# WHERE TO GO FOR WHAT

Student Resources at Ivy Tech Community College's Fort Wayne Campus

askfortwayne@ivytech.edu

260-482-9171

🛞 IvyTech.edu/help



# **EVERYTHING STARTS HERE!**

New students: Schedule an appointment at link.ivytech.edu/CampusChat Continuing students: Email askfortwayne@ivytech.edu

> Or Visit Us at: Student Life Center 3701 Dean Drive

Apply to Ivy Tech Student ID/C#, Ivy Tech email, orientation, MyIvy account Set-up Knowledge Assessment (KA) account if applicable Financial aid, Free Application for Federal Student Aid (FAFSA) Order Online Transcripts Proof of enrollment Apply to graduate Pay your bill or get answers to billing questions



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# ADMISSIONS:

# Student Life Center, SL101, (260) 480-4268

fortwayne-sasupport@ivytech.edu People not yet enrolled can learn more in-depth information about Ivy Tech and schedule campus visits

# ANTHONY COMMONS:

The commons area is located on the west end of Coliseum Campus that also houses Wrap'N'Roll Deli and Kelty's Kafe.

# **BOOKSTORE | BARNES & NOBLE COLLEGE:**

Harshman Hall, HM0235, (260) 480-4216 Students can purchase books, supplies, and Ivy Tech branded materials.

# **BLUE BAMBOO CAFE:**

Eatery at Student Life Center on the North Campus.

# **BURSAR:**

The office on campus that takes payments. Located in the Express Enrollment Center.

# **CAREER LINK:**

Harshman Hall, HM1240, (260) 480-4130 fortwayne-careerlink@ivytech.edu Career exploration, coaching and planning through a variety of assessments and tools. Professional document preparation that includes resume, coverletters, LinkedIn profile, and portfolio. Connection with internships and employment opportunities.

# **DISABILITY SUPPORT SERVICES:**

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

# DUAL CREDIT:

Coliseum Campus, CC1450, (260) 480-4294 Dual Credit is free to the student and taught at their local high school or career center by a credentialed high school instructor.

# DUAL ENROLLMENT:

Student Life Center, SL126, (260) 480-2018 Dual Enrollment is where high school or home school students attend class on Ivy Tech's campus, or online/virtually with Ivy Tech's affordable tuition rates. Scholarships are often available.

# EDUCATIONAL TECHNOLOGY (260) 480-2082

Students can receive technology assistance for coursework or learn how to navigate lvyLearn.

# ESOL OPEN LAB:

Harshman Hall, HM1734, (260) 481-2200 Free tutoring and workshops for actively enrolled, non-native English-speaking students.

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.

# FORT WAYNE MATH CENTER:

Harshman Hall, HM2460, (260) 482-9171 ext 4523 khuffman5@ivytech.edu Drop-in tutoring for all math classes and exam preparation.

# **IVYCARES:**

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

# IVY LEAGUE COACHING:

fortwayne-ivyleaguecoaching@ivytech.edu Student support for 3-Peat, SAP, and students who are on academic reinstatement.

# **KELTY'S KAFE:**

Bakery run by Hospitality Administration students at Coliseum Campus's Anthony Commons.

# LIBRARY:

Coliseum Campus, CC1770, (260) 480-4172 Research assistance and access to computers and printers. Students can borrow laptops for four weeks. Study rooms are available for quiet or group work. Check out books and use online databases. Grab free coffee & tea and enjoy comfortable seating.

# STUDENT LIFE:

Student Life Center, SL107, (260) 480-4135 fortwayne-studentlife@ivytech.edu Join student clubs and organizations and find out what's happening on campus.

# TITAN ACADEMIC ADVISING CENTER:

Harshman Hall, HM1015, (260) 480-4125 The office on campus where students register for classes, create academic plans, and meet with 21st Century Scholar specialists.

# TRIO STUDENT SUPPORT SERVICES: Harshman Hall, HM1656, (260) 480-4197

trio@ivvtech.edu First-generation, low-income, or students with disabilities can receive additional support services through this office.

TESTING SERVICES: HARSHMAN HALL, HM0126, (260) 480-2043 Testing is available for students for both academic testing and certifications. Virtual testing is also offered for academic testing.

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

# WRAP 'N' ROLL DELI

Eatery at Coliseum Campus Anthony Commons.

# THE WRITING CENTER:

Harshman Hall, HM1610, (260) 480-2060 fortwayne-writinglab@ivytech.edu Receive assistance with writing projects for lvy Tech courses.



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. They stand for Student Life Center (SL), Harshman Hall (HM), Technology Center (TC), and Coliseum Campus (CC).

ACADEMIC ADVISING: 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 lvy 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; alternately, 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.

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.

**Hirelvy:** 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

IVY TOWER PLAZA: The outdoor commons area between Harshman Hall and the Student Life Center.

**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 lvy 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 no assigned meeting times. 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.

**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 *lvyTech.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 *lvyTech.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 Mylvy.

TUITION: Costs for courses, not including certain fees.

TUTORING: (See Center for Academic Excellence)

**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. Different than online (see Online classes).

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.





# OFFICIAL COLLEGE MAILING ADDRESS

Ivy Tech Community College 3800 North Anthony Boulevard Fort Wayne, IN 46805 \*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/fortwayne

# LOCATIONS:

# COLISEUM CAMPUS (CC):

3800 North Anthony Boulevard Fort Wayne, IN 46805

# **NORTH CAMPUS**

3701 Dean Drive, Fort Wayne, IN 46835 (SL) Student Life Center, (HM) Harshman Hall, (TC) Technology Center, (CH) Carroll Hall

# WARSAW SITE

2545 Silveus Crossing, Warsaw, IN 46582 572-267-5428, IvyTech.edu/warsaw

# AUTO BODY CENTER

7717 Opportunity Dr., Fort Wayne, IN 46825 260-481-2247 Location for Auto Body

# **AVIATION CENTER AT SMITH FIELD**

405 W. Cook Road, Fort Wayne, IN 46825 260-481-2257 Location for Aviation programs

# COMMUNITY LOCATIONS

Located throughout the 11-county service area.

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

