

IPFW COLLEGIATE CONNECTION™

**START COLLEGE NOW,
GRADUATE SOONER,
SAVE MONEY LATER**

LEARN MORE

about earning credit for **both**
high school and college at
ipfw.edu/collegiate-connection
or **260-481-5478**

COLLEGIATE CONNECTION

INDIANA UNIVERSITY
PURDUE UNIVERSITY
FORT WAYNE



Be you.

Be IPFW.

COLLEGIATE CONNECTION™

STUDENT HANDBOOK

2017–2018

COLLEGIATE CONNECTION

INDIANA UNIVERSITY
PURDUE UNIVERSITY
FORT WAYNE



CONGRATULATIONS!

You've made a really smart decision to earn college credit during high school through IPFW.

Whether you're participating at your high school or taking classes on our campus, we're excited to welcome you to Indiana University–Purdue University Fort Wayne.

So, What are Your Next Steps?

1. Activate your myIPFW account

Different from your online application, this is where you access key information like class invoice, email account, campus activities, or deadlines. Go to ipfw.edu and click on the yellow myIPFW button in the upper right corner. Click on “First-time user?” and then the Account Management Service link and follow instructions. You'll be assigned a username, create a password, and set up security questions. Passwords expire every 120 days, so returning students may need to reset theirs.

2. Complete your Course Request Form

You complete all registration steps for dual credit courses in the Collegiate Connection™ office. Complete the Course Request Form to select your dual credit courses at your high school and we'll take care of the rest.

3. Select courses at the IPFW campus

If you want to take classes at the IPFW campus or online, call the office at 260-481-5478 to set up an appointment to select your courses.

4. Become familiar with the Collegiate Connection Student Handbook

The handbook will provide you with answers to many of your questions.

TO LEARN MORE

Contact ANN BROWN, *IPFW Collegiate Connection Coordinator*

260-481-5478

connection@ipfw.edu

ipfw.edu/collegiate-connection

2101 East Coliseum Boulevard, Fort Wayne, IN 46805-1499

Directions to IPFW and downloadable maps may be found at ipfw.edu/maps



Left turn into campus

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IPFW COLLEGIATE CONNECTION™ BENEFITS

Do I get a student ID Card (Mastodon Card)?

Yes! Official university IDs (Mastodon Cards) are issued FREE to new IPFW students. The Mastodon Card has a variety of features ranging from free gym access for students to discounts to various off-campus vendors, with plans underway to add many more features. You must be currently enrolled and have a valid driver's license, state-issued ID card or similar photo identification, and know your IPFW student ID number (starts with 900). **Visit ipfw.edu/idcards or call 260-481-6611** for details. Mastodon Cards are issued at the Walb Student Union service desk, Monday through Friday, from 7 a.m.–6 p.m. There is a \$20 replacement fee for any card that is lost, stolen, or damaged within four years.

What other benefits do students in the program receive?

IPFW also offers you FREE academic help ranging from tutoring, math, and writing assistance, to research assistance and career counseling.

Centers for Academic Success and Achievement (CASA)

For a complete description of the services and how to access them, go to ipfw.edu/casa

- Tutoring—two hours per week per class, one-on-one or drop-in, evening and weekend hours (260-481-5740)
- Supplemental instruction—peer-facilitated group study sessions for select courses (260-481-0257)
- Writing assistance (260-481-5740)

Career Services

For a complete description of the services and how to access them, go to ipfw.edu/career

- Career counseling services (260-481-0689)
- Exploring majors

Library Services

For a complete description of the services and how to access them, go to library.ipfw.edu

- Access to a reference librarian to assist with research (260-481-6505)
- Online access to all IU libraries
- Online access to over 300 professional data bases

Information Technology Services

For a complete description of the services and how to access them, go to ipfw.edu/its and click on “Students” on the right.

- Help setting up your Internet account (260-481-6030)
- Access to computer labs

And you receive other free incentives by being a part of the program:

- Access to IPFW Athletics Center with fitness/conditioning equipment, indoor track, basketball/volleyball/wallyball courts
- Access to hundreds of campus events, from comedians and cookouts to distinguished lecturers
- Access to more than 120 student organizations and clubs, including intramural sports (ipfw.edu/studentlife)
- Admission to all IPFW Athletics home games, including those at the Memorial Coliseum
- Admission to all IPFW music, theatre, and fine arts events
- Discounts at various businesses with your official university student ID (Mastodon Card)
- Discounts for movie tickets
- Download popular software program—most are free—from your myIPFW home tab, third column under IUware.

GENERAL INFORMATION

Am I an IPFW student?

You are officially admitted as a conditional, non-degree student at IPFW. When you attend college after high school graduation, you will be a beginning freshman. Credit earned through the IPFW Collegiate Connection™ program does not make you a transfer student. If you plan to attend IPFW after high school graduation, we will need to collect a little more information, including your SAT or ACT test scores and your academic major. You will need to complete an undergraduate application form online at ipfw.edu/apply. **Great news! The \$30 application fee is waived for all IPFW Collegiate Connection students who apply to IPFW for the fall semester immediately following high school graduation.**

Do I have a student ID number?

Yes—your ID number will be printed on the upper-right corner of your admission letter and you can always see it on your myIPFW account. Information on activating your account is on page 13.

What is this “FERPA” I keep hearing about?

Once you are enrolled in IPFW classes, all of your records are protected by the Family Education Rights and Privacy Act (FERPA). If you need information or assistance from an IPFW department such as Information Technology Services, Bursar (financial department), or the Registrar (class schedules and grade transcripts), you will need to make the call, not your parent or guardian. This law, in working to protect your privacy, might appear to be a roadblock to family members, but it can work as a catalyst for parents/guardians and students to communicate about things like grades and bills.

How can I get another copy of my schedule?

You can print a copy of your schedule from your myIPFW account. Information on how to activate your account and access it is outlined on page 13.

Where is the campus bookstore?

The IPFW Bookstore (Follett's) is located in the Student Services Complex next to the Walb Student Union. In addition to a wide selection of IPFW apparel and accessories, Follett's Bookstore has academically-priced computer merchandise including Apple products. For more information and store hours, call 260-481-0300 or email bookstor@ipfw.edu.

How do I get my books?

Bring a copy of your current IPFW class schedule (which you can print from your myIPFW account) with you to the IPFW Bookstore (Follett's). Books are arranged in rows in alphabetical order by department. The books are arranged in alphanumeric order by the course number.

The information is on your schedule of classes. For example:

- **Department:** SOC for Sociology
- **Course Number:** S161
- **Section Number:** 14
- **Instructor:** P. Ashton

You can also show a copy of the schedule to any bookstore employee, and he or she will be happy to help. Books are usually available three to four weeks prior to the start of classes. If you choose to purchase your textbook(s) elsewhere, be sure to match the ISBN number exactly. The textbook may be bundled with other required materials such as software or workbooks.

Some classes use electronic textbooks. If an e-book is required for your class, the fee is automatically added to your account and you will pay for the book when you pay your fees. You will be able to access the e-book through Blackboard located on your Academic Success tab (see page 13 for information on activating your

account). When an e-book is required for your class, you do not have the option of purchasing a hard copy elsewhere and not paying the electronic book fee.

If you choose to use an e-book for a class where it is optional, you will get an access code and website information on your Follett's receipt that will give you access to the e-book.

Should you drop the course after the first week of class, the electronic book fee is non-refundable.

Do I need a placement test?

Some classes such as mathematics, international languages, science, and English require a placement test. You will be notified if you need to take a placement test.

Does IPFW have weather delays?

IPFW is either open or closed; it does not have delays. If you think IPFW may have declared an adverse-weather closing, listen to local radio or television announcements (including College TV Channel 5 or Frontier FIOS Channel 30), or call the campus weather emergency number 260-481-6050 or 260-481-5770 for a recorded message. Sign up for campus alerts through your myIPFW account (see page 13 for account activation information). Log in to your myIPFW account and on the home tab in the first column you will see a box labeled Alert Phone Number. Click on the Edit button at the bottom of the box and enter your phone number—it's that easy to receive text or phone call alerts.

Whenever possible, adverse-weather closings are announced by 6:30 a.m. for daytime classes and 3 p.m. for evening classes. If no announcement is made, you should assume the campus is open. However, if you are concerned about the weather it is ultimately your responsibility to consider the potential risks of traveling under possibly hazardous conditions. Contact your instructor either through email or voice mail and let him or her know your situation.

TUITION

What is the cost for students taking classes at IPFW?

The fees for the 2017–18 academic year have not been determined at printing. Fees for the 2016–17 academic year are \$273.75 per credit hour and are subject to change. The number of credit hours varies from course to course, but the majority of the courses are three credit hours, which would be \$821.25. The number of credit hours you are enrolled in is listed on your schedule of classes. The 2016–17 online per credit hour fee for classes is \$366.70.

The cost for textbooks for your course(s) will vary, but you should budget between \$80 and \$200 per course.

What is the cost for students taking classes at their high school?

Students receive a substantial tuition discount. The fees for 2017–18 had not been determined at printing. The 2016–17 academic year rate is \$105.10 per credit hour, approximately **60% less than the on-campus tuition rate**. Classes can be three, four, or five credit hours. Priority courses identified by the Indiana Commission for Higher Education are available for \$25 per credit hour. **That’s a savings of more than 90%**. Your guidance office will have a list of eligible courses.

Is there any financial assistance?

Unfortunately there is no financial assistance available for classes at the IPFW campus. You do have the option to split your payments up in either a two-payment or four-payment option.

If you take dual credit courses taught by your certified high school instructor at your high school and qualify for the national free or reduced textbook/lunch program, your tuition will be covered by IPFW. There is no limit on the number of courses that you can take at your high school. Information is verified through your high school corporation and any assistance received is applied to your bill shortly before the payment deadline. A letter confirming that you qualify for financial assistance will be mailed to you once the high school notifies IPFW.

Note that the Twenty-first Century Scholars program does not take effect until after a student graduates from high school.

When will I get a bill?

Invoices are sent electronically to you, the student, and not to your parent/guardian. You must activate your myIPFW computer account (see page 13). After activating your account, log in to your myIPFW account for fee statements and payment options by clicking on the Billing and Financial Aid tab. Typically, invoices are posted to your account 2–3 weeks prior to the payment deadline, which is determined by the start day of your classes.

Payment Deadlines

Fall 2017 (all classes starting July through November) _____ September 8
 Spring 2018 (all classes starting January through March) _____ January 5
 Summer I and II 2018
 Registered on or before May 11 _____ May 11
 Registered on or after May 12 _____ June 22

How do I pay?

Payments can be processed:

- Online at my.ipfw.edu (*students must activate their myIPFW account, see page 13*)
 - By phone, 260-481-6824, with credit card (*must know student ID number, see page 3*)
 - By mail with a check or money order (*include student ID number on the check*)
to: IPFW Bursar, 2101 E. Coliseum Blvd., Fort Wayne, IN 46805
 - At the IPFW bursar's office, ground level of Kettler Hall
-

Are there payment plans?

IPFW offers payment installment plans for your convenience. To take advantage of them, enroll in a payment plan through your myIPFW account. After logging in to your myIPFW account, click on the Billing and Financial Aid tab. Application fees are added to the first payment only. Payment plans need to be set up by the payment deadline.

Payment Plan 2: You can choose to pay one-half of your fees due by the deadline and the other half approximately four weeks later. Application fee: \$15.

Payment Plan 4: You can choose to pay one-fourth of your fees due by the deadline and the other three quarterly payments approximately every four weeks later. Application fee: \$30.

Do I have to pay for my courses if I drop them?

You are responsible for all fees unless you process a withdrawal request form through the IPFW Collegiate Connection™ office during the refund period (see page 8). The form is available on the Collegiate Connection website.

What happens if I don't pay for my courses?

IPFW does not drop Collegiate Connection students from courses for non-payment. A hold will be placed on your account and you will not be able to register for any additional course work until your account is paid in full. Your official transcript, which records your college credit and grades, will not be released. In addition, the balance may be reported to the credit bureau and it may impact your admission to other universities.

DROPPING A COURSE

How do I drop a Collegiate Connection™ course?

You must complete a withdrawal request form available through the Collegiate Connection website. **Failure to pay for classes, not attending classes, or notifying your high school that you wish to drop classes does not withdraw you from classes—nor entitle you to a refund.** You are responsible for all fees unless you process a withdrawal request form through the Collegiate Connection office during the refund period.

What is the deadline for dropping a dual credit course at my high school?

The Collegiate Connection program works with many high schools and many different schedules. Please refer to the chart at the right for the schedule that applies to your school and course.

How does dropping a class reflect on my transcript?

If you drop a class during the 100% refund period, it will not show up on your IPFW transcript. If you drop a class after the 100% refund period and before the last day to drop courses, it will display a “W” for withdraw on the transcript. A “W” on your college transcript is not calculated in your GPA.

Does dropping a class have any impact at all?

Yes. When you take your first college course, regardless of when you take it, you start your financial aid ‘clock.’ To be eligible for future federal financial aid, you have to meet these criteria:

- **67% Rule:** Maintain a 67% completion rate of all classes attempted. For example, you sign up for two classes, 6 credit hours. You drop one class and receive a “W” on your transcript. You have only completed 50% of all classes attempted and do not meet the 67% rule.
- **GPA Rule:** Maintain a cumulative GPA that is above your college grade level minimum.
- **150% Rule:** You must complete your degree within a maximum of 150% of the required hours for your degree completion. For example, if your degree requires 120 hours, you must complete it within 180 hours or you do not meet the 150% rule.

Refund/Withdrawal Schedule for Classes NOT Held at Your High School

	100% refund	60% refund	40% refund	20% refund	No refund	Last day to withdraw*
Fall 2017	Aug. 27	Sept. 3	Sept. 10	Sept. 17	Sept. 18	Oct. 27
Spring 2018	Jan. 14	Jan. 21	Jan. 28	Feb. 4	Feb. 5	Mar. 16
Summer I 2018	May 16	May 20	May 23	May 27	May 28	June 8
Summer II 2018	June 27	July 1	July 4	July 8	July 9	July 20

Refund/Withdrawal Schedule for Classes at Your High School

100% refund	60% refund	40% refund	20% refund	No refund	Last day to withdraw*
Classes starting Aug. 1–4 and meet All Year					
Aug. 19	Sept. 7	Sept. 26	Oct. 15	Oct. 16	Jan. 12
Classes starting Aug. 1–4 and meet First Semester Only					
Aug. 10	Aug. 20	Aug. 30	Sept. 9	Sept. 10	Oct. 20
Classes starting Aug. 7–11 and meet All Year					
Aug. 25	Sept. 13	Oct. 2	Oct. 21	Oct. 22	Jan. 19
Classes starting Aug. 7–11 and meet First Semester Only					
Aug. 16	Aug. 26	Sept. 5	Sept. 15	Sept. 16	Oct. 20
Classes starting Aug. 14–18 and meet All Year					
Sept. 1	Sept. 20	Oct. 9	Oct. 28	Oct. 29	Jan. 26
Classes starting Aug. 14–18 and meet First Semester Only					
Aug. 23	Sept. 2	Sept. 12	Sept. 22	Sept. 23	Oct. 27
Classes starting Jan. 2–5 and meet Second Semester Only					
Jan. 17	Jan. 27	Feb. 6	Feb. 16	Feb. 17	Mar. 23
Classes starting Jan. 8–12 and meet Second Semester Only					
Jan. 15	Jan. 25	Feb. 3	Feb. 13	Feb. 14	Mar. 30
Trimester 1 Only					
Aug. 23	Aug. 30	Sept. 6	Sept. 13	Sept. 14	Sept. 29
Trimester 2 Only					
Nov. 20	Nov. 27	Dec. 4	Dec. 11	Dec. 12	Jan. 12
Trimester 3 Only					
Mar. 5	Mar. 12	Mar. 19	Mar. 26	Mar. 27	Apr. 20
Trimesters 1 and 2					
Aug. 28	Sept. 9	Sept. 21	Oct. 3	Oct. 4	Nov. 24
Trimesters 1 and 3					
Aug. 28	Sept. 9	Sept. 21	Oct. 3	Oct. 4	Mar. 9
Trimesters 2 and 3					
Nov. 25	Dec. 7	Dec. 19	Jan. 12	Jan. 13	Mar. 2
Bluffton Term 1					
Aug. 20	Aug. 27	Sept. 3	Sept. 10	Sept. 11	Sept. 15
Bluffton Term 2					
Oct. 22	Oct. 29	Nov. 5	Nov. 12	Nov. 13	Nov. 24
Bluffton Term 3					
Jan. 14	Jan. 21	Jan. 28	Feb. 4	Feb. 5	Feb. 16
Bluffton Term 4					
Mar. 25	Apr. 1	Apr. 8	Apr. 15	Apr. 16	Apr. 27

*Grade does not impact college GPA and shows as withdrawn on transcript

If circumstances arise beyond your control such as illness or transferring to a different school, you may petition for a late withdrawal. Contact the IPFW Collegiate Connection™ office for more information.

REFUND OF FEES

Will I get a refund if I drop the course?

If you drop the course through the IPFW Collegiate Connection office (not your high school) by the posted deadlines you will get a refund from IPFW. Refunds are not possible after that.

How will my refund be sent to me?

No refund will be issued before the completion of a clearing period of five working days if you pay your fees by check. Refunds will be credited to the same credit card account if you pay by credit card. Refund checks will generally be available in the bursar's office (lower level of Kettler Hall) after 1 p.m. the next business day. You must have a photo ID to pick it up. Refund checks not picked up by noon on Friday of each week will be mailed to the address on your account.

COLLEGE CREDIT

What is the difference between high school and college credit?

College credit is accrued at a different rate than high school credit. Typically a college course will be worth three, four, or five credit hours. The amount of high school credit awarded for the same class will be one or possibly two credits, depending on the course. Your high school guidance counselor will be able to tell you how much high school credit each class is worth.

How do I get my credit transferred to another college?

You can request an official transcript be sent to another university from the IPFW Registrar's office, Kettler Hall, first floor lobby. You will need a photo ID and the cost is \$8. You may also download a request form at ipfw.edu/collegiate-connection. Click on General Information on the left and then IPFW Transcripts.

All Collegiate Connection students are admitted as IU IPFW students. Grades and credits are automatically sent to IU Bloomington and Purdue West Lafayette.

What is the Indiana Core Transfer Library?

Indiana is working to help you transfer college credits easily. Indiana has developed the Core Transfer Library (CTL)—a list of courses that transfer among all Indiana public college and university campuses, assuming adequate grades. The Transfer Indiana website, TransferIN.net, will provide additional information about transferability of courses in the CTL, any restrictions imposed by one or more of the signing institutions, and will be continually updated. Other courses may transfer to both Indiana and out-of-state colleges and universities. Students should always consult with an academic advisor from their intended campus.

GRADES

How are my grades recorded if I participate in IPFW Collegiate Connection™ courses at my high school?

Your grades will be posted twice: once on your high school transcript and once on your permanent college transcript. When the course has been completed and your instructor has submitted your final grade to IPFW, your college transcript will reflect your grade. College grades are recorded at the end of the on-campus semester.

How are my grades recorded if I take classes at IPFW or online?

College grades are recorded on your permanent college transcript at the end of each IPFW semester. Your grades will also be reported to your high school.

No matter how you take part in the program, please note that grade cards are not mailed to you. You may view your grades online through myIPFW under the Academic Success tab.

What if I do poorly in my class?

It is important to remember that if you earn an unsatisfactory grade in your class, it will remain on your college transcript throughout your college career. If you are not satisfied with the grade you are earning, you may withdraw from your class up to the published date on the withdrawal and refund schedule (on pages 8-9). If there are extenuating circumstances that led to the unsatisfactory grade, you may file an appeal for late withdrawal. Contact the IPFW Collegiate Connection office for forms.

If you earn a grade of D+ or lower in an IPFW Collegiate Connection™ course at your high school, you will not be eligible to enroll in another course for one enrollment term. An enrollment term may be one year or one semester, depending on your high school's scheduling pattern for the program.

If your cumulative college GPA is less than 2.0 and you are participating in IPFW classes not held at your high school, you will not be eligible to enroll in another IPFW course while you are still in high school.

For anyone who participates in the program at any location, the only exception to these rules is if you wish to retake the same course for a better grade. You may be responsible for paying the tuition at the current rate per credit hour.

What is the basis for grades?

- A Highest passing grade: A+ or A, 4 grade points; A-, 3.7 grade points
- B Above-average passing grade: B+, 3.3 grade points; B, 3 grade points; B-, 2.7 grade points
- C Average passing grade: C+, 2.3 grade points; C, 2 grade points; C-, 1.7 grade points
- D Lowest passing grade: D+, 1.3 grade points; D, 1 grade point; D-, .7 grade point
- F Failure or unauthorized discontinuance of class attendance: no credit
- W Withdrew (see pages 8-10 for policy on withdrawing from a course)
- I Incomplete: A temporary record of passing work that was interrupted by circumstances beyond the student's control. A grade of I may be granted to students (1) who are unable to complete specific course requirements for clearly unavoidable, nonacademic reasons (such as extended illness or relocation) and (2) whose work has been of passing quality up to that time. A grade of I will not be considered as an alternative to an anticipated low grade in a course. Your instructor will contact the IPFW Collegiate Connection office for appropriate paperwork if this becomes necessary.

COMPUTER ACCOUNTS

How do I activate my computer account?

IPFW uses email to communicate with you about registration, billing, and other important information. **Activate your computer account as soon as possible** from any IPFW computer lab or from home or school.

To begin, go to IPFW's homepage at ipfw.edu. Click on the yellow myIPFW button on the upper-right side of your screen. Click on "First-time user" link on the upper right. Then, click on the "Account Management Service" link and follow the instructions. This self-service system asks for your name, birth date, and the last four digits of your Social Security number or your student ID number (available in your admission letter). The process will activate your myIPFW account, assign your username, and instruct you how to set your password and security questions. Security questions are used to reset your password when it expires or if you forget your password. Students' passwords expire every 120 days.

Through myIPFW, you will be able to view and print your class schedule and billing statements, make a payment toward your balance, set up payments to be processed automatically, schedule a future payment, and provide permission to other users, such as a parent or guardian, to view your bill and make a payment.

May I use the computer labs on-campus?

Absolutely! For a listing of locations and the available software go to ipfw.edu/its and click on "Students" on the left side.

SERVICES FOR STUDENTS WITH DISABILITIES

Where do I get assistance as a student with disabilities?

The Services for Students with Disabilities office is located in Walb Student Union, Room 113. The office's purpose is to ensure the accessibility of university programs and services to eligible students. The staff works closely with the IPFW community to develop and coordinate appropriate accommodations. Also called support services, accommodations are individually determined based on disability-specific needs and may include modified testing environments, sign language interpreters, and assistance obtaining books in audio format. For more information on how to request disability support services and other available resources, go to ipfw.edu/disabilities or call 260-481-6657.

Are the requirements for meeting special access needs the same on the IPFW campus as they are in high school?

No. The laws that apply to K–12 institutions are distinct from those that apply to post-secondary institutions. The laws have different approaches to meeting the needs of students with disabilities.

STUDENTS RIGHTS, RESPONSIBILITIES, AND CONDUCT

Where can I find information about my student rights?

IPFW regulations governing the actions of students are intended to enhance the values that must be maintained in the pursuit of IPFW’s mission and goals. These values include freedom of inquiry, intellectual honesty, freedom for the open expression of ideas and opinions within limits that protect the rights of others, and respect for the views and the dignity of other persons. In exercising their rights, students must bear responsibility to act in accordance with local, state, and national laws and IPFW rules. No right should be construed as enabling students to infringe upon the individual rights of another member of the academic community.

Please refer to the *Students Rights, Responsibilities, and Conduct* document, which can be found online by going to **ipfw.edu**. Click on the “Academics” tab and scroll down to Policies and Regulations.

What is academic misconduct?

IPFW may discipline a student for academic misconduct for the following actions: cheating, fabrication, facilitating academic dishonesty, and plagiarism. Academic honesty is expected of all students. You are responsible for knowing how to maintain academic honesty and for abstaining from cheating, the appearance of cheating, and permitting or assisting in another’s cheating.

IMPORTANT CONTACT INFORMATION

- **IPFW Collegiate Connection™ Office:** 260-481-5478, 1-866-597-0100
 - **Email:** connection@ipfw.edu
 - **Web:** ipfw.edu/collegiate-connection
 - **Physical Address:** Kettler Hall, Room 104
 - **Mailing Address:** 2101 East Coliseum Boulevard, Fort Wayne, IN 46805-1499
 - **Fax:** 260-481-0456
 - **Registrar’s Office:** 260-481-6815
 - **Online Transcript Request:** ipfw.edu/registrar (and click on “Transcripts” on the right)
 - **Bursar’s Office (payment questions):** 260-481-6824
-

CAMPUS CLASSROOM SURVIVAL SKILLS

What is a syllabus?

A syllabus, one or more pages the instructor distributes at the beginning of a semester, serves as your instruction guideline for the class. The syllabus generally identifies course objectives, the main topic of every class meeting, grading standards, attendance rules, assignments, office hours, and how to contact the instructor. Keep the syllabus handy during the semester and use it as your guide throughout the class you are taking.

What about turning in your class work late?

You want to check your syllabus about this issue. Some instructors lower the grade on late work. Part of your responsibility as a student is to meet the deadlines on course work. Consult your syllabus regularly to see when assignments are due.

What should I read in the textbook, and when?

Your syllabus will list the reading assignments. Not doing your reading on time often leads to lower exam grades and ultimately lowers class grades. You will get much more from your tuition dollar if you read the material on the assigned schedule. And yes, you are responsible for all of the assigned reading material even if it is not discussed in class. That material may show up on an exam.

What if I have to miss a class?

Many instructors don't take attendance every class period. Other instructors have class participation and attendance built into your grade. Instructors will hold you responsible for the material presented in class even though you might have been absent. So, try never to miss a class unless there's a real emergency.

What if I'm late for class?

It is better to get half the lecture than none, so enter your classroom and sit down as quietly and unobtrusively as possible. Most instructors understand that anybody may occasionally be late. Do not make a habit of it, or that understanding may disappear.

Are there any good excuses for absences and lateness?

Yes, and your instructor has heard them all. Knowing why you were absent or late doesn't do the instructor much good, and few instructors want to hear extended tales of your wrestling with the tire jack. So be honest and brief about what happened. Letting your instructor know as soon as possible is your best course of action.

What if my spring break does not coincide with the university schedule?

If you will miss a week of school, you are still responsible for the material covered and assignments that were due. Also, do not expect the instructor to review all of the material for you—get notes from another student. Make sure to notify your instructor in writing as soon as possible that you will be gone, then discuss the materials that you will need to cover on your own, any assignments you may need to complete early, and if you will need to turn them in early or when you return. Keep in mind that some classes have attendance built into the grade.

Are there any really stupid questions?

Yes. Never come into a class late or after missing a class and ask a professor if you missed anything important. The instructor did not lecture about trivial things just because you were late or absent. Get the notes from a classmate and check in with the instructor either during office hours or before or after class.

NOTE: The information in this booklet is subject to change without notice. These changes may take effect before the next edition is published. Actions by federal and state governments, the boards of trustees, administration and faculty of the universities may produce such changes.



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