0 scale, PSAT, SAT, ACT college entrance exams, OR through Knowledge Assessment (KA) in reading, writing, and math.

CO-REQUISITES: A class that must be taken with another specific class.

COMMENCEMENT: Graduation ceremony

COMPLETION RATE: The number of credit hours passed divided by the total number of credit hours attempted. A 67% completion rate needs to be maintained so students do not lose financial aid.

COURSE NUMBER: A number that classifies a course. You usually need this number in order to register for a class.

COST OF ATTENDANCE: An estimate of the total cost to attend as a full-time student. This estimate factors in tuition, books, travel, room and board.

CREDIT HOUR: Credit given for attending one lecture hour of class each week for 16 weeks or equivalent. Most college classes are three credit hours.

DEGREE PLAN: A specific list of required courses and electives to be completed for a degree.

DEPENDENT STUDENT: For Financial Aid purposes, a student who does not meet any of the criteria for an independent student.

DISTANCE EDUCATION: Allows a student to take a course or a degree online at the time and place most convenient for the student.

DIVERSITY, EQUITY, & BELONGING: At Ivy Tech, we commit to making it a safe environment for every individual and work towards a culture of Diversity, Equity, and Belonging.

DROP: Un-enrolling from a course prior to the deadline, which may result in some method of a refund to self-pay students.

DROP/ADD: Dropping or adding classes. Dropping a course may change one's status from full-time to part-time status and impact financial aid. Deadlines apply.

DUAL CREDIT: High school students enrolled in high school and free college courses for credit simultaneously, which leads to earlier college completion and/or transfer options.

DUAL ENROLLMENT (DE): Student, school, or scholarship pays tuition for high school students to take coursework with Ivy Tech faculty on-campus/virtual or online! DE – courses align to general education core transfer/program specific requirements where students have interest in earning an Ivy Tech credential.

EARLY COLLEGE: Focused high school dual credit in a degree program that allows students to earn high school and free college credit simultaneously. Student academic guidance is provided in their high school.

ELECTIVE: A course chosen from a specified list to meet a requirement, such as Statewide Elective, Transfer Cluster Elective, or Transfer General Education Core elective; alternatively, a course chosen due to student interest, which may not meet a requirement.

ESOL: English for speakers of other languages; refers to teaching or tutoring of English to non-native speakers who live in an English-speaking country where English is needed for daily communication and academic success.

FAFSA: Free Application for Federal Student Aid found at [studentaid.gov/h/apply-for-aid/fafsa](#).

FSA ID: Federal Student Aid identification, which consists of a username and password and can be used to login to certain Federal Student Aid websites, such as the FAFSA.

FEES: Course-related costs to attend college. Financial Aid: Money you receive for your college tuition or expenses that you may or may not have to pay back. Office is located in the Express Enrollment Center.

FINANCIAL AID: Money you receive for your college tuition or expenses that you may or may not have to pay back. Office is located in the Express Enrollment Center.

FULL-TIME STUDENT: A student who enrolls in at least 12 credit hours of courses per semester.

GENERAL EDUCATION: Classes including English, math, science, communication, social sciences, and other courses required to obtain an associate degree.

GPA: Grade-point average; the average of a student's class grades, generally based on a 4.0 scale. A minimum of a 2.0 is required to keep from losing financial aid.

GRANT (PELL): Financial assistance that does not require repayment, as long as the student has met attendance requirements.

HireIvy: Career Coaching & Employer Connections' (CCEC) online job and internship board.

HYBRID CLASS: A name used to describe a course using the traditional face-to-face delivery and other components of learning, such as online assignments, lectures, and activities.

INDEPENDENT STUDENT: For financial aid purposes, a student must be one of the following: at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, an orphan, a ward of the court, or someone with legal dependents other than a spouse, an emancipated minor or someone who is homeless or at risk of becoming homeless.

INTERNATIONAL STUDENTS: Students who are non-immigrant aliens allowed to enter the U.S. for a specific purpose and for a limited period of time. Learn more at [IvyTech.edu/international-students/](#).

INTERNSHIP: A job in a student's field of study; may be required in some academic programs and may include salary and college credit.

IVY ADVISING: How to connect with your Academic Advisor to ensure you are on track to complete your academic plan and program pathway at Ivy Tech Community College.

IvyLearn: Ivy Learn is Ivy Tech's online course content access portal for all learning modalities (F2F, online, and virtual).

IvyLife: The web and social media platform available for student government and student organizations.

IVY TECH ALERT: Emergency text alert system so students can find out first when there's an emergency on campus.

IVY TECH EMAIL ADDRESS:
Mylvy username + @ivytech.edu

LEARN ANYWHERE CLASSES: A class model where students may choose to meet virtually or in-person, depending on what works best for their needs.

LOANS: Financial assistance that must be repaid (often times with interest).

MAJOR: Your primary area of study. Your college major is the field you plan to get a job in after you graduate

MID-TERM: The halfway point in a semester or course.

Mylvy: The online system students use to register for classes and check things like email, grades, bills, financial aid status, college announcements, etc.

NEW STUDENT ORIENTATION: Get started with Ivy Tech on the right path and learn about all of the student success resources available to ensure your certification and degree completion goals stays on track!

NON-RESIDENT: A student who isn't an official resident of Indiana. Out-of-state tuition may apply.

ONLINE CLASSES: Courses taken online, with assignment deadlines but most online classes have no assigned meeting times. Most communication in class will happen via email and discussion boards. Different than virtual (see Virtual Classes).

PART-TIME STUDENT: A student who enrolls in 11 credit hours or less (this definition can vary based upon source of funding). In financial aid terms, three-quarter time is 9–11 credit hours per semester, part-time is 6–8 credit hours per semester, and less than part-time is 1–5 credit hours per semester.

PIN: A six-digit code you will use to register for classes. You must be in good academic standing with an updated academic plan for your PIN to be released.

PREREQUISITE: A course that must be taken prior to enrollment in another course.

REGISTRATION: Enrollment in classes.

RESIDENT: A student who lives in Indiana. Tuition is more expensive for non-residents.

SAP: Satisfactory Academic Progress --To remain in good standing and retain eligibility for financial aid, students must maintain a minimum grade point average (GPA) of 2.0, complete 67% of the courses

in which they enroll within a reasonable period of time. You can get specific information on every SAP status and its definition at: [IvyTech.edu/financial-aid](#)

SCHOLARSHIP: A form of financial aid you do not have to repay if all academic performance requirements are met. Students must apply for scholarships through [IvyTech.edu/scholarships](#)

SEMESTER: The length of time a class lasts. There are three semesters: Fall starts mid-August and ends mid-December. Spring starts mid-January and ends mid-May. Summer is eight weeks, from June to August.

STACKABLE CREDENTIALS: Some credentials are stackable allowing students to further their education by earning a technical certification, and/or an associate degree.

SYLLABUS: An outline of the subjects in a course of study or teaching.

TC (TECHNICAL CERTIFICATE): An Ivy Tech credential of approximately 30 credits offered by many programs of study.

TSAP (TRANSFER SINGLE ARTICULATION PATHWAYS): By completing a TSAP degree program, you will be eligible to transfer to a public four-year institution in the state of Indiana in junior status.

TERM: Portion of an academic year when classes are held. Ivy Tech has 8-week terms, 12-week terms, and 16-week terms.

THREE-QUARTER TIME: 9–11 credit hours

TRANSCRIPT: A student's official college record showing courses taken, grades received, class standing, and graduation information. Official transcripts may be obtained from the Bursar's office. Unofficial transcripts can be found on MyIvy.

TUITION: Costs for courses, not including certain fees.

TUTORING: (See Student Success Center)

UNDECLARED/UNDECIDED: A term used to describe the state of not yet having chosen a major field of study; the opposite of having declared a major.

VA STUDENT: A student who is attending college with veteran benefits, bills, or grants.

VIRTUAL CLASSES: A class held online with scheduled, face-to-face meetings held through Zoom or another online videoconferencing platform to provide a safe and flexible learning environment. Some courses may require students to return to campus to complete objectives that can't be accomplished virtually.

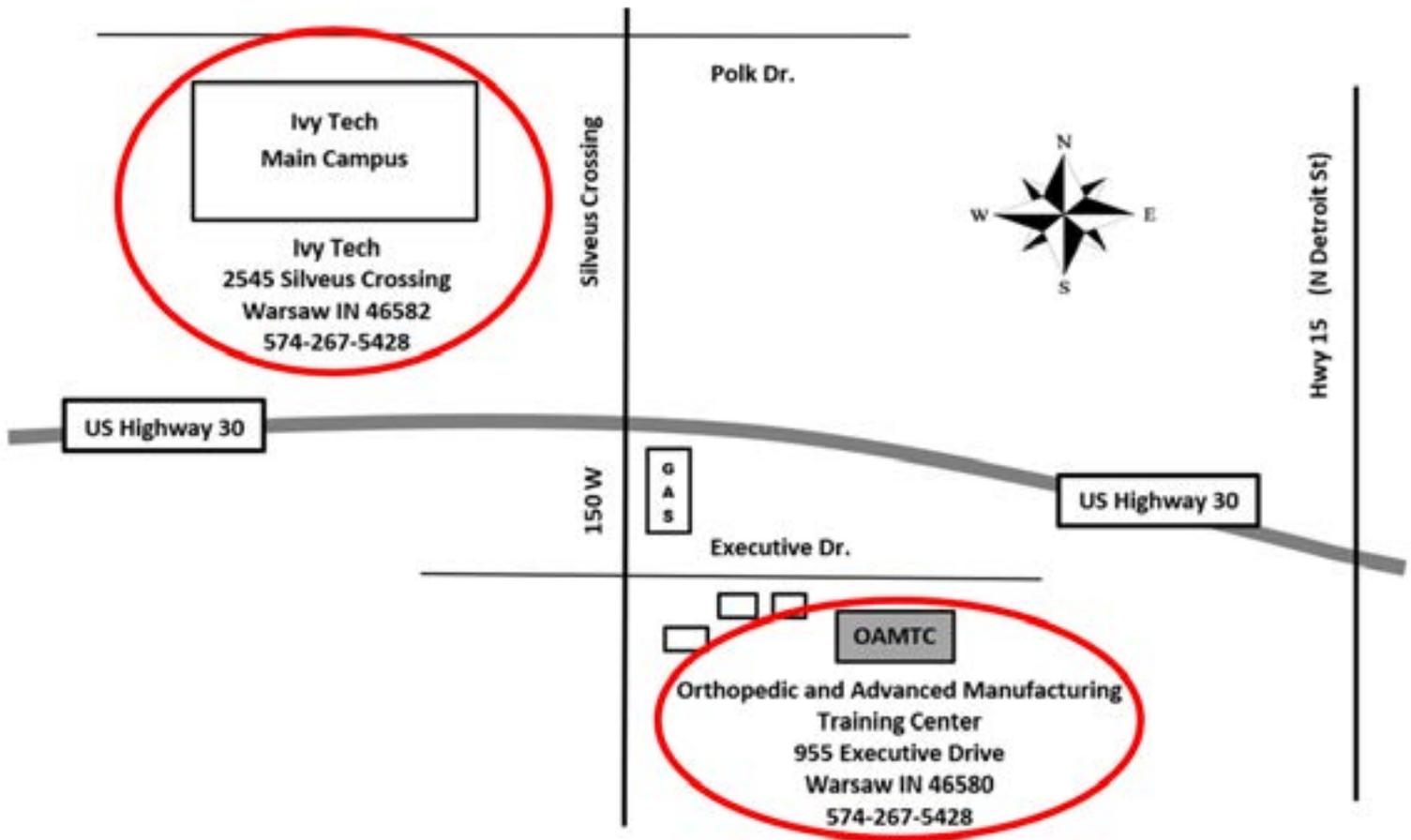
WEEKDAY ABBREVIATIONS:

M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday, S = Saturday

WITHDRAWAL: The period of time in which a student may withdraw from a course by filing a change of enrollment form through the Express Enrollment Center. Records indicate a "W" rather than a grade when the withdrawal process is completed. Withdrawal deadlines are located on the College Calendar. Work-study program: A federal financial aid program that allows students to work on campus.

WORK-STUDY PROGRAM: A federal financial aid program that allows students to work on campus.

Ivy Tech Community College Warsaw Miller Hall + OAMTC



OFFICIAL COLLEGE MAILING ADDRESS

Ivy Tech Community College
2545 Silveus Crossing
Warsaw, IN 46582

**Mail transcripts here*

CALL OR VISIT US ONLINE

(888) IVY-LINE, 7 a.m. to 1 a.m.
OR (260) 482-9171, 8 a.m. to 5 p.m.

IvyTech.edu/warsaw

LOCATIONS

WARSAW SITE [\(Click here for directions\)](#)

2545 Silveus Crossing, Warsaw, IN 46582
574-267-5428, IvyTech.edu/warsaw

ORTHOPEDIC AND ADVANCED MANUFACTURING TRAINING CENTER: [\(Click here for directions\)](#)

955 Executive Dr., Warsaw, IN 46580
574-267-5428, ext. 7450

COMMUNITY LOCATIONS are located throughout the 11-county service area.

Visit IvyTech.edu/fortwayne/locations for a complete list and directions.



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