

**PURDUE**  

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**U N I V E R S I T Y**

# **Student Handbook**



**College of Technology  
at South Bend/Elkhart**

## Welcome!

Welcome to Purdue University's College of Technology at South Bend. Serving north central Indiana, our location is one of seven such sites. Purdue's College of Technology is the largest college of its type in the United States and is respected as a technology leader worldwide. Nearly 6000 of Purdue's 63,000 students are enrolled in College of Technology programs.

Working in partnership, Purdue University and Indiana University provide individuals an opportunity to earn a Big-Ten degree close to home. Personal attention in a small class setting is a hallmark of the various technology discipline offerings found here in South Bend. The faculty and staff will challenge you to maintain the high standards for which a Purdue education is known, and we look forward to helping you along the way.

We are very pleased that you have selected Purdue University and its College of Technology in South Bend. My door is always open (Purdue Technology Building Room 101); please do not hesitate to stop in and see me with a question, a concern or just to talk. Congratulations on selecting Purdue University, and again welcome.

Sincerely,



Dr. Mark A. Curtis  
Professor and Director

# College of Technology

## **About the College of Technology**

Purdue University College of Technology at South Bend/Elkhart is part of the Purdue Statewide Technology Program that was formed to meet Indiana's need for college-educated technologists and technicians. The program is a unique partnership between education and business, industry, and government.

Representatives from local business and industry serve on the Purdue South Bend/Elkhart Advisory Board and assist with planning, developing, and implementing academic programs. Their participation helps ensure that graduates meet the needs of Northern Indiana business and industry today... and in the future.

The College of Technology at South Bend/Elkhart enables students to live and work at home while receiving a first-class technical education. Courses are offered to accommodate the work schedules of part-time students as well as to serve the needs of full-time students.

In addition to offering Six Associate of Science (A.S.) and three Bachelor of Science (B.S.) degree programs, Purdue serves as a resource for local business and industrial personnel who are updating their skills or who need retraining in technical fields. Graduates of these programs find employment in business and industry in South Bend, Elkhart, and the surrounding communities.

Purdue University College of Technology at South Bend/Elkhart is directly linked to Purdue University in West Lafayette. There are eight sites (South Bend/Elkhart, Kokomo/Lafayette, West Lafayette, Indianapolis, Anderson/Muncie, Richmond, Columbus/Southeast Indiana, & New Albany) all of which are referred to as Statewide Technology. All Statewide Site locations follow the curriculum in West Lafayette.

The South Bend/Elkhart site operates on the Indiana University at South Bend (IUSB) campus under a written partnership agreement. Purdue pays for dedicated and temporary use of space and for general education courses taken by Purdue students. It is also possible for IUSB students to take Purdue courses and Purdue then charges IUSB. Every attempt is made to make the operation transparent to both IU and PU students. The partnership, however, extends beyond a written document. There is a sense of a common intellectual community with academic and collegial relationships that transcend the business agreements. The key words here are partnership and collegial.

## **Contact Information**

Purdue University College of Technology  
Purdue Technology Building  
1733 Northside Blvd., P.O. Box 7111  
South Bend, IN 46634-7111

**Telephone:** 574-520-4180

**Fax:** 574-520-4286

**Website:** <http://www.purdue.edu/technology/southbend>

## **Faculty, Staff, and Students**

The faculty and staff are employees of Purdue University in West Lafayette and have all the privileges and responsibilities as such. Students are admitted through West Lafayette Admissions Office as Purdue University students. Although South Bend/Elkhart Purdue students utilize the local IUSB registration process (OneStart), the **official registration is processed by the West Lafayette Registrar via an enrollment report provided from the South Bend/Elkhart Office. All official records are maintained by Purdue in West Lafayette.**

## **Faculty Contact Information**

<b>Name</b>	<b>Office</b>	<b>Phone</b>	<b>E-Mail</b>
<b>Professor Carley Augustine</b> Computer Graphics Technology	TB 108	574-520-4536	carleya@purdue.edu
<b>Professor Mark A. Curtis</b> Computer Graphics Technology & Industrial Technology	TB 101	574-520-5560	curtis0@purdue.edu
<b>Professor Beverly Davis</b> Organizational Leadership & Supervision	TB 202	574-520-5581	bevjd@purdue.edu
<b>Professor Gene Harding</b> Electrical & Computer Engineering Technology	TB 104	574-520-4190	glhardin@purdue.edu
<b>Professor Michael Holcombe</b> Electrical & Computer Engineering Technology	TB 106	574-520-4371	holcombm@purdue.edu
<b>Professor Gil Laware</b> Computer & Information Technology	TB 206	574-520-4197	lawareg@purdue.edu
<b>Professor Sarah Leach</b> Mechanical Engineering Technology	TB 208	574-520-4172	leachs@purdue.edu
<b>Professor Karl Perusich</b> Electrical & Computer Engineering Technology	TB 110	574-520-5508	perusich@purdue.edu
<b>Professor A.J. Walters</b> Computer & Information Technology	TB 204	574-520-4192	ajwalters@purdue.edu
<b>Professor Fred Ziolkowski</b> Organizational Leadership & Supervision	TB 210	574-520-4174	fziolkow@purdue.edu

*(TB = Purdue Technology Building)*

## **Administrative & Staff Contact Information**

Student Services Coordinator Lori A. Butchko	TB 102	574-520-4177	lbutchko@purdue.edu
Administrative Assistant for Student Services Kim Sippel	TB 107	574-520-4180	ksippel@purdue.edu
Accounting Clerk Kimberly Henley	TB 107D	574-520-4169	henley@purdue.edu
Assistant Director/Statewide Technology Jason Culp	TB 215	574-520-4531	jjculp@purdue.edu
Lab Technician Joseph Nate	TB 135	574-520-4179	jnate@purdue.edu

*(TB = Purdue Technology Building)*

### **Linkages to the Community**

Purdue South Bend/Elkhart has their own business/industrial advisory committees and councils, and a close working relationship with the area K-12 schools. The Purdue/South Bend 400 Club is a group of Purdue supporters who raise money for scholarships for South Bend/Elkhart students. In addition, faculty and staff are involved in community activities.

### **Person in Charge**

Dr. Mark A. Curtis is the Director of the Purdue College of Technology at the South Bend/Elkhart site. He reports to Dr. Michael O’Hair, Associate Dean of the Purdue University College of Technology. Dr. Curtis coordinates with IUSB administrators on local policy matters.

### **Official Seal**



The official seal was officially adopted in 1969 and retains elements of earlier versions that evolved beginning in 1890. The dragon-like griffin, a medieval heraldic device, represents strength. The three-part shield represents Purdue’s traditional aims: education, research and service. The seal combines these traditional elements with modern simplicity of design to form one of the most distinctive of university symbols. This seal is officially retired and used only by the President.

### **Logo**



The Purdue University “signature” logo is the primary identifier for Purdue University.

### **Mascots**

The Boilermaker



Purdue Pete



## **Purdue Hymn**

Close by the Wabash in famed Hoosier land,  
Stands old Purdue serene and grand;  
Cherished in memory, by all her sons and daughters true;  
Fair Alma Mater, All Hail, Purdue  
Fairest in the land,  
Our own Purdue.

Hail Purdue  
To your call once more we rally,  
Alma Mater, hear our praise;  
Where the Wabash spreads its valley,  
Filled with joy our voices raise.  
From the skies in swelling echoes,  
Come the cheers that tell the tale,  
Of your vict'ries and your heroes,  
Hail Purdue! We sing all Hail

Chorus  
Hail, Hail to old Purdue!  
All hail to our old gold and black!  
Hail, Hail to old Purdue!  
Our friendship may she never lack.  
Ever grateful, ever true,  
Thus we raise our song anew,  
Of the days we've spent with you,  
All hail our own Purdue.

## **Majors Offered at Statewide Technology Sites**

- AT = Aviation Technology
- BCM = Building Construction Management
- CIMT = Computer Integrated Manufacturing Technology
- CGT = Computer Graphics Technology**
- CIT = Computer & Information Technology (formerly Computer Technology)**
- ECET = Electrical & Computer Engineering Technology**
- IT = Industrial Technology (Beginning Fall 2006)**
- MET = Mechanical Engineering Technology**
- OLS = Organizational Leadership & Supervision**

*Only majors in **bold** are offered at the South Bend/Elkhart site.*

### **Normal Business Hours**

Purdue Main Office, 107 Purdue Technology Building is open Monday through Friday 8:00 a.m. to 5:00 p.m.

### **House Phones**

There is a phone available that has direct lines to Financial Aid, Admissions, Bursar, Registrar, International Student Services, and Veteran's Benefits in the Main Office, 107 Purdue Technology Building.

### **Emergencies**

University staff cannot release the whereabouts of a student even in case of an emergency. Students are responsible for providing class information (days and times) to a parent, spouse, relative, friend, baby-sitter, etc., who can contact a student directly if necessary.

### **Bulletin Boards**

Check bulletin boards throughout the Purdue Technology Building and IUSB for on campus happenings, academic club news, and meetings.

### **Campus Closings**

It is the general policy that classes will not be cancelled because of inclement weather. In rare situations when classes are cancelled please tune-in to your local radio and TV stations. If IUSB is closed then Purdue South Bend/Elkhart will be closed.

### **Textbooks**

Students may purchase new and used books at the IUSB bookstore in Northside Hall. Call 574-520-4312 for current hours.

## **Advising**

Initial academic advising for a student's first semester in attendance is provided by the Student Services Coordinator. All students are assigned an advisor according to their major and should seek advising every semester prior to registration. Although an advisor is assigned students can seek academic advising from any faculty member and/or the Student Services Coordinator.

Students that are non-degree or Pre-technology are advised by the Student Services Coordinator until they have achieved the guidelines of Admissions so that a Change of Degree Objective (CODO) can be completed to enter into their major of choice.

## Advisors by Department

### Computer Graphics Technology (CGT)

All students

Professor Carley Augustine  
carleya@purdue.edu

### Computer & Information Technology (CIT)

Students with last name A-O

Professor Gil Laware  
lawareg@purdue.edu

Students with last name P-Z

Professor A.J. Walters  
ajwalters@purdue.edu

### Electrical & Computer Engineering Technology (ECET)

Students with last name A-I

Professor Mike Holcombe  
holcombm@purdue.edu

Students with last name J-Q

Professor Gene Harding  
glhardin@purdue.edu

Students with last name R-Z

Professor Karl Perusich  
perusich@purdue.edu

### Industrial Technology (IT)

All Students

Professor Mark A. Curtis  
curtis0@purdue.edu

### Mechanical Engineering Technology (MET)

All students

Professor Sarah Leach  
leachs@purdue.edu

### Organizational Leadership & Supervision (OLS)

Students with last name A-L

Professor Fred Ziolkowski  
fziolkow@purdue.edu

Students with last name M-Z

Professor Beverly Davis  
bevjd@purdue.edu

### Pre-technology

All Students

Lori A. Butchko  
lbutchko@purdue.edu

### Non-Degree

All Students

Lori A. Butchko  
lbutchko@purdue.edu

*Note: Although Advisors are assigned students can seek additional advising from other faculty members and/or the Student Services Coordinator.*

## Parking, Safety & Security

### **Parking**

Students can opt to check-off parking when registering for classes. Parking fees are assessed per credit hour. Parking hang-tags are obtained through IUSB Parking Services, 127 Administration Building. If a student does not opt for parking when registering for classes a parking permit can still be obtained by first going to the IUSB Bursar in the Administration Building and showing them a current class schedule. A student will pay the Bursar according to credit hours on their class schedule and then take a receipt of payment to IUSB Parking Services. **NOTE: Purchasing a parking permit does not guarantee a student a parking space.**

Parking Contact Information:

Web site: <http://www.iusb.edu/~sbpark/>

Phone Number: (574) 520-5528

E-Mail: [parking@iusb.edu](mailto:parking@iusb.edu)

### **Safety & Security**

The Safety and Security Department works in partnership with all members of the Purdue and IU South Bend community to minimize the potential for harm and provide a safe and secure setting for all. Whether you want to know about the campus's crime prevention efforts, building hours, the latest on the university's emergency preparedness plan, or how to register your bicycle, you'll find what you need by contacting the Safety and Security Department.

Contact Information:

Administration Building Room 116A

Phone: (574) 520-4499

E-Mail: [sbsafety@iusb.edu](mailto:sbsafety@iusb.edu)

Safety & Security is available 24 hours every day

From any campus phone dial **4239**

### **Traffic accident or car break-in on campus**

Students must contact security at 520-4499 immediately.

### **Emergency Phone Numbers**

#### **Police, Fire, Ambulance**

- Pay phones 911
- All other campus phones 9-911
- Off campus 911

## Registrar's Office

### **Official Transcripts**

Purdue University in West Lafayette issues transcripts at no charge. **Note: As a Purdue student you will never request a transcript from the IUSB Registrar's Office, as you are not an IU student.**

To obtain an official transcript go to the Purdue Registrar's web site:

(<http://www.purdue.edu/Registrar/Records/transcripts.htm>) to print a request form, or pick up the necessary request form from the Purdue Main Office, 107 Purdue Technology Building.

**No transcript can be issued without the students' signature.**

## **Student Identification Cards**

### **Purdue Identification Cards (ID)**

Beginning fall 2005 Purdue South Bend/Elkhart students will receive a Purdue ID card. The ID card is not a photo ID and is not valid on the IUSB campus. Students must obtain an IUSB ID card to access IUSB facilities and services. The Purdue ID card serves as identification for all Purdue University services including the West Lafayette campus. Eventually, it is our hope that all sites will have ID card readers that will allow students access into the computer labs in the Purdue Technology Building and may be connected to other Purdue services.

### **Where Students Can Use their Purdue ID Card**

Your card has many system-wide Purdue University uses:

- Purdue University Libraries – ID card can be used to check out books from any of Purdue University – West Lafayette campus libraries.
- Software Purchases: Purdue students can purchase various types of computing software at greatly reduced prices. You can purchase Microsoft and Macromedia software in person at the Boiler Copy Maker in the Purdue Memorial Union on the West Lafayette campus, or online using your Purdue career account password (see Purdue Career Account in this handbook for more information).
- Purdue Athletic Office: Students can purchase discounted student tickets to Boilermaker sporting events. Contact the Athletic Ticket Office at 1-800-49-SPORT for details.
- Convocations Box Office: Get discounted student tickets to concerts, plays and speakers on the West Lafayette campus. Call 1-800-914-SHOW for more details.
- Recreational Sports Center: Students interested in using the West Lafayette Recreational Sports Center and/or the Boilermaker Aquatic Center will need to arrange access directly with Recreational Sports (765-494-3108). An additional membership fee may apply.

### **Time-line for Receiving ID Cards**

Purdue ID cards will be available approximately 2-3 weeks after the first day of classes. They are not available sooner because ID cards are produced in West Lafayette and sent to the South Bend/Elkhart site after a final enrollment count for Technology Statewide.

### **Distribution of ID Cards**

Students will be notified when they can pick-up their student ID card.

### **Loss of Purdue ID Card**

1. Contact the Purdue Card Services Office at (765) 494-8960.
2. Complete a "Purdue Identification Card Replacement Form for Lost/Stolen ID Cards" obtained locally in the Main Office, 107 Purdue Technology Building.
3. Submit completed form with payment (\$5.00 for non-photo ID, \$20.00 for photo ID --photo ID cards can only be obtained by going to West Lafayette) to:  
Card Services Office  
Purdue Memorial Union, Room 130  
101 N. Grant Street  
West Lafayette, IN 47906-3574
4. Once processed, students can claim their replacement ID from the Main Office, 107 Purdue Technology Building. Approximate replacement time will be 1-2 weeks.

## **Purdue Photo Identification Card**

Students wishing to replace their non-photo ID card with a photo ID will need to do so in person at the Purdue Card Service Office, in the Purdue Memorial Union, Room 130, on the West Lafayette campus. The current charge to replace a non-photo ID with a photo ID is \$5.00.

## **IUSB Identification Cards (ID)**

All Purdue South Bend/Elkhart students are strongly recommended to obtain an IUSB Student Identification Card. There is no cost and the card allows you access to IUSB buildings (i.e, Student Activity Center, IUSB Computer Labs, Library (serves as your library card, etc.), and also entitles you to local discounts where available (i.e, movie theatre, etc.). The IUSB ID card is a photo ID. IUSB ID cards can be obtained from Student Services, 151 Administration Building.

Hours:

Monday through Thursday, 8:00 a.m. – 5:30 p.m.

Friday, 8:00 a.m. – 5:00 p.m.

Phone: (574) 520-4135.

## **Student ID Numbers**

### **Purdue University Identification (PUID) Numbers**

*NOTE: A student Purdue ID number is NOT the same as the IUSB ID number. Every institution assigns a student a unique ID number.*

The Purdue University Identification (PUID) is a 10-digit number appearing on the front of your ID card, and it is unique to each individual. It is designed to:

- Correctly and consistently establish an individual's distinct identity for Purdue University business;
- Have value **only in the Purdue University system**;
- Eventually replace the Social Security Number as the primary university identifier;
- Serve as one piece of identification. In addition, other means of authentication, such as a PIN, date of birth, or other information, may be required;
- Allow an individual to access information or services when used with additional information.

### **Indiana University Identification (IUID) Numbers**

All currently enrolled Purdue University College of Technology at South Bend/Elkhart students are assigned an Indiana University identification number (IUID). There will be rare occasions in which a Purdue student would be asked what their ID number is. If a student would like to know what their IUID is they can come to the Purdue Main Office, 107 Purdue Technology Building. *NOTE: A student Purdue ID number is NOT the same as the IUSB ID number. Every institution assigns a student a unique ID number.*

## Classifications & Levels - Purdue University

Number of Credit Hours	Classification	Level
00 - 14	01	Freshman
15 - 29	02	
30 - 44	03	Sophomore
45 - 59	04	
60 - 74	05	Junior
75 - 89	06	
90 - 101	07	Senior
105+	08	

## Grades

### Grade Reporting

Grades are processed in West Lafayette and will be mailed directly to students at their permanent addresses at the end of each semester. Current grades are posted on SSINFO (Purdue's student web-based system). Grades cannot be released to anyone other than the student unless a signed release from the student is on file.

### Avoid the Easy "F"

A student who stops attending any class without officially withdrawing will receive an "F" in the course. To officially withdraw from a class one must contact the Student Services Coordinator located in the Purdue Technology Building, Room 102.

***SPECIAL NOTE: IU withdrawal forms and IU deadlines are not valid for Purdue students. Purdue withdrawal dates are often earlier than IU's. Purdue students are required to withdraw by the Purdue withdrawal dates even when taking an IU course. Please contact the Main Office to obtain Purdue drop dates and deadlines or go to: [www.purdue.edu/technology/southbend](http://www.purdue.edu/technology/southbend)***

## Registering for Classes



### **All Purdue students register through the IU registration system—OneStart**

Because Purdue South Bend does not have a local Registrar's Office we utilize the IU's registration system. This system only serves as a temporary storage place for Purdue students' classes. All classes that students register for through the IU system are sent to Purdue West Lafayette's Registrar for official recording of classes for transcripts. **IU does not keep an official record of any Purdue student.**

OneStart is Indiana University's Web-based application portal that provides a common front door to online services at all IU campuses

## **To access OneStart**

Step 1 login to OneStart: <http://onestart.iu.edu>

Step 2 Enter your user id (this will be different from your Purdue ID) and password (probably different than your Purdue password). These are also used for IU E-Mail and Oncourse.

Note: a student automatically has an IU E-Mail account when they activate their account to register for classes.

Step 3 Click the Self-Service tab.

Step 4 The student Self-Service channel will appear. You are now ready to begin registration.

For more information on how to use OneStart go to: <http://www.iusb.edu/~regr/top/>

Technical problems? OIT Help Desk: 574-520-4362 or go to: [helpdesk@iusb.edu](mailto:helpdesk@iusb.edu)

**It is strongly recommended that all students seek advising prior to registration.**

## **Where Students Get Registration Information**

1. Schedule of Classes booklets are mailed to all students' home addresses from IUSB prior to the beginning of every semester. Purdue and IUSB courses are listed in the IUSB Schedule of Classes Booklet.

2. Course information is available by going to the IUSB Registrar's Office home page: <http://www.iusb.edu/~regr/>

3. A "short-version" of Purdue course offerings is sent as an e-mail attachment to current students and available in the Main Office, 107 Purdue Technology Building.

4. All information is available in the Main Office, Room 107, Purdue Technology Building.

## **Purdue Calendar (When classes begin and end & Holidays)**

This information is available on the Purdue University College of Technology at South Bend/Elkhart website: <http://www.purdue.edu/technology/southbend>, in the Main Office, 107 Purdue Technology Building, and posted on Bulletin Boards in the Purdue Technology Building.

*NOTE: Purdue students SHOULD NOT follow the Calendar in the IUSB Schedule of Classes as dates may differ from West Lafayette. As a Purdue student you MUST follow the Purdue calendar.*

## **Dropping & Adding Courses**

When in doubt call 574-520-4180

If a student is dropping a course within the first week of classes they may go through the IU OneStart registration system. After the first week of classes a Purdue student MUST obtain a PURDUE drop slip from the Purdue Main Office, 107 Purdue Technology Building. If a student fails to drop the course through Purdue it will result in a grade of F with no refund.

A Purdue calendar with updated drop/add and refund dates can be obtained in the Main Office, 107 Purdue Technology Building, on all Purdue Technology bulletin boards, and on our website: [http://www.southbend.tech.purdue.edu/student\\_info/index.html](http://www.southbend.tech.purdue.edu/student_info/index.html)

### **Avoid the Easy “F”**

A student who stops attending any class without officially withdrawing will receive an “F” in the course. To officially withdraw from a class one must contact the Student Services Coordinator located in the Purdue Technology Building, Room 102.

*SPECIAL NOTE: IU withdrawal forms and IU deadlines are not valid for Purdue students. Purdue withdrawal dates are often earlier than IU’s. Purdue students are required to withdraw by the Purdue withdrawal dates even when taking an IU course. Please contact the Main Office to obtain Purdue drop dates and deadlines or go to: [www.purdue.edu/technology/southbend](http://www.purdue.edu/technology/southbend).*

## **Graduating Students & Commencement**

### **Prior to Graduating**

- Check with your advisor to ensure completion of all your degree requirements.
- Check minimum G.P.A. and credit requirements for your plan of study.
- Verify that your degree requirements are being met by ordering a transcript or checking SSINFO.
- Register for CAND 991 your final semester. *Please note if you sign-up for this course while taking another course(s) there is no fee. If Candidacy (CAND) is the only course needed to graduate a student must register for CAND 992. A charge will be assessed for CAND 992.*
- Make sure you have no encumbrances (owe money). You will not receive your degree until encumbrances have cleared.

### **Commencement**

Beginning May 2006 Purdue Commencement will be held separate from the IUSB Commencement ceremony. Information will be provided in the spring semester to students who are graduating.

## **Computing & Technology**

### **Computer Technology Policies**

For more information go to:

[http://www.purdue.edu/policies/pages/information\\_technology/info\\_tech.html](http://www.purdue.edu/policies/pages/information_technology/info_tech.html)

### **Computer Labs**

#### **No food or drink is permitted in any lab in the Purdue Technology Building**

There are computer labs in the Purdue Technology Building. To utilize the lab one must be a registered student at Purdue and have a Purdue password. To obtain your password you will need to come to the Purdue Main Office, 107 Purdue Technology Building.

*Note: passwords remain active for one year (August to July). All accounts are cleared prior to school starting in August and new passwords are assigned every year.*

Computers are also available to students on the IU campus. IU computer labs require IU passwords — contact IU Information Technologies Help Desk in 1245 Weikamp, Phone: 574-520-4362 to utilized computers in IU computer labs.

## Web-Based Student Services



<http://www.ssinfo.purdue.edu>

All South Bend/Elkhart Purdue students are strongly recommended to activate their SSINFO account. Some SSINFO Features:

### “Academic” Menu Item

Academic History: View of unofficial transcripts

Transcript Request: Request official transcripts

Grade: View posted grades from last semester

“What If” Progress Reports: view how previous course work would apply to another school/major.

### “Financial” Menu Item

Aid Status: View status of financial aid application

Encumbrances: View active encumbrances effecting your academic record

Student Loans: View the status of your student loan(s)

Scholarship Search: Search a national database containing more than 200,000 scholarships.

### “Personal” Menu Item

Addresses & Phones: view/update local address and phone number

Demographic Info: View/update personal information (e.g., ethnicity, marital status, etc.)

Change My Password: Change SSINFO password

### “General” Menu Item

Purdue Directory Search: Search contact information for any student, staff, or faculty at Purdue University

## **Purdue Career Account**

A Purdue career account is a student’s key to many of the online services available to Purdue students. Through following the steps outlined below, you can set-up your username and password to gain access to Student Services Information on the Web (SSINFO), a secure online hub of information about your enrollment at Purdue, as well as many other online services.

## **How to access SSINFO to activate your Purdue Career Account**

The URL for SSINFO is: <http://www.ssinfo.purdue.edu>

## **How to login to SSINFO using your temporary information**

All students have a temporary birthday login available for SSINFO. This will let students into the system to change the login to something more permanent. Go to SSINFO:

- Click on the **LOGIN** button in the upper left corner under the train logo
- Enter your **Student Identification Number** (Social Security Number unless you have requested a different number) in the **LOGIN** field.
- Your SSINFO password is your birthday + pu (MMDDYYpu). If you were born 1-8-79, your password would be 010879pu. Be sure to use a leading zero, 0, for single digit months and single digit days within a month (03 instead of 3). Enter the birthday password into the **Password** text field and click **Login**.

## **Identity Questions**

A series of identity questions will be asked of all students. This is a security measure because students are using temporary birthdates to login and Purdue must ensure you are who you say you are by asking you several questions based on information students have entered on their application and other sources. Be careful to answer the questions correctly. Once Purdue has verified a students' identity they will be asked to change their password. This password will be what students use to access their Purdue Career Account

## **Setting a Password**

When setting a new password to access a Purdue Career Account a student must enter a password with a minimum of eight (8) characters at least one must be a number. The password must contain a mix of letters and numbers or symbols. It cannot contain spaces or control characters. The use of a "strong" password is recommended. For more information on Purdue's Security and Privacy and wiring a "strong" password go to:  
<http://www.itap.purdue.edu/security/policies/procedures/passguidlines.cfm>

## **Username/Login for a Purdue Career Account**

A students Username/Login is the portion of a students' e-mail address to the left of the "@" sign: UserName@purdue.edu

Use this to log into SSINFO

## **Purdue Directory**

Students can look up their username by going to: <https://www.itap.purdue.edu/directory/> . After typing in your name click on enter, when information appears students can click on the "more" button. The alias is your username.

## **Webmail**

To Access Purdue E-mail using Purdue WebMail and a Students Purdue Career Account Login Information copy the following link into your browser: <https://webmail.purdue.edu> and enter your **Username (Login)** and **Password** in the appropriate text boxes and click **Login**.  
Click a message to read it.  
Contact Information  
Purdue IT Computing Call Center  
(765) 496-7200  
E-Mail: [itcshelp@purdue.edu](mailto:itcshelp@purdue.edu)

## **Purdue E-Mail**

All South Bend/Elkhart students are strongly encouraged to activate and use their Purdue E-mail account. **This is particularly important for students with financial aid**, as this is how Financial Aid in West Lafayette communicates with students. As well, other entities in West Lafayette utilize E-mail to communicate with all students.

### Setting up your Purdue E-mail Account

#### **A students' account must be set-up in SSINFO BEFORE creating an E-mail account**

- ◆ To set up an E-mail account go to: <https://www.itap.purdue.edu/email/mailhub/>
- ◆ Click on "Directory Lookup"
- ◆ Type your first and last name in the appropriate boxes
- ◆ Select "Statewide Technology Program" under "Restrict Search by Campus and Classification"
- ◆ Click on "Send Query"
- ◆ Click on "More" to get alias. **Make sure you write this down**
- ◆ Click the Back arrow on your browser
- ◆ Click the "Edit" button on the right column
- ◆ Enter your username and password (Username and password is the same as for SSINFO)
- ◆ Click "Ok"
  - Note: It may take a few minutes for the password information to get through the system. If your password does not work right away, give it a few minutes and then try again.
- ◆ Scroll to the bottom of the list to the "service" field and click "change service"
- ◆ If you want to use Purdue web mail select "store" and click "ok", **BUT** if you want to forward your E-Mail account to a different E-Mail address, then click "forward" and enter the address you wish it to be forwarded. **Note: If you forward your E-Mail you will not be able to check your Purdue E-Mail account on webmail.**
- ◆ When you see the screen with a stop light and the green light is on then the information has been changed correctly.
- ◆ Click "ok"
- ◆ Your E-mail address will be: [username@purdue.edu](mailto:username@purdue.edu) (username is the same as a students alias)

**Please remember your password. If forgotten students must contact ITAP at Purdue West Lafayette to get their password reset.**

## On-Line Course Environments

IU utilizes OnCourse while Purdue utilizes WebCT Vista



### **What is Oncourse?\***

Oncourse is an online course environment for IU and Purdue students taking an IU course that allows Indiana University faculty and students to create, integrate, use, and maintain Web-based teaching and learning resources. Oncourse offers a straightforward way to create a web site for every course offered at the university. For students, Oncourse presents learning tools in a single, consistent web interface. For faculty, Oncourse provides a framework for building teaching environments that can include multimedia content and a wide range of online tools, without requiring knowledge of programming or HTML. Using Oncourse, you can access course syllabi and grades; communicate through Oncourse mail, chat rooms, and discussion forums; and access online quizzes and surveys. Oncourse also provides you with 100MB of file storage space. Oncourse was conceived and designed by educators, for educators, by the WebLab group on the IUPUI campus, part of IU's Advanced Information Technology Laboratory.

You can access Oncourse at: <http://oncourse.iu.edu>

Once a course offering is entered in the Office of the Registrar's database, teaching faculty and students registered for the courses can reach the course web site from anywhere by entering the IU Network ID or IU Guest account username and password.

\*From IUSB Website: [www.iusb.edu](http://www.iusb.edu)

Note: Purdue students may be required to use Oncourse for a class that is taught by an IU faculty member (i.e., psychology, sociology, math, English, etc.).



### **What is WebCT Vista**

WebCT is Purdue's online courseware. Purdue University WebCT can be found at: <http://webct.cc.purdue.edu>

For Questions About WebCT E-Mail: [webct@webct.cc.purdue.edu](mailto:webct@webct.cc.purdue.edu)

# Financial Aid

## **Financial Aid Terms**

**Encumbered** - Not eligible to register for classes because of fees owed to the university, being dropped from the university, or for misconduct.

**Financial Aid** - Funds available through private, state, and federal sources to assist students with educational experiences.

**Grant** - Financial assistance that does not have to be repaid, usually awarded on the basis of financial need.

**Loan** - Financial assistance based on need; must be repaid; provided through schools, banks, and state and federal governments. Interest rates on educational loans are often less than for other types of loans.

**Scholarship/Awards** - Financial assistance awarded on the basis of academic merit and/or financial need; does not require repayment.

**Tuition** - The fee charged by Purdue University for courses in which the student is enrolled. For more information on current tuition rates contact the Purdue Main Office, 107 Purdue Technology Building.

## **Tuition & Fee Payment**

Purdue students are initially billed through the IUSB Bursar's office. IUSB accepts cash, checks, VISA, Mastercard, or Discover. Beginning fall 2004 students can pay on-line utilizing their student account via the OneStart registration system. Contact the Purdue Main Office 574-520-4180 for current tuition and fee information or go to: [www.purdue.edu/technology/southbend](http://www.purdue.edu/technology/southbend)

## **Fee Deferment**

To properly process your financial aid, (any type of financial aid—employer assistance, Voc Rehab, NAFTA, state or federal financial aid, or scholarships), a student must present a Purdue document –called a Fee Deferment—to the IUSB Bursar's Office **every semester a student receives financial aid**. Students must present their bill from IUSB and supporting documentation (financial aid award letter, Voc Rehab documentation, etc.) to one of the staff members or Student Services Coordinator in the Main Office before completion of a deferment can take place. For more information on fee deferments please go to: [www.purdue.edu/technology/southbend](http://www.purdue.edu/technology/southbend) or stop in to the Purdue Main Office, 107, Purdue Technology Building.

## **Free Application for Federal Student Aid (FAFSA) Forms**

FAFSA application forms are available in the Main Office of the Purdue Technology Building. Forms can also be completed electronically by going to: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). **Priority filing deadline for Purdue University is March 1<sup>st</sup>.**

*Note: Do not use any website or service that requires a fee to process your FAFSA.*

### **Student Assistance Commission of Indiana (SSACI)**

Often provides financial assistance for students of Indiana to attend college. For more information go to: [www.state.in.us/ssaci/programs/summer.html](http://www.state.in.us/ssaci/programs/summer.html)

### **Student Services Information on the Web (SSINFO)**

Student Services Information on the Web (SSINFO) is a website that all Purdue students have access to after creating an account. Students can obtain grades, financial aid information, change personal information, etc.

### **Scholarships - Local**

Students can apply for a local Purdue scholarship late in the fall semester for the following academic year. To obtain more information and for an application students can:

1. go to: [www.purdue.edu/technology/southbend](http://www.purdue.edu/technology/southbend)
  - Student Information
  - Scholarships
2. Stop in to the Purdue Main Office in South Bend, 107 Purdue Technology Building;  
or
3. Call 574-520-4180.

### **Employee-Sponsored Scholarship**—\$250.00

Open to all majors, who are degree seeking, with at least three technical courses or one completed semester. This award may only be received one time.

**APPLICATION DEADLINE: February 1**

### **Nole & Rosalyn Walters Scholarship** - \$500.00

Open to ECET majors only. The award is based on scholastic & leadership abilities. Student must be a member of the current graduating class with a 3.00 G.P.A. and show leadership qualities during class and outside. This award may only be received one time.

**APPLICATION DEADLINE: February 1**

### **William Shields Scholarship** Up to \$3,000.00

Open to all majors who exhibit leadership, initiative, and character with scholastic achievements. Student must be enrolled in at least 6 credit hours, have a G.P.A. of 3.0 or higher, and show leadership qualities. Student must have at least one completed semester before applying. This award may only be received one time.

**APPLICATION DEADLINE: February 1**

### **General Scholarship License Plate** \$500.00

Student must be employed on a full-time basis and enrolled in a degree seeking program. This scholarship will be awarded to the student who best demonstrates in writing his/her desire and commitment to meeting his/her educational and professional goals.

**APPLICATION DEADLINE: February 1**

### **Bruce Albert Wilhelm Scholarship** \$500.00

Student must be an incoming freshmen with a B or higher average OR undergraduate student with a G.P.A. of 3.0 or higher. Student must have applied for financial aid.

**APPLICATION DEADLINE: February 1**

## OTHER SCHOLARSHIPS AVAILABLE

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**Purdue Alumni Club of St. Joseph Valley Scholarship** - \$Varies depending on availability of funds (**amount is determined by the members of the Purdue St. Joseph Alumni Club**) Open to all majors and incoming freshmen. This scholarship is to be used for textbooks and supplies at the discretion of the recipient(s). Students can apply for this scholarship every year. More information on the Purdue Alumni Club scholarship and the application for this scholarship can be found at <http://www.purduealum.org/stjoe/scholarships.htm>  
**APPLICATION DEADLINE: April 1**

**NOTE:** This application must be submitted directly to the Purdue Alumni Club of St. Joseph Valley.

## High School vs. College College = Self-directed Learning\*

### Every Student is Responsible for Their Education

Students are expected to:

- Learn independently
- Master the material
- Learn what they are expected to learn

	High School	College
Hours spent in the classroom per week	35	12 - 18
Hours spent outside of the classroom per week	5 -10	30 – 50

1 semester of college = 2 to 3 semesters of high school

To be successful in college, a student will spend most of their learning time OUTSIDE the classroom. Schedule enough time for outside classroom work!!!

\*Or, "You're Not in High School Anymore"

## Dean of Students

### **Adaptive Programs –Purdue West Lafayette**

The mission of the Office of the Dean of Students is to provide services and programs that enable and encourage students to achieve success in their intellectual and personal development at Purdue and elsewhere.

The Adaptive Programs division of the Office of the Dean of Students arranges academic adjustments, auxiliary aids, and services for students with permanent or temporary

disabilities. An Adaptive Programs Specialist works individually with a student to determine the most appropriate accommodations based on the student's medical documentation and specific needs. Academic accommodations, auxiliary aids, and services are designed to assist students in obtaining equal access to course activities, materials, and evaluations.

Students with temporary or permanent disabilities receive assistance from the Adaptive Programs staff with course scheduling, accessibility concerns, notetakers, readers, interpreters, parking, and individual counseling. A variety of **Auxiliary Services** are provided for students with disabilities.

### **Adaptive Programs Staff**

Staff Member	Position	Phone (765)
Heather Stout	Associate Dean of Students	494-1247
Carole Dunning, Psy.D.	Coordinator	494-1247
Janet Beattie	Coordinator of Interpreting Services	496-2973 (V/TTY)
Dean Brusnighan	Physical Disabilities Specialist	494-1247
Mary Ann Ferkis	Instructional Accommodations Specialist	494-1247
Janie Fischbach	Coordinator of Auxiliary Services	494-1247
Michelle Lehman	Programs Specialist	494-1247
Keri Turrell	LD/ADHD Specialist	494-1247
Angela Rainwater	Taped/E-Test Coordinator	494-1247
Ina Anstett	Secretary	494-1247

<http://www.purdue.edu/odos/adpro/Welcome.html>

*Because Adaptive Programs is located in West Lafayette Purdue students can utilize additional services on the IUSB campus (see below).*

### **Student Services - IUSB\* (Same as Adaptive Programs in West Lafayette)**

All Purdue students may utilize the services available through Student Services located in 148 Administration Building on the IUSB Campus. Students who have special needs must go through Adaptive Programs in West Lafayette as the primary contact. The support on the IUSB campus should be in addition to the contact with Adaptive Programs in West Lafayette.

The Student One Stop Center (SOS) is part of an ongoing commitment to the quality of student life at IU South Bend. Through a variety of programs and services that promote academic, social, and personal development, they seek to maximize the opportunities for student success and to enhance the overall educational experience. All services are available to Purdue College of Technology South Bend/Elkhart students.

A wide range of free services, including placement exams, tutoring, advising, supplemental instruction, workshops, and review sessions are offered. Specifically, the SOS is the place to turn for information and questions regarding:

#### **Career Services**

The Career Services Office helps students choose majors and find internships; offers job-search skills workshops, on-campus interviews, career and job fairs, and professional networking opportunities to both students and alumni.

Website: <http://www.iusb.edu/~sbcareer/>

Phone: 574-520-4425

### **Child Development Center**

Offers toddler through pre-K child care services in an on-campus, state-licensed, child-centered facility.

Website: <http://www.iusb.edu/~sbchild/>

Phone: 574-520-4485

### **Connection Courses**

Students who register for a connections course are enrolled in a set combination of a math and an English course. You will be in both classes with the same group of students, and will have a one-hour period between the two classes during which you can talk with your instructor and study individually or in small groups.

**Disabled Student Services** (Purdue students must initiate services through Adaptive Programs at Purdue in West Lafayette).

The Office of Disabled Student Services supports students with physical, psychological, or learning disabilities by offering accommodations and assistance with the campus experience.

Website: <http://www.iusb.edu/~sbdss/>

Phone: 574-520-4832

TDD: 574-520-4121

### **Diversity Services**

The Office of Campus Diversity promotes a multicultural campus by recruiting and supporting underrepresented students, faculty, and staff, and by offering diversity training and developmental seminars on diversity issues.

Website: <http://www.iusb.edu/~cdiverse/>

Phone: 574-520-5524

### **Computer-Based Skill Tutorials**

The SOS Computer Lab offers computer-based workshops in math fundamentals, graphing techniques, reading comprehension and speed, spelling and vocabulary, and typing. Contact the SOS for more information.

### **Placement Exams**

First-time students and some transfer students are required to take placement exams in english and mathematics.

Website: <http://www.iusb.edu/~stusvcs/exams.shtml>

### **Student Counseling Center**

Provides, to students and their families, free individual and group counseling, life-skills workshops, and crisis intervention for stress, depression, substance abuse, eating disorders, and grief.

Website: <http://www.iusb.edu/~sbccc/>

Phone: 574-520-4125

### **Student Life**

The Office of Student Life and Programs oversees student activities and campus life programs including more than 50 student clubs, intercollegiate athletics, fraternities and sororities, and the Student Activities Center.

Website: <http://www.iusb.edu/~sblife/>

Phone: 574-520-5533

### **Supplemental Instruction**

This program offers regularly scheduled, out-of-class, study sessions for many of our challenging courses in subjects including biology, mathematics, and anatomy.

Website: <http://www.iusb.edu/~sbalc/si.shtml>

Phone: 574-520-5022

### **Threshold Seminars**

The U100 Threshold Seminar is a 3 credit hour course that helps students develop textbook learning strategies and test-taking skills, and introduces important campus academic resources and services to new students.

**Tutoring** - Free tutoring is available in English, math, business, psychology, most foreign languages, and many of the natural sciences (biology, chemistry, and physics). All tutoring sessions are FREE and held in the Academic Learning Center (ALC), 122 Administration Building (across the hall from the IU Credit Union). No appointments are necessary during open hours of tutoring.

**Website:** <http://www.iusb.edu/~sbalc/tutoring.shtml>

Phone: 574-520-4302

### **Mathematics**

There are two available options:

1. Student Academic Support Center located on the IUSB campus. All tutoring sessions are FREE and held in the Learning Center, 122 Administration Building, (across the hall from the IU Credit Union). No appointments are necessary during these open hours of tutoring! For more information please contact the Learning Center at (574) 520-4302 or [sos@iusb.edu](mailto:sos@iusb.edu). For times and dates go to: <http://www.iusb.edu/~sbalc/tutoring.shtml>
2. Tutoring is available through the Mathematics Department and is free. Private tutoring is also available for a fee. For more information go to: [www.iusb.edu/~sbmathcb/www2/StudentResources.html](http://www.iusb.edu/~sbmathcb/www2/StudentResources.html)

### **English**

Get **free** one-to-one help for all writing needs and assignments for any class. Whether exploring ideas, organizing thoughts, or polishing a draft, a tutor can help you improve your papers and your writing. Help with research, grammar, and mechanics is available online or in person from a tutor; and you can use the computer lab to write and print your papers.

The IUSB writing center is available to Purdue students and is located in 124 Administration Building (across from the IU Credit Union).

**Website:** <http://www.iusb.edu/~sbwrite/services.shtml>

Phone: 574-520-4495

### **Questions**

If you have any questions, please contact the Student One Stop Center 574-520-4135

*\*From IUSB website: <http://www.iusb.edu/~sbalc/>*

## **Code of Conduct**

For complete reference go to: <http://www.purdue.edu/ODOS/osrr/conductcode.htm>

### **A. Purdue University Student Conduct Code**

Students are responsible for observing the policies, rules, and regulations of Purdue University. These, in general, state the expectation that Purdue students will at all times conduct themselves as responsible citizens. Failure to show respect for duly established laws or University regulations will be handled by the Office of the Dean of Students in conformance with the various policies and regulations.

**University Regulations, Section III-B states:**

**1. General**

Students are expected and required to abide by the laws of the state of Indiana and of the United States and the rules and regulations of Purdue University, to conduct themselves in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct which tends to obstruct the work of the University or to be injurious to the University. A student who violates these general standards of conduct may be subject to administrative actions (as defined in Section III-A-5). If the violation falls within one of the categories of misconduct listed in Section III-B-2, the student may also be subject to disciplinary penalties (as defined in Section III-A-5). No disciplinary penalty may be imposed except for misconduct covered by one of the categories listed in Section III-B-2.

**2. Misconduct Subject to Disciplinary Penalties**

The following actions constitute misconduct for which students may be subject to administrative action or disciplinary penalties.

- a. Dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty. The commitment of the acts of cheating, lying, stealing, and deceit in any of their diverse forms (such as the use of ghost-written papers, the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest.
- b. Forgery, alteration, or the unauthorized use of University documents, records, or identification.
- c. Obstruction or disruption of any University activity (as defined in Section III-A-5) or inciting, aiding, or encouraging other persons to engage in such conduct. If substantial obstruction or disruption is threatened or occurs, the president, or his designee, may issue a disciplinary suspension warning. The minimum disciplinary penalty for violation of this subsection during the period of such warning shall be suspension for the remainder of the semester (or summer session) during which the offense occurred and for the next full academic semester and any intervening summer session thereafter. However, a more severe disciplinary penalty may be imposed.
- d. Physical abuse of any person or conduct which threatens or endangers the health or safety of any other person, whether or not such conduct occurs on University property.
- e. Theft or attempted theft of, or the unauthorized use or possession of, or the unauthorized exertion of control over, or causing damage to property of any kind belonging to the University, a member of the University community, a campus visitor, or a person or agency participating in a University activity.
- f. Unauthorized entry or access to, or unauthorized use or occupancy of, any University property including without limitation lands, buildings, structures, telecommunications, computer or data processing equipment, programs, systems, or software, or other facilities or services connected with a University activity.

- g. Violation of any university rule governing student organizations, or the use of University property (including the time, place, and manner of meetings or demonstrations on University property), or of any other University rule which is reasonably related to the orderly operation of the University; provided, however, that no disciplinary penalty shall be imposed in any such case unless it is shown that the accused student knew, or, in the exercise of reasonable care, should have known, of the rule in question.
- h. Use, possession, or distribution of narcotics or dangerous drugs, except as expressly permitted by law.
- i. Lewd, indecent, or obscene conduct or expression on University property or in connection with a University activity.
- j. Failure to comply with directions of University officials acting in the performance of their duties.
- k. Any conduct which substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University, or any conduct on University property or in connection with a University activity which invades the rights of others.
- l. Violation of the University Antiharassment Policy (see Part 4, Section II).
- m. The possession or use of alcoholic beverages in or on any University property, unless expressly permitted by University regulations.
- n. The possession, use, or distribution of any explosives, guns, or other deadly or dangerous weapons reasonably calculated to cause bodily injury on University property or in connection with a University activity unless specifically authorized by the University.

Refer to University Regulations for additional information on the student conduct procedures, sanctions, and appeals. Part 5, Section V (below) of University Regulations contains additional miscellaneous regulations.

**Part 5 — Student Conduct**  
**Section V — Miscellaneous Conduct Regulations**

[http://www.purdue.edu/univregs/pages/stu\\_conduct/stu\\_conduct.html](http://www.purdue.edu/univregs/pages/stu_conduct/stu_conduct.html)

**Financial Obligations**

Students should make every effort to keep their credit good in the community for their own benefit and that of all students.

Students with past due financial obligations to the University may have their registration encumbered. (Go to: [http://www.purdue.edu/univregs/pages/ac\\_regs\\_pro/schol\\_rec.html](http://www.purdue.edu/univregs/pages/ac_regs_pro/schol_rec.html), Scholastic Records, Encumbrance, in Section X-D under Part II) Degree candidates delinquent in financial obligations must remove such debts at least one week before the close of any term. Otherwise his/her diploma may be withheld, or if the degree is granted without knowledge of such delinquency, the degree may be revoked and the diploma cancelled.

### **Absence from the University**

For emergency purposes, it is important that the University be able to locate students at all times. All students are requested, therefore, to leave information with the Main Office, 107 Purdue Technology Building.

### **Change of Address**

Students are required to notify the registrar of any change of campus or home address.

All students are subject to the University policy on intellectual property, Executive Memorandum B-10, as amended from time to time.

### **Use of Alcoholic Beverages**

[http://www.purdue.edu/alcohol/pages/playing\\_by\\_the\\_rules/use.html](http://www.purdue.edu/alcohol/pages/playing_by_the_rules/use.html)

1. All Purdue students are responsible for complying with the Indiana state laws. Attention is called to the Indiana Alcoholic Beverages Law that states specifically:

- a. No person under 21 years of age may use or be in possession of alcoholic beverages.
- b. Persons 21 or over may not make alcoholic beverages available to minors.
- c. Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.

### **Use of Copyrighted Materials**

All members of the Purdue University community are responsible for complying with the United States Copyright Law and with Purdue University's Executive Memorandum B-53, as amended from time to time, which governs the use of copyrighted works for educational and research purposes.

Copyright is a federal law that protects creative works such as Web sites, CD's, DVD's, audio and visual works, computer programs, books, and journals. Copyright allows authors to control the use of their works for a limited period of time. Authors or the owners of the copyrighted work have exclusive rights to the work. It is their decision as to whether the work can be copied and/or distributed. Violating the copyright owner's rights is considered copyright infringement and may be subject to legal action.

Works are protected for a limited period of time but once that time period has expired, the work becomes part of the public domain. The public can then freely use the works without paying royalties or obtaining permission from the copyright holder.

Works created on or after January 1, 1978, are protected for a term of the life of the author plus 70 years. If the work is a product of a corporate author, then the protection is for the shorter of 95 years from first publication or 120 years from creation. Works that were published prior to 1923 no longer have copyright protection and are in the public domain. Any work created or published from 1923 to the present time should be considered still protected by the copyright law.

There are exemptions to the copyright law that allow use of a work without seeking permission. One of the most utilized exemptions in higher education is the fair use exemption. This exemption is a four factor test that weighs whether the use of a work is fair under certain circumstances. If the use is not fair and no other exemption is applicable to the specific use of the work, then permission from the copyright holder must be granted before the work can be used.

For further information on the copyright law, please visit the University Copyright Office's Web site at [www.lib.purdue.edu/uco](http://www.lib.purdue.edu/uco).

**Commerical Note Taking in Classes** (University Senate Document 03-9, April 19, 2004.)

As used in this paragraph, the term "instructor" is defined as the individual who authored the material being presented as part of the course.

Among the materials that may be protected by copyright law are the lectures, notes, and other material presented in class or as part of the course. Always assume the materials presented by an instructor are protected by copyright unless the instructor has stated otherwise. Students enrolled in, and authorized visitors to, Purdue University courses are permitted to take notes, which they may use for individual/group study or for other non-commercial purposes reasonably arising from enrollment in the course or the University generally.

Notes taken in class are, however, generally considered to be "derivative works" of the instructor's presentations and materials, and they are thus subject to the instructor's copyright in such presentations and materials. No individual is permitted to sell or otherwise barter notes, either to other students or to any commercial concern, for a course without the express written permission of the course instructor. To obtain permission to sell or barter notes, the individual wishing to sell or barter the notes must be registered in the course or must be an approved visitor to the class. Course instructors may choose to grant or not grant such permission at their own discretion, and may require a review of the notes prior to their being sold or bartered. If they do grant such permission, they may revoke it at any time, if they so choose.

Excerpts from the Dean of Students website:  
<http://www.purdue.edu/odos/administration/codeconduct.htm>

# Academic Integrity

"Academic Integrity: A Guide for Students"

Written by: Stephen Akers, Ph.D.

Executive Associate Dean of Students

1995, Revised 1999, 2003

Published by the Office of the Dean of Students  
In cooperation with Purdue Student Government  
Schleman Hall of Student Services, Room 207  
475 Stadium Mall Drive  
West Lafayette, IN 47907-2050  
Telephone: 765-494-1747

Purdue University values intellectual integrity and the highest standards of academic conduct. To be prepared to meet societal needs as leaders and role models, students must be educated in an ethical learning environment that promotes a high standard of honor in scholastic work. Academic dishonesty undermines institutional integrity and threatens the academic fabric of Purdue University. Dishonesty is not an acceptable avenue to success. It diminishes the quality of a Purdue education, which is valued because of Purdue's high academic standards.

Fostering an appreciation for academic standards and values is a shared responsibility among students, faculty, and staff. The information in this brochure is directed to students to define academic dishonesty and how to avoid it.

## Definition of Academic Dishonesty

Purdue prohibits "dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty." [*University Regulations, Part 5, Section III, B, 2, a*] Furthermore, the University Senate has stipulated that "the commitment of the acts of cheating, lying, and deceit in any of their diverse forms (such as the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest." [University Senate Document 72-18, December 15, 1972]

More specifically, the following are a few examples of academic dishonesty which have been discovered at Purdue University:

- substituting on an exam for another student
- substituting in a course for another student
- paying someone else to write a paper and submitting it as one's own work
- giving or receiving answers by use of signals during an exam
- copying with or without the other person's knowledge during an exam
- doing class assignments for someone else
- plagiarizing published material, class assignments, or lab reports
- turning in a paper that has been purchased from a commercial research firm or obtained from the internet

- padding items of a bibliography
- obtaining an unauthorized copy of a test in advance of its scheduled administration
- using unauthorized notes during an exam
- collaborating with other students on assignments when it is not allowed
- obtaining a test from the exam site, completing and submitting it later
- altering answers on a scored test and submitting it for a regrade
- accessing and altering grade records
- stealing class assignments from other students and submitting them as one's own
- fabricating data
- destroying or stealing the work of other students

**Plagiarism** is a special kind of academic dishonesty in which one person steals another person's ideas or words and falsely presents them as the plagiarists' own product. This is most likely to occur in the following ways:

- using the exact language of someone else without the use of quotation marks and without giving proper credit to the author
- presenting the sequence of ideas or arranging the material of someone else even though such is expressed in one's own words, without giving appropriate acknowledgment
- submitting a document written by someone else but representing it as one's own

### **Basic Tips on Avoiding Claims of Dishonesty**

Careful attention to your own academic duties is the best way to avoid allegations of academic dishonesty. If you are asked to do something that you feel is wrong or unethical, it probably is. Aiding someone in committing an academically dishonest act is just as serious as receiving the aid. Review course syllabi and make sure you understand your instructors' expectations and responses regarding academic dishonesty. The following tips may help you avoid problems:

- Do not look around, particularly in the direction of other students' papers, during an exam since it may appear you are trying to copy from others.
- When taking an exam, shield your answer sheet. If you feel someone is trying to copy from you, ask the proctor if you may move. This will alert the proctor to a potential problem and help remove suspicion from you as aiding the other student if a claim of cheating arises.
- If you are allowed to take materials into a testing site, make sure no notes or materials are exposed or accessible that could cause one to believe you are using unauthorized aids (cribs).
- Should there be any doubt, clarify with your instructor how much collaboration, if any, is permitted or expected when working on projects or assignments with other students.

- Know that it is risky to electronically copy or transmit a computer program or file to other students. You could be implicated in a cheating incident if others alter that program and submit it as their own work.
- Protect your computer log-in identifications and passwords. Other students could use them to access your work and subsequently implicate you in a cheating case.
- Since it is impossible to write everything with complete originality, use quotation marks, footnotes, and parenthetical textual notes to acknowledge other peoples' words or ideas employed in your paper. Check with your instructor for proper techniques for citations and attribution if you have any doubts.
- Do not include sources in a bibliography or reference list if you have not used the sources in the preparation of your paper. To list unused sources is called padding the bibliography.
- Do not acquire previous papers, lab reports, or assignments used in a course with the intention of copying parts or all of the material. Consult with your instructor on how such materials may be used as general guides.
- Keep rough drafts and copies of papers submitted in courses since other students may get access to your work and attempt to claim it as their own.
- Do not leave copies of assignments in computer labs.
- Do not share your current or former assignments, projects, papers, etc., with other students to use as guides for their work. Such a practice could lead to claims of collaboration if part or all of your work is lifted by another student. Sometimes friendly assistance may escalate into claims of blatant dishonesty.
- Check with your instructor before turning in a paper or project you submitted in another course.
- Do not give your homework papers, projects, or other assignments to other students to submit for you. They may use parts of your work.
- When completing take-home exams, do not collaborate with other persons unless approved by the instructor.
- Keep your student identification card in your possession or secured. Never loan your identification to anyone.
- Do not make any marks on a graded exam if there is any chance you may submit it for a regrade. Make all notations on a separate paper.

### **What to do if You Suspect or Become Aware of Cheating**

Students who cheat gain an unfair advantage over honest students. Although reporting suspected or observed cheating may seem difficult, failure to do so hurts you as well as Purdue. Observations or knowledge of academic dishonesty should be reported immediately to course instructors. Even if your observations are reported anonymously, such information may encourage instructors to do further investigation, detect patterns of cheating, or impose effective preventive measures. If you are uncomfortable speaking directly with an instructor, you are urged to consult with staff in the Office of the Dean of Students who will advise and assist you in addressing the problem.

## **Consequences for Academic Dishonesty**

Before any formal action is taken against a student who is suspected of committing academic dishonesty, the instructor is encouraged to meet with the student to discuss the facts surrounding the suspicions. If the instructor concludes that the student is guilty and can resolve the matter with the student through punitive grading, the case may be considered closed. Examples of punitive grading are giving a lower or failing grade on the assignment, having the student repeat the assignment and perhaps some additional assignment, or assessing a lower or failing grade for the course. The grade appeals system offers recourse to a student whose grade has been reduced unfairly for alleged academic dishonesty.

Additionally, instructors are encouraged to refer cases to the Office of the Dean of Students for adjudication and/or appropriate record keeping. The Office of the Dean of Students will follow established procedures as provided in Part 5, Section III, of *University Regulations*. If found guilty, possible penalties include a warning, probation, probated suspension, suspension, or expulsion.

## **Academic Regulations and Procedures** **Section VIII — Scholastic Deficiency**

### **A. Contact Information**

- Office of the Dean of Students (765) 494-1747

### **B. Academic Probation**

A candidate for an associate or baccalaureate degree shall be placed on academic probation if his/her semester or graduation index at the end of any regular semester is less than that required for a student with his/her classification as shown in Table A.

A student on probation shall be removed from that status at the end of the first subsequent semester in which he/she achieves semester and graduation indexes equal to or greater than those required for a student with his/her classification as shown in Table A.

Any grade change due to a reporting error will result in a recalculation of the index and determination of probation status.

### **C. Dropping of Students for Scholastic Deficiency**

A student on scholastic probation shall be dropped from the University if, at the close of any regular semester, his/her graduation index is less than that required of a student as shown in Table B or he/she receives failing (F) grades in six credit hours or more for the semester.

This rule shall not apply for the semester in which the student completes all requirement for his/her degree. However, records of a degree recipient who does not meet the minimum index requirement of Table B shall be reviewed by the appropriate campus readmissions committee before he/she is allowed to pursue another undergraduate degree.

Any grade change due to a reporting error will result in a recalculation of the index and determination of drop status.

<b>Table A. Index Levels for Probation</b>		
Classification	Semester Index Less than	Graduation Index Less Than
0 and 1	1.5	1.5
2	1.5	1.6
3	1.6	1.7
4	1.6	1.8
5	1.7	1.9
6	1.7	2.0
7	1.7	2.0
8 and up		2.0

<b>Table B. Index Levels for Dropping</b>	
Classification	Graduation Index Less Than
0 and 1	1.3
2	1.4
3	1.5
4	1.6
5	1.7
6	1.8
7	1.9
8 and up	2.0

**Students will be dropped if they earn failing (F) grades in six credit hours or more for the semester, regardless of graduation index.**

A student dropped by this rule must apply to the appropriate office or readmission committee for the Purdue campus of choice. A fee is assessed for processing the readmissions application (*Board of Trustees minutes, June 5-6, 1970*). *Readmission is not guaranteed but any student who gains readmission is readmitted on probation and is subject to stipulations in effect as a condition of readmission.*

### **Readmission into Purdue University**

Go to: <http://www.purdue.edu/odos/administration/readmission.htm>

### **Deadline Dates for Readmission Application**

The deadline dates for completed applications, encumbrance clearances, and application fee payments for specific academic sessions are:

Summer Session	April 1
Fall Semester	July 1
Spring Semester	November 1

### **Readmission Fee**

Readmission application fee: \$100.00 (non-refundable)

Excerpted from Office of the Dean of Students website: <http://www.purdue.edu/odos>  
 CDS&R-Procedures  
 TH:km-9/5/03

## Extracurricular Activities

### **Sports—Purdue**

All Purdue students can purchase tickets to athletic events in West Lafayette. To purchase student tickets contact the Ticket Office:

Athletic Ticket Office: 765-494-3194

800-497-7678

Online: [www.purduesports.com](http://www.purduesports.com)

### **Student Activities Center - IUSB**

All Purdue Students must pay a Student Activity fee that allows them access to the Student Activities Center.

#### **Semester Break and Summer Hours**

Monday - Friday 6:00 a.m. - 8:00 p.m.

Saturday 9:00 a.m. - 4:00 p.m.

Sunday 1:00 p.m. - 7:00 p.m.

#### **Fall/Spring Semesters**

Monday - Thursday 6:00 a.m. - 11:00 p.m.

Friday 6:00 a.m. - 8:00 p.m.

Saturday 9:00 a.m. - 4:00 p.m.

Sunday 1:00 p.m. - 7:00 p.m.

The management may change the facility hours upon usage review.

The 100,000 square foot facility seats 1,800 for athletic and special events.

Student Activities Center Features:

Courtside Café

Competition Basketball / Volleyball Courts (3)

Racquetball / Wallyball Courts (3)

Indoor Running Track (1/8 mile)

Group Exercise / Aerobic Room

Fitness Center

Table Tennis / Pool Tables

Locker Rooms

Student Government Offices

Publications Offices

Conference Rooms (3)

Athletic Offices

Wellness Center

Fitness Center: The state of the art fitness center features Paramount (plate-loaded) equipment and Hampton Strength free-weight equipment, along with 23 pieces of cardiovascular machines including:

Precor Elliptical Trainers (4)  
Precor Climbers (4)  
Schwinn Elite Upright Bikes (4)  
Schwinn Recumbent Bikes (4)  
Precor Treadmills (3)  
Woodway Treadmills (2)  
Schwinn Rower & Stretch Trainer (1)

### **Membership Fees:**

Students (IU South Bend, Purdue University College of Technology South Bend/Elkhart, and South Bend English Institute) - No charge with current ID

Faculty and Staff-both retired and active (IU South Bend and Purdue Technology) - \$10 per month or \$100 per year; spouses add \$10 per month

Alumni (First 275 dues-paying IU South Bend Alumni) - \$20 per month or \$200 per year; spouses add \$20 per month

South Bend English Institute Faculty and Staff - \$20 per month or \$200 per year

Guests (Limit one guest per member) - \$3 per visit

**Locker Fees\*** - \$20 for a full size locker; \$10 for a half size locker per semester.

**\*Locker Policy:** Lockers are available for rent each semester. All members have the opportunity to purchase a full locker for \$20.00 or a half locker for \$10.00 per semester. In the interest of cleanliness, sanitizing, and locker management, lockers will be cleaned the week of finals. Current tenants will have the option to renew for the next semester when they clean out their locker. Lockers will be ready for use again the week after finals. Any contents remaining in a locker after the last day of classes will be retained for one week and then donated to charity.

Members or guests choosing not to purchase a locker rental must use one of the day-use lockers available in each locker room or one of the courtside lockers. You must use your own lock on day-use lockers. Any locks remaining on day-use lockers at closing time each day will be cut off. Any contents not claimed after one week will be donated to charity.

### **User Policies**

An IU South Bend identification (ID) card is required for entry into the facility by students, faculty and staff. If you do not have an IU South Bend ID, please contact the Office of Student Services. A patron will be allowed three entrances without an IU South Bend ID. After that, the patron will be denied entry.

A driver's license is required for entry into the facility by other members or guests.

The staff reserves the right to ask for ID.

The Student Activities Center is not responsible for lost or stolen property.

Only one guest per visit is allowed. Members must accompany their guest at all times (guest fee is \$3.00 per visit).

Athletic events and physical education classes will take priority in some venues.

Membership is a privilege, not a right.

Management reserves the right to revoke any membership.

The membership is non-transferable and non-refundable.

The management may change the facility hours upon usage review.

The track and recreation area will be closed during all varsity athletic events.

<http://www.iusb.edu/~sbsac/policies.shtml>

## Clubs & Organizations

Purdue students are welcome and encouraged to join IU Clubs and Organizations. There are more than 50 student organizations at IU South Bend, ranging from the Accounting Association to the Women's Student Union. Get involved and meet other students who share your professional, athletic, academic, and community-service interests. If you would like to join one of these groups (and there is no contact information provided on their website), or start a group of your own, please contact Marvin at [mlrasch@iusb.edu](mailto:mlrasch@iusb.edu) or (574) 520-5533, Room 202 Student Activities Center.

Accounting Association  
Action IUSB  
Air Force ROTC  
American Advertising/Marketing Club  
American Indiana Student Union (AISU)  
Analecta  
Anthropology Club  
Army ROTC  
Black Student Union  
Bowling  
Campus Bible Fellowship  
Campus Crusade Christ  
Cercle Francais (French Club)  
Civil Rights Heritage Club at IUSB  
Cheerleading  
College Democrats  
Communications Club  
Council for Exceptional Children  
Criminal Justice Association  
Dodgeball  
Gamer's Guild  
Gay Straight Alliance (GSA)  
German Club  
Gothic Society  
Government Association, Student

Hap-Ki-Do Self Defense Club  
History Club  
Impact Christian Fellowship  
International Student Organization  
IUSB Association of Computing  
Machinery  
IUSB College Republicans  
IUSB Peach & Justice Coalition  
Japanese Club  
Labor Students & Alumni Association  
Latino Student Union (LSU)  
Math Club  
Muslim Student Association (MSA)  
New Views on Gender  
Newman Catholic Association  
Pan African Student Association  
Physics Club  
Players Guild  
Political Science Club  
Preface, The (student newspaper)  
Psychology Club  
Rivals  
SHRM (Society of Human Resource  
Management)  
Soccer, Men's

Society Creative Anachronism  
Sociology Club  
Spanish Club  
Step One  
Student Alumni Association  
Student Government Association (SGA)  
Student Nursing Association

Tawiansese Student Association  
Titan Productions  
Undergraduate Research Journal  
V-Club  
Volleyball, Men's  
Wellness Weightlifting & Fitness (WWF)  
Woman's Student Union

## Glossary of Terms

### **Associate Degree**

A university degree completed with a minimum of 60 credit hours in specified courses.

### **Baccalaureate Degree**

A university degree completed with a minimum of 120 credit hours in specified courses.

### **Bursar**

A College Treasurer. The Bursar's Office is responsible for sending bills and receiving payments.

### **Concurrent/Co-requisite**

A course that must be taken at the same time as another course.

### **Credit**

A numerical unit that indicates the completion of academic work. Ordinarily, one credit hour is given for one hour class attendance per week for the period of a semester. Most courses are worth three credits.

### **Credit Transfer Report (CTR)**

A document issued by the Admissions Office indicating how much academic work completed at another institution applies to academic programs in the accepting institution.

### **Curriculum**

Courses required within a particular field of study.

### **Elective**

A course taken out of the major requirements. Courses required for a major frequently include a certain number of required electives.

### **Grade Index (Graduate Index, Overall GPA, grade point average)**

The average of one's total grades. Purdue uses the four point grading system: A=4.0; B=3.0; C=2.0; D=1.0; F=0.0. Purdue does not assign "+" or "-" grades.

### **Non-degree Student**

A student not formally admitted into a degree program. A non-degree student can be formally admitted after passing 12 credit hours (not including remedial classes, and one class must be math). All non-degree students will be required to apply for formal admission after 18 credit hours and will enter the current plan of study in effect at the time of formal admission.

**Plan of Study**

A document listing courses in a discipline (CGT, CIT, ECET, IT, MET, OLS) that are required to obtain a Certificate, Associates and/or Bachelor's degree. Students should use the Plan of Study as an aid in scheduling classes and planning for graduation.

*It is the responsibility of each student to assure that he/she schedules the necessary prerequisites and courses to meet graduation requirements. Questions may be directed to your academic advisor. Any variation from the courses listed on the Plan of Study requires an advisor's approval.*

**Pre-technology**

Individuals can be admitted as a pre-technology student to a Statewide Technology site when there is deficiency in one or more Admissions requirements (i.e., needing to take a math course). Admissions will notify the student of the requirements needed so that one can transfer into one's desired major. Once the requirement(s) are completed a Change of Career Objective (CODO) form must be filled-out and submitted to the Registrar's Office in West Lafayette. Being classified as pre-technology allows a student to qualify for financial aid whereas a non-degree student is ineligible for financial aid.

**Prerequisite**

A course which must be taken before the student can enroll in another, more advanced course. Prerequisites are indicated in the campus bulletin and on the list of course descriptions available in the main office.

**Registrar**

The staff who maintain a record of your college transcripts. The Registrar's Office is in charge of registration, the processing of grades, and the posting of drop/add courses.

**Syllabus**

A course information document listing instructor data, tests, expectations, dates, and other information. It is given out by the instructor on the first day of class.

**Transcript**

A document that lists the student's academic record, including courses completed, grades received and credit earned.

**Undergraduate**

A college student who has not yet earned a bachelor's degree. A term related to a degree, as in undergraduate education, student course, or program.

### Contact Information - Purdue—West Lafayette

Department	Contact	Telephone	Fax	E-mail
Admissions	Karan Bowerman	765-494-5931		ksbowerman@purdue.edu
Admissions	Jean Maroney	765-494-5934		jsmaroney@purdue.edu
Bursar	Jennifer Zink	765-494-7573	765-496-1133	jzink@purdue.edu
Credit Evaluation		765-494-1776	765-494-0544	
Financial Aid	Linda Lucas	765-494-5085	765-494-6707	llucas@purdue.edu
Registrar	Amy Kingma	765-494-7638	765-494-0570	ajkingma@purdue.edu
VA Benefits	Amy Kingma	765-494-7638	765-494-0570	ajkingma@purdue.edu

### Contact Information – IUSB

Department	Telephone	Location	E-mail and/or Website
General Information	574-520-4872	Administration Building	
Bookstore	574-520-4312	Northside Hall	
Bursar	574-520-4489	101 Admin. Building	llucas@iusb.edu
Cashier/Teller	574-520-4320	101 Admin. Building	
Learning Center (Tutoring for Math, Business, Chemistry, etc.)	574-520-5022	122 Admin. Building	sos@iusb.edu OR <a href="http://www.iusb.edu/~sbalc/">http://www.iusb.edu/~sbalc/</a>
Math Tutoring Center		336 & 338 Northside Hall	<a href="http://www.iusb.edu/~sbmathcb/www2/StudentResources.html">http://www.iusb.edu/~sbmathcb/www2/StudentResources.html</a>
OIT Help Desk	574-520-4362	1275 Weikamp	helpdesk@iusb.edu
Parking	574-520-6528	127 Admin. Building	parking@iusb.edu
Police / Security 24 hours	574-520-4239		sbsafety@iusb.edu
Private Math tutoring	574-520-4335	Math Dept./Northside Hall	sbmathcb@iusb.edu
Registrar	574-520-4451	Administrative Building	regofc@iusb.edu
Security / Lost & Found / Information	574-520-4499	Administrative Building	sbsafety@iusb.edu
Safety & Security – Emergency	Ext.9911		

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