INDIANA TECH

# Student Handbook

## For Traditional Student Population

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# Office of Student Success

Staffed by caring student success advisors, the Office of Student Success (the OSS) is here to help you navigate around any obstacles you may encounter during your college career. We will help you improve your study skills, get you connected with a tutor, advise you on future class selections, and much more. In addition, the OSS houses the disability services office and is the starting point for students to discuss their specific needs. Our goal is to keep all students moving forward to pursue their academic goals.

# Office of Student Success Staff

## Angela Williams
## Disability Services Coordinator

Phone: 260.422.5561, ext. 2111
Email: **amwilliams@indianatech.edu**
Office: Snyder Academic Center, Lower Level

**Master of Science in Management** – Indiana Tech – Fort Wayne, IN
**Bachelor of Science in Business Administration,** Concentration in Marketing – Indiana Tech – Fort Wayne, IN
**Associate in Office Administration** - International Business College – Fort Wayne, IN
**MBTI:** ISFJ-T
**Gallup Strengths:**
**Enneagram:** Type 2

Job Duties:

- Review consideration Academic Accommodations for Traditional, CPS, and Grad
- Review consideration for Emotional Support Animals (ESA) and Housing accommodations

## McKenzie Cook
## Accommodations Specialist, Disability Services

Phone: 260.422.5561, Ext. 2396
Email: **mlcook@indianatech.edu**
Office: Snyder Academic Center, Lower Level

**Master of Science in Psychology** – Indiana Tech – Fort Wayne, IN
**Bachelor of Science in Psychology** – Indiana Tech – Fort Wayne, IN
**MBTI:** INFJ
**Gallup Strengths:** Empathy, Positivity, Arranger, Analytical, Restorative
**Enneagram:** Type 2

Job Duties

- Implementation and coordination of accommodations for registered students with disabilities, including test proctoring, captioning, alternative formats, interpreters, assistive technology, and digital textbooks
- Provide academic coaching and act as an advocate for students with disabilities

## Nick Kight
## Student Success Advisor – College of Arts and Sciences

Phone: 260.422.5561, ext. 2461
Email: **nckight@indianatech.edu**
Office: Snyder Academic Center, Lower Level

**Masters of Science in Student Affairs & Higher Education** – Indiana State University – Terra Haute, IN
**Bachelor of Art in Communication** – Huntington University – Huntington, IN
**Bachelor of Arts in Public Relations** – Huntington University – Huntington, IN
**MBTI:** ENFJ
**Gallup Strengths:** Strategic, Discipline, Competition, Responsibility, Achiever
**Enneagram:** Type 3

Job Duties

- Works with first-year students regarding selecting classes and student success strategies as they navigate their first year at Indiana Tech

## Samantha Greulach
## Student Success Advisor – College of Business

Phone: 260.422.5561, ext. 2151
Email: **slgreulach@indianatech.edu**
Office: Snyder Academic Center, Lower Level

**Master of Arts in History** – Primary Field: Women in Tudor-Stuart England, Secondary Field: Women in the Early Antebellum South – Ball State University – Muncie, IN
**Bachelor of Arts in History,** minor in Women and Gender Studies – Indiana University South Bend – South Bend, IN
**MBTI:** ISTJ-T
**Gallup Strengths:** Deliberative, Context, Adaptability, Empathy, Intellection
**Enneagram:** Type 5

Job Duties

- Works with first-year students regarding selecting classes and student success strategies as they navigate their first year at Indiana Tech

## Corinne Ambler
## Student Success Advisor – College of Engineering and School of Computer Sciences

Phone: 260.422.5561, ext. 3437
Email: cmambler@indianatech.edu
Office: Snyder Academic Center, Lower Level

**Bachelor of Science in Public Affairs** – Indiana University – Fort Wayne, IN
**Associate in Criminal Justice -** Ivy Tech – Fort Wayne, IN
**MBTI:** INFP - T
**Gallup Strengths:**
**Enneagram:** Type Four

Job Duties

- Works with first-year students regarding selecting classes and student success strategies as they navigate their first year at Indiana Tech

## Jared Meeks
## Traditional Student Success Coach

Phone: 260.422.5561, ext. 2107
Email: jtmeeks@indianatech.edu
Office: Snyder Academic Center, Lower Level

**Bachelor of Science in Organizational Leadership and Supervision** – Purdue University – West Lafayette, IN
**MBTI:** ISFJ
**Gallup Strengths:** Empathy, Developer, Adaptability, Strategic, Relator
**Enneagram:** Type Two

Job Duties

- Works with first-year students regarding selecting classes and student success strategies as they navigate their first year at Indiana Tech

# First-Year Experience

Welcome, Warrior!

We are so excited to have you join us here at Indiana Tech and look forward to learning more about you throughout your first year. The first year of college is an exciting time. To help you find success in your first year, we recommend connecting with the Office of Student Success and your Student Success Advisor at least four times.

Here is what your first year on campus will look like:

**MAY – AUGUST (before arrival to campus):**

- New Warriors are assigned a Student Success Advisor when they begin taking classes at Indiana Tech. Student Success Advisors are assigned to students based on each student's academic program to declare as their major.
- Before a student's first semester, the Student Success Advisor will create the student's first-semester class schedule based on the course recommendations from faculty for students to complete during the first semester. Four-year degree plans for each academic program can be found in our **Academic Catalog**.
- New students will receive their first-semester class schedule from their Student Success Advisor via email before their arrival to campus. New students are encouraged to contact their Student Success Advisor with any questions or concerns regarding their first-semester class schedule or preparing for their first semester.

**AUGUST – OCTOBER:**

- New students can make any schedule adjustments through the first week of the fall semester. To make these changes, a student must meet with their Student Success Advisor to discuss the requested change's impact on the student's graduation plan.
- New students are highly encouraged to schedule an initial meeting with their Student Success Advisor before fall break to discuss their transition to Indiana Tech. Students are also required to attend an advising session with their advisor to select their spring semester courses. New students will not be "cleared" to register for the following semester's classes until they have met with their Student Success Advisor.
- New students can register for spring classes once they have been "cleared" for registration by their Student Success Advisor. This "clearance" happens after attending either their academic program's course advising session or by scheduling an individualized appointment with their Student Success Advisor.

**NOVEMBER – DECEMBER:**

- Once a student has been cleared for registration by their Student Success Advisor, they can begin creating their spring semester class schedule.
- A second advising appointment is recommended with a Student Success Advisor to confirm the student has registered for the correct next set of classes for the student's academic program and to review the student's academic coursework during the fall semester to ensure the student is on track for the next set of classes in the spring semester.

**DECEMBER – JANUARY:**

- New students interested in taking a course during winter break will need to meet with their Student Success Advisor. Student Success Advisors can advise students on class options that will most benefit the student to take during winter break.
- Student Success Advisors will notify new students of any grades received from fall semester classes that might benefit from being repeated during the spring semester.

**JANUARY – MARCH:**

- New students can make any class/schedule adjustments through the first week of the spring semester. To make these changes, a student must meet with their Student Success Advisor to discuss the requested change's impact on the student's graduation plan.
- New students are highly encouraged to schedule a third meeting with their Student Success Advisor before spring break to discuss how their second semester at Indiana Tech is going and must attend their academic program's fall semester course advising session. New students will not be cleared to register for classes until they have met with their Student Success Advisor.
- New students can begin scheduling themselves for classes for the fall semester once they have been cleared for registration by their Student Success Advisor after attending either their academic program's course advising session or by scheduling an individualized appointment with their Student Success Advisor.

**MARCH – MAY:**

- Once a student has been cleared for registration by their Student Success Advisor, they can begin creating their fall semester class schedule.
- A fourth and final advising appointment is recommended with a Student Success Advisor to confirm the student has registered for the correct next set of classes for the student's academic program and to review the student's academic coursework during the spring semester to ensure the student is on track for the next set of classes in the fall semester.
- Students will be given the contact information for their academic advisor in their academic program, whom they will begin meeting with for course advising at the start of their second year.

# Upperclassmen Experience

At the end of your first year working with your Student Success Advisor, you will be transitioned to working with a faculty Academic Advisor. Your Student Success Advisor will help connect you with your new Academic Advisor.

In working with an Academic Advisor, you will receive:

- Valuable insight into your field
- Personalized direction for your career path
- Gain connections to someone who has experience in your chosen field

Your Academic Advisor and Student Success Advisor work closely to ensure a smooth transition. After transitioning to your Academic Advisor, your Student Success Advisor will still be here to support you in addition to your Academic Advisor. Your Student Success Advisors' assistance with scheduling will take a back seat, but their Academic Coaching role will still be a valuable tool you can utilize. Your Student Success Advisor can help you with the following during your upperclassman years:

- Tutoring
- Motivation
- Life Balance
- Organization
- Goal Planning
- Note Taking Tips
- Time Management Skills
- Stress Management Skills
- Learning Style Information
- Study Method Information

# Student Success Coaching

Student Success Advisors are available to meet with all traditional undergraduate students and provide coaching through individual 30-minute appointments scheduled by the student. Student Success Advisors can coach students through challenges with time management, organization, academic accountability, interpersonal conflict, and developing strong study habits.

Student Success Advisors can help connect students with various resources and help students develop plans to become academically stronger. The university recommends students attend at least two check-in appointments with a Student Success Advisor each semester to address any academic, social, or

personal challenges the student might be experiencing. We encourage students to initiate and request an appointment with their Student Success Advisor whenever they recognize hardship in their academic journey that might negatively impact their academic and career goals.

# The Tutoring Center

The Office of Student Success is home to Indiana Tech's Tutoring Center. Located on the lowest level of the Snyder Academic Center next to the Office of the Registrar, this space is open for all students to utilize as s space to study, have a tutoring session, or meet up with classmates to discuss a group project.

Need access to a computer or printer? We have those as well for all students to use!

Tutoring is available to all traditional students at no cost. Stop by the Office of Student Success to schedule your next tutoring appointment.

**Peer Tutoring**

Peer tutoring is available for many courses offered at Indiana Tech and is free for traditional undergraduate students.

Each tutoring appointment lasts for an hour and must be scheduled at least 24 hours in advance. You can schedule a tutoring appointment by logging on to Blackboard and scheduling an appointment using Starfish.

Students will meet with their Peer Tutor in the Tutoring Center. The Tutoring Center in the Office of Student Success is located in the lower level of the Snyder Academic Center and is open from 9:00 am – 9:00 pm Monday through Friday and 3:00 – 9:00 pm on Sundays.

**Tutor.com**

Tutor.com is a free online tutoring service available for all Indiana Tech students. Each student is allotted 300 minutes of tutoring that can be accessed on Tutor.com 24/7.

If you would like online tutoring help, you may access Tutor.com through your Blackboard account at any time.

For assistance with Tutor.com or to request additional tutoring minutes, please contact the Office of Student Success via email at StudentSuccess@indianatech.edu or by phone at (260) 422-5561 ext. 2237.

**Why get tutoring?**

There are many reasons to consider tutoring, such as:

- Maintaining and achieving academic goals
- Enhancing classroom learning by identifying learning style preferences
- Deepening understanding of course subject matter and sharpening skills
- Becoming a skilled learner by improving study skills and developing critical thinking skills

**How to get the most out of tutoring?**

The success of your tutoring depends on the effort you put into it. To get the most out of tutoring, you should:

- Attend all scheduled tutoring sessions
- Always bring your books, syllabus, and class assignments to each tutoring session
- Meet weekly with your peer tutor to provide consistency and to build a working relationship

# Writing Center

We all struggle with writing at one time or another. And, we all benefit from having another set of eyes and ears to test our writing conversation out on a real audience. That's why Indiana Tech's Writing Center is here. We are about the person, not the paper. We want to help create better writers.

The Writing Center is a place where undergraduate and graduate students on our Fort Wayne campus can get free support and feedback on writing and presentation assignments. We are not a drop-off editing service. Instead, we are here to work one-on-one with all writers, at all levels of proficiency, for all courses. We help students at any stage of their writing process–brainstorming a topic, formatting a final draft or practicing a PowerPoint delivery. Here are some additional ways we help:

**For the individual**: We offer assistance for all Indiana Tech disciplines, colleges and courses.

**For groups**: These could be designed by faculty, students or staff to meet a specific writing or presentation need. We can help design the work, the space and the time.

**Workshops**: We can develop workshops for faculty, students and staff. Make a request, whether for a specific assignment, a specific need or any training related to writing and presenting.

**Classroom assistance**: We can help students design and present a project. We will attend the student's class as a coach and writing assistant.

**Writing space**: The Writing Center can be the quiet place a student needs to get something done. The space is free to use on a "stop-by" basis, without making an appointment.

# Major Exploration

If you are feeling unsure about your current major, you can stop by the Office of Student Success to meet with a Student Success Advisor for information on course requirements for all of the academic programs offered at Indiana Tech. Student Success Advisors can assist students with figuring out which completed courses will apply toward a new degree of interest.

**Please note:**

**First-year students must meet with their Student Success Advisor for assistance with changing a major or minor.**

**Upper-level students must meet with their Academic Advisor within their academic program for assistance in changing majors.**

# Student Success Series

Students are invited to attend various sessions throughout the school year designed to help them become stronger personally, academically, and socially.

Please visit the Office of Student Success website to see more about our upcoming events and seminars.

# IIT 1050: College Study Skills

Taught by the Director of Student Success, this course will use a combination of self-reflection, assessment, and group work to foster a strong foundation for success in college coursework. The course addresses topics such as strength and personality type identification, goal setting, building your campus support network, time management, prioritization of tasks, accountability for goals and responsibilities, basic research skills, and presentation skills. This course awards college credit but does not apply towards graduation.

Any student interested in sharpening their college study skills may register for the course. IIT 1050 is offered every semester.

# Disability Services

The Disability Services Office is excited to be part of a student's journey here at Indiana Tech! Disability Services provides reasonable accommodations to qualified students with disabilities. We consider the

eligibility of accommodations for students with disabilities under Section 504 and the ADA. Academic accommodations are granted to help ensure equal access, but they do not necessarily guarantee success. Students are responsible for self-disclosing their disability and need for academic accommodations to the Disability Services Office.

Academic accommodations are not retroactive, so students are encouraged to meet with Disability Services early in their academic career at Indiana Tech.

# Office of the Registrar

Indiana Tech's University Registrar ensures the accuracy, integrity, and security of the university's academic and enrollment records; and serves students, faculty, staff, and alumni. Below are a few of the office responsibilities:

- Registration & Grades
- Academic Calendar
- Catalog & Schedules
- Graduation & Commencement

# Student Financial Services

You need to understand several important things regarding Financial Aid (FA):

1. Every independent student has a maximum of $57,500 available in federal student loans for their entire undergraduate education. While dependent students have a maximum of $31,300 available in federal student loans for their entire undergraduate education. There is a loan limit based on the students' grade level. Parent Plus loans are also available, and private loans are an option when needed. Financial Aid has a list of private lending options on their website.
2. For FA purposes, a student is full-time with an enrollment of 12 credits hours in a semester. However, to be on track for graduation, a student needs a minimum of 15 credits hours per semester. Enrollment status may vary based upon how many non-college credit classes are required to reach program-level math and English courses.
3. Students who receive Indiana Tech Merit or Presidential Scholarships (academic) or any other endowed scholarships must maintain full-time enrollment status.
4. Students who are residents of Indiana who receive state grants must successfully complete 24 credit hours per academic year to remain eligible for said grants.
5. Students who are 21st Century Scholarship recipients must successfully complete 30 credit hours per academic year to maintain their eligibility.

6. Students who receive the family grant must be full-time. It is important to note that If one family member falls to less than full time, the other family member(s) will lose their grant eligibility.
7. Students must complete a new FAFSA every academic year. Please note that FAFSA now uses prior-year tax information (for reference, our FAFSA code is 01805).
8. If a student has an unusual circumstance, such as a parent having a significant loss of income, you may ask Financial Aid for a Special Circumstance Form to have them re-evaluate your FA package based on the updated income.

You will want to keep these requirements in mind whenever thinking about dropping or withdrawing from a course. When making changes to your schedule it's important that you speak with financial aid to make sure you understand how the changes could effect your financial aid. It should also be noted that semesters that are not considered fall or spring, such as winter and summer, are not covered by Financial Aid.

# Academic Probation and Financial Aid SAP

Academic standing is determined using semester and cumulative grade point averages (GPAs). The three levels of academic standing (see the University Catalog for details) are Good Standing, Academic Probation, and Academic Dismissal.

Enrollment at Indiana Tech is permitted while on probation, but the student is in danger of academic dismissal.

Students will be dismissed at the end of the semester if both:
1st and 2nd semester cumulative GPA is below 1.50, and semester GPA is below 1.5
3rd semester and beyond, the cumulative GPA is below 2.0, and semester GPA is below 2.0

Students who are academically dismissed have an opportunity to appeal the dismissal if extenuating circumstances occurred during the semester that led to the academic dismissal. The letter notifying these students of their dismissal status also outlines the process for appealing the academic dismissal. Students must submit appeals no later than two weeks before the beginning of the following semester. The Financial Aid-Academic Dismissal Appeals Committee reviews appeals. Students will be notified of the outcome of the appeal review through email and U.S. mail. If a student disagrees with the appeal decision of the committee, students can make a second appeal, and that determination is final.

The academic appeal process is the same for the Financial Aid, Satisfactory Academic Progress (SAP).

The Department of Education requires that every student make satisfactory academic progress (SAP). SAP is reviewed by the Financial Aid Office every semester. There are three ways that a student may not meet SAP:

1. **Not meeting minimum GPA requirements**

   Undergraduate students in their first two semesters (freshmen) must have a minimum cumulative 1.5 GPA to remain in good standing with financial aid. After the first two semesters, undergraduates must maintain a 2.0 cumulative GPA.

2. **Not being on pace**

   Earn at least 67% of the credits they attempt for each program level (undergraduate, graduate, or doctoral degree). This calculation includes all accepted transfer credits and credits attempted at Indiana Tech. Please note that withdrawals (W) and incompletes (I) will count as attempted credits but not completed credits for this calculation.

3. **Met maximum time frame for degree completion**

   Undergraduate students may receive financial aid for up to 150% of the credits necessary to complete their program of study. If it is found that you do not have a realistic chance of meeting your graduation requirements by the time you have reached 125% of the credit hours needed for your program, your financial aid eligibility will be terminated.

   If you change majors, you will be limited to financial aid for up to 150% of the number of credits required for the new program, including all previous credits attempted, regardless of major declared at the time.

   An exception will be made for students transferring from a bachelor's degree program to an associate degree.

   - You will be eligible to receive aid for up to 150% of the credits required in your degree audit under your new program, starting with the semester that you changed programs (including prior credits that apply toward the new program).
   - This exception may only be made once.

# The Career Center

Indiana Tech's Career Center will equip you with a professional proficiency that will prepare you for active participation, career advancement, and leadership in the global 21st-century society; and motivate you toward a life of significance and worth.

Indiana Tech's Career Center has resources and knowledgeable career coaches to help identify a career path that you are passionate about and is best suited for you. They focus on three ways to help you find the right career path for you.

1. Discover Yourself: Whether you are in college or the workforce, take a look inside yourself to help you identify that first – or next – career path.
2. Explore Careers: Use your finding from your self-assessments to research career paths that resonate with you.
3. Gain Experience: Find ways to gain valuable work experience while in college to be better equipped, confident, and more marketable when you are ready to enter the workforce.

# The Health and Wellness Clinic

**Services Available**

- Maintenance of medical records
- Acute care for minor illnesses/injuries
- Tech Student Services for available resources)
- Referrals to primary care physicians that are accepting new patients
- Referrals to appropriate levels of treatment when unable to provide treatment onsite
- Mental health referrals (18 and older to the Indiana Tech provided counselor or to Indiana
- Pharmaceuticals (writing prescriptions for medications associated with treatment plan)

**Hours of Operation**

- Monday – Friday 1:30 pm – 4:30 pm

**How to Schedule an Appointment**

- Appointments are scheduled by using the following link: https://mpclinicschedule.setster.com/

**Location**

- Located in Andorfer Commons on the 1st floor (Andorfer 164) within the Student Affairs Suite (Andorfer 150)

# Counseling

Indiana Tech/Parkview Student Assistance Program offers a variety of short-term counseling and consultation services to address the needs of students. All services are confidential and provided in a welcoming, comfortable setting, regardless of race, gender, religion, ethnic background, age, sexual orientation, citizenship, or presence of a disability.

All currently enrolled Indiana Tech students are eligible for counseling services, including up to six full counseling sessions per year. Family members and significant others are eligible when seen with the student. There is no charge for these services.

Services Offered:

- Intake, assessment, and referral: The first appointment allows a student and a counselor to get to know one another and formulate a plan of action. This meeting is usually structured, as it involves completing initial paperwork. In some cases, the student and the counselor may agree to facilitate a referral to a community agency.
- Individual Counseling: Students can meet one-on-one with a counselor to discuss a variety of problems, including but not limited to – Depression, Anxiety, Identity Issues, Anger, Stress, Relationship Problems, Substance abuse.
- Couples Counseling: Can help couples determine and work through the influences putting stress on their relationships. While the goal is often to help couples repair their relationships, counseling can also help couples end relationships healthily and respectfully.
- Consultation: Consultation services are offered to meet a variety of student needs, including concerns about another student who may be: Experiencing emotional problems, displaying irrational behavior or behavior out of the norm, Exhibiting signs of substance abuse.
- Workshops: Presentations are available on various topics in the areas of mental health, communication, and conflict resolution. Call the Student Assistance Program to discuss the specific interest of your group or organization.

**Confidentiality**

The Counseling Services are firmly committed to keeping the information you share confidential, including your attendance and participation in counseling. They do not and are not legally permitted to discuss your information with anyone – including university officials, faculty members, parents, or outside agencies – without written authorization from you. Exceptions to this rule are made when: You or someone else are in imminent danger of serious harm, A child or other dependent is being abused, a court order requires release of records the office is staffed with licensed professional counselors.

**Hours of Operation and Contact Information**

- Monday through Friday, 8:30 am – 5:00 pm with a short lunch break midday. Office hours vary during holidays, semester, and summer breaks

- Call 260.266.8060 or 800.721.8809 to schedule an appointment, After – Hours Crisis Line 260.446.1867, Email: Counseling@indianatech.edu

**Location**

- Indiana Tech Wellness Clinic Andorfer Commons - Student Affair Suite Room 150, 1600 E. Washington Blvd., Fort Wayne, IN 46803

# The McMillen Library

The mission of McMillen Library at Indiana Tech is to provide convenient access to those resources needed to support student learning, faculty instruction, and research, as well as to promote the virtues of intellectual inquiry, acquisition of knowledge, and excellence in scholarship for all members of the university's community.

McMillen Library Circulation Desk: 260.422.5561, ext. 2215

# Textbook Information

For students at most colleges and universities, the high cost of purchasing textbooks each semester is an unpleasant surprise. Indiana tech is different. For all students in undergraduate and master's degree programs, textbook rental is included in the cost of the tuition.

Traditional undergraduate students pick up their textbooks from the bookroom in Warrior Fieldhouse at the beginning of each semester. Based on the courses you've registered for, your books will be selected, bagged, and waiting for you to present your student ID at pickup.

At the end of the semester, simply return the book to the bookroom. Damaged books or books that you do not return will be added as a bill to your student account.

# Indiana Tech Glossary

- **Academic Advisor:** Academic Advisors are advisors who are also faculty members on campus. They work with upper-level students to advise them on which classes to take and graduation planning. They can also assist with career goals and internship selection.
- **Academic Dismissal:** Academic Dismissal results from a pattern of multiple semesters of grades that are below the university's standards for Good Academic Standing (1.50 GPA or higher during your first two semesters and 2.00 GPA or higher your third semester and beyond or higher GPA). Academic Dismissal only occurs after you have received a warning about your academic performance by being placed on Academic Probation for a semester.
- **Academic Probation:** Academic probation means that a student's GPA has fall from good standing status. For Freshman this is a GPA under 1.5, for Sophomores and up this is under 2.0. Students will have the following semester to raise their GPA to required GPA or higher, if they don't they will be academically dismissed.
- **Add/Drop:** Add/Drop period is when you can change your schedule either by dropping or adding classes or switching sections of a course. The end of add/drop is typically the beginning of the second week of classes. If you drop classes before this deadline, you will not be charged for the course.
- **Associate Degree:** Undergraduate degree that generally requires two years of full-time study.
- **Bachelor's Degree:** Undergraduate degree that generally requires four years of full-time study.
- **Career Center:** Indiana Tech's Career Center will equip you with a professional proficiency that will prepare you for active participation, career advancement, and leadership in the global 21st-century society; and motivate you toward a life of significance and worth. They can help students from every aspect of finding a job to discussions about which career path is best for you, building a resume, helping with an internship, and assisting in the job search.
- **Certificate:** A non-degree credential that proves knowledge or skill in a specific area.
- **Co-requisites:** Course required to be taken simultaneously with another course.
- **Credits:** A measure of a class's time based on how many hours students spend in class.
- **Faculty:** Academic staff including professors, both full-time and adjunct.
- **Final:** Exam is taken at the end of a course that usually includes subject matter from the entire course.
- **First-Generation College Student:** A student whose parent(s) did not complete a four–year college or university degree.
- **Course Catalog:** A publication put out by the college or university that describes academic programs, their majors, minors, and required courses and their content.
- **General Education Core:** Courses that help create an undergraduate degree foundation. General education courses generally include lower-level Math, English, Social Science, and Natural Science.
- **Credits:** A measure of a class's time based on how many hours students spend in class.

- **Electives/Free Electives:** Classes that are not included in a students' major requirements. Elective courses are great opportunities to explore other classes a student might be interested in outside of their major.
- **Grade Point Average (GPA):** Represents the average of a student's final grades in their courses. GPA is calculated by adding the final grades divided by the number of credit hours, though some classes may be weighted or measured on a different scale.
- **Grading Scale:** System in which letter grades are awarded a grade point or number to help calculate GPA.
- **Midterm:** A midterm is an exam given midway through the course term that generally covers all lecture, reading, and discussion material presented so far.
- **Minor:** A secondary focus meant to add value to a student's major.
- **Orientation:** A time at the beginning of a school year that serves as a training period for new students. For Indiana Tech, this includes a couple of days' worth of activities to help you learn about Indiana Tech and introduce you to the resources that Indiana Tech has to offer its students.
- **Pass-fail course:** Instead of receiving a letter grade, students will get a P or F on their transcript.
- **Peer Tutor:** Peer tutoring is free tutoring by a student who has already taken the class and has done well. Their help can be an invaluable resource.
- **Plagiarism:** Taking credit for someone else's work as your own. This scan includes copying words, sentence structure, or ideas. Plagiarism has very grave consequences in higher education. The consequences can range from failing an assignment, failing a class, or potentially being dismissed from the university.
- **Prerequisites:** Course required to take more advanced courses or apply to a program
- **Registrar's Office:** The Registrar's Office specializes in handling academic records and logistical data for the university. They are responsible for several duties, such as preparing students' transcripts and tracking academic and enrollment records. The Registrar's Office is also in charge of processing all academic forms, putting together classes, academic calendars, etc.
- **Registration:** Process of reserving a spot in specific classes for enrolled students.
- **Registration Date:** The date on which a student can register for classes.
- **SAP:** Students who fail to meet Satisfactory Academic Progress (SAP) standards at the end of their annual payment period (Fall-Spring / Spring-Fall) will have their remaining aid terminated. They will not be eligible for any future financial aid. Students will be notified via U.S. mail or email of their status. Students can appeal this, and it is recommended to work with their student success advisor.
- **Student Success Advisor:** Student Success Advisors work with First-Year students during their transition to college. They will help them pick out classes and connect them with other offices on campus as needed. They also work with upper-classmen on academic probation and any student who needs academic coaching.
- **Transfer Credits:** Course credits carried over from one institution to another.
- **Transcript:** Official record of courses taken and grades earned at a given institution.
- **Tutor.com:** Tutor.com is an online 24/7 tutoring service accessed through Blackboard. Tutor.com is free and accessible for all Indiana Tech students.
- **Undeclared Student:** A student enrolled in courses but not yet declared a major.

- **Withdraw:** Withdrawing from a course means you have decided to no longer be in a class after the add/drop period. You will receive a "W" grade on your transcript, showing that you withdrew from the course. Depending on the withdrawal time, you will be charged a percentage of the course rate.
- **Writing Center:** The Writing Center is where undergraduate and graduate students on our Fort Wayne campus can get free support and feedback on writing and presentation assignments.

# College Success Tips

- Check your email at least twice a day. Yes, really.
- Always go to class. It's essential to your academic success.
- Register for classes on time. This is a MUST (you'll thank us later).
- Meet with your Student Success advisor regularly. We are here to help!
- Only use your Indiana Tech email to communicate with anyone at Indiana tech. That is our way of verifying it is you.
- You NEED a calendar. Utilize a planner or a digital calendar like google calendar. You won't remember all your due dates.
- Getting a tutor does not make you look dumb. Not getting one when you need help does.
- Realize that you are an adult now. Just because you don't have to work for eight hours a day doesn't mean you shouldn't act like it. Be professional!
- Take care of yourself. Your health (physical and mental) is the foundation for everything else, don't neglect it!
- Be confident, get out of your comfort zone, and try new things. College is an excellent opportunity for personal and professional development.

# Advising Appointment Tips

- **Arrive on time.** Advisors love meeting with their students, but students must be prompt to their appointments to best use our time together. Keep in mind that you may be asked to reschedule if you are late for a meeting.
- **Understand the requirements for your major.** Make sure that you read over the requirements for your major. If there is something that you do not understand, raise the question to your advisor, and we will help explain it!
- **Make sure you schedule your advising appointments early.** Our calendars get filled up fast, especially around registration time. It's essential that you make your appointment early and before your registration date. This way, we can pick out the best classes for you, and you

will be able to register for them. Nothing is worse than adding a semester to your graduation timeframe because you waited too long to register!

- **Come prepared.** Are you coming for a general check-in with your advisor? Come prepared with some questions that you have. If your advisor isn't the person who can answer the question, they will direct you to someone who can. Are you coming for a clearing meeting for the upcoming semester? Make sure you've looked over the course catalog come up with an idea of some of the classes you'd like to take. Don't worry; we are here to talk through class options and make sure you take courses at the appropriate time for your degree.
- **Drop-in appointments are great, but appointments are better.** While our advisors are always happy to help when you drop in, sometimes we are not available when you come by due to meetings with other students. A sure way to make sure your advisor is available is to make an appointment with them. Make sure that you give as much detail as possible so your advisor can properly prepare for your meeting when you do.
- **Be aware of deadlines.** Odds are your advisor and other university departments will email you reminding you of important deadlines, but you must take the initiative to know when these deadlines are. However, it is your responsibility to keep these deadlines in mind and bring any questions or concerns to your advisor before the deadline. If you wait until the deadline passes, you could have to remain in a class that you wanted to drop or withdraw from or maybe you cannot walk in the graduation ceremony because you didn't apply for graduation.
- **Appointments are not the only way to reach your advisor.** We love seeing our students! However, we know that a quick question is sometimes easier addressed over email or phone. Feel free to email or call us with questions or concerns. We will respond as quickly as possible, typically within 24 hours. If we think your question will take more than an email or phone call, we might ask you to come in for a meeting.
- **Be honest with us.** Are you struggling with a class? Are you struggling mentally? Are you working a lot and taking focus away from your schoolwork? We are here to help no matter the situation or connect you with a campus resource that can help you. A positive advisor relationship begins with honesty. Your advisor's office is a safe space free of judgment. We are always here to help!

# Student Success Advising FAQ

1. **What resources can Student Success Advisors provide for students?** Advisors can provide resources such as access to peer tutors, time management and stress tips, study skills, noting taking tips, and so much more. Advisors can also help you plan out your next semester and can help you make a personalized graduation plan.
2. **Where are Student Success Advisors located?** All Student Success Advisors can be found in the Office of Student Success (OSS), located in the lower level of the Snyder Academic Center. When you arrive in the OSS, whether you have an appointment or are dropping in with a quick question, please make sure you sign in at the front desk, so we know you are here.

3. **What should students expect when meeting with their advisors?** They should expect to meet the best people ever! Students should expect to meet an advisor who cares about their academic success and is knowledgeable in success coaching and campus resources. If we cannot help or do not know the answer to your question, we will do our best to find the solution or provide direction to someone who can best assist.
4. **What advice would you give students when meeting with their advisors for the first time?** Take time to prepare for your advisor meeting. List out questions and resources you are interested in to give the meeting some direction. If you are unsure about our campus resources, that is a great question to ask your advisor! The important thing to remember is that advisor meetings are a safe place, so feel free to talk to us and ask us questions. We are here to help!
5. **What are topics students should discuss with their advisor?** Each student is different; It depends on your personal and academic goals. A meeting might be about creating those goals or putting together a graduation plan for some students. It may be talking about time management, study skills, or stress management for others. You can also discuss tutoring or how your adjustment to college life has been. Each meeting is personalized to what you need as a student!
6. **What are common questions students should ask their academic advisor?**
    a. How do I pay my bill?
    b. How can I change my major?
    c. How many hours should I work?
    d. Where can I find a part-time job?
    e. How can I improve my study strategies?
    f. Where are my classroom buildings located?
    g. How can I schedule a tutoring appointment?
    h. What minor would be a good fit for my major?
    i. Which general education courses should I take?
    j. What resources are available to me at Indiana Tech?
    k. How will my credits from another college transfer to Indiana Tech?

# Tutoring Session Tips

- **Attend all class meetings.** Attending all your classes exposes you to the material you need to make the most of a tutoring session. A tutor cannot help you if you are not familiar with the material your instructor is covering.
- **Know class assignments and instructions.** Knowing assignments and instructions lets you know what you should be working on and help your tutor know where you are in the class material.
- **Arrive on time.** You are responsible for attending all scheduled tutoring sessions. If you need to cancel your tutoring appointment, you must do so at least 24 hours in advance. Arriving on time allows you to get the most out of your hour tutoring session.

- **Bring all appropriate materials.** It is important that you bring all materials you need for the class to your tutoring session. At a minimum, you should bring your textbook, class handouts, the syllabus, assignment information, paper/notebook, and a pencil/pen.
- **Create questions to ask your tutor.** Before your tutoring session, think about what concepts you struggle to understand. What do you want to get out of the tutoring session? Creating questions and goals for your tutoring session helps ensure you get the most out of your time with the tutor and keeps the session focused.
- **Attempt homework assignment(s) before your tutoring session.** Tutors will not do your homework for you, but they can help you work through a challenging or confusing question.
- **Take notes during the tutoring session.** Taking notes during your tutoring session will help you remember what you and your tutor covered, which will be helpful when you go to work on your own later.
- **Don't be afraid to speak up.** If the tutor is explaining something in a way that doesn't make sense to you, ask if they can explain it another way. They'll be happy to do so, but they need you to speak up.
- **Remember that your tutor does not replace your professor.** Your tutor is a success tool here to help you understand the course material and retain it longer; they will do not replace your professor by any means. You still need to participate in class and communicate with your professor.
- **Stay engaged.** Learning is an active process. It is important that you stay engaged during tutoring sessions. It is common to have a few subjects during college that are not your favorite, but try to give every subject a chance, stay engaged, and seek help!
- **Minimize distractions.** Put away anything that could distract you during your tutoring session, such as cell phones, smartwatches, mute laptop notifications, etc.
- **Get started early.** If you think you will have some trouble with a class earlier in the semester. Do not hesitate to get a tutor right away! The best way to succeed is to stay on top of it and get help right away if needed.

# Composing a Professional Email

As a student at Indiana Tech, an Indiana Tech student email address is provided for you. You are expected to use your Indiana Tech email for all university correspondence. Using your Indiana Tech email allows university faculty and staff to know who you are. It also ensures that your message is protected, confidential, and will not go to the spam folder. Below you will find a sample of how to compose your future emails.

*Sample Email*

***Subject:*** *ITT 1050 – Meeting with Advisor Assignment*

***Salutation:*** *Dear Professor/Dr. _____*

***Body:*** *I had a question about our ITT 1050 Meeting with Advisor Assignment due on Monday, February 28th. I wondered if you preferred to have the slip that your advisor signed showing our attendance of a meeting submitted electronically or a hard copy in class?*

***Closing:*** *Thank you, Warrior Max*

**Tips for Composing a Professional Email**

**Subject:** The subject line should explain what your email is about using a few words. Do not leave this blank. Many faculty and staff will not respond to emails that do not have a subject line.

**Salutation:** The salutation is a greeting; you can greet by saying "Dear," "Good Morning/afternoon, evening," or "Hello" is appropriate. Never say "Heyyy," "Yo," or "Whatsup." Even having no greeting can come off as rude. Some professors would even consider "Hi" to be informal.

**Body:** If your writing style reflects how you would typically type on Facebook, Twitter, Instagram, or a text message, you should adopt a more professional writing style. Your emails should be appropriate and respectful. Write clear messages that effectively communicate your question or point, and do not use profane language. It's also essential to put your *entire* question, thought, or statement in the email. Doing so allows you and your professor – or university staff member - to cut down on the back and forth (and you will probably get a response sooner!)

**Closing:** Ending your email with "Best/Best Wishes," "Sincerely," "Thank you/Thanks," or another respectful conclusion is appropriate. Remember to sign your first and last name!

**Other tips:** Always make sure that you fully spell out words in your email. Avoid spelling abbreviations or texting slang such as "ty" or "np."