Welcome to IPFW!
WELCOME TO IPFW!

IPFW is a better place because you are here and we are committed to your success!

OFFICE OF INTERNATIONAL EDUCATION

INDIANA UNIVERSITY–PURDUE UNIVERSITY FORT WAYNE
Admitted Students: 123 from 27 countries

Bangladesh  Brazil  Bulgaria  Canada  China
Colombia  Ecuador  England  Germany  India
Italy  Japan  Jordan  Kenya  Korea
Malaysia  Mexico  New Zealand  Nigeria  Norway
Pakistan  Saudi Arabia  Senegal  Singapore  Spain
Turkey  Vietnam

Current Students: ~200 from 50+ countries
Brian Mylrea, Director of International Education

- the international undergraduate student application and admission process,
- I-20 questions for F-1 students
- DS-2019 questions for exchange students and visiting scholars
- international student and scholar advising
- Chancellor's Merit Award.
- Great resource for those difficult questions!
Maureen Linvill, Assistant Director for International Student Services

- international undergraduate student application and admission process
- I-20 questions for F-1 students
- DS-2019 questions for exchange students and visiting scholars
- OPT/CPT and employment on campus
- international student and scholar advising
- social and culture advising
- Great resource for all things IPFW
Meg Underwood, Assistant Director for International Programs

- first contact for J-1 advising
- international student and scholar advising
- study abroad program advising
- social and culture advising
- Great resource for going to another country or planning events
Ramzi Saadeh, Administrative Assistant

- application processing
- general inquiries
- forms or procedures

*Great resource for all those general questions and support!*
Office of International Education Staff

Orientation Assistants
Yuyao, Xiao, Yehwon, Noel, and Helena

See OL’s for:
- Peer to Peer advice
- Help finding classes or other departments around campus
- Great resource for those questions only students can answer
Agenda

- Review general campus information
- Role of advisor
- Class standing
- Course selection and registration
- Paying bills
- Student success tips
- What to expect the rest of orientation
General Information

The Goal is to get to Graduation
Stay Connected = Checking IPFW email is mandatory

@IPFW Office of International Education
@ipfwinternational
@ipfwoie

• Semi-Weekly Email Updates
  – Part 1: IMPORTANT for all – Please read
  – Part 2: Interesting for some – Please skim

DID YOU KNOW?
You can easily access myIPFW email on your phone! – Visit http://www.ipfw.edu/offices/its/resources/email/mobile.html
And download the IPFW App for myIPFW
Why should you see your advisor?

- Check on degree progress and/or schedule classes
- Develop an academic plan
- Discuss withdrawing or auditing
- Discuss problems with courses and/or instructors
- Learn about extracurricular opportunities that will enhance your education and make you more marketable upon graduation.

You can find out who your advisor is on the Enrollment tab in myIPFW or just ask us
Joint Responsibility

• Advisor’s Responsibilities
  – Know degree requirements and university policies
  – Refer to other university resources as needed
  – Provide information or guidance about campus/ community opportunities
  – Get to know you and your plans for the future

• Student’s Responsibilities
  – Ultimately, you are responsible for knowing your degree requirements
  – Know who your advisor is, how to contact them, and where your department is located
  – Make your own decisions based on advice in a timely manner
  – Reach out when you need help. Inform your advisor of needs, sickness, goals, etc.
  – Check your campus email frequently ***REQUIRED***
    • Just because you didn’t read it, doesn’t mean you didn’t receive the information!
# Credit hours & class standing

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Credit Hours Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0 – 29 Hours</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59 Hours</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89 Hours</td>
</tr>
<tr>
<td>Senior</td>
<td>90 + Hours</td>
</tr>
</tbody>
</table>
Getting Started at IPFW: Your First Semester

IPFW Academic Calendar

• Classes begin Monday, Aug 25 and finals go through Dec 19
• Payment for classes is Due **Friday, August 19**
• You may add and drop courses during the first week of classes, based on course availability through **Friday August 26**
• Starting Week 2 – 2/2, you must talk to your academic advisor and complete an online form to drop a class.
• **To drop below full time, must meet with OIE**
  • 12 credits- UG and 8/9- GR , 6 GA
Understanding IPFW’s refund schedule

<table>
<thead>
<tr>
<th>Course Dropped</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 (Days 1-7)</td>
<td>100%</td>
</tr>
<tr>
<td>Week 2 (Days 8-14)</td>
<td>60%</td>
</tr>
<tr>
<td>Week 3 (Days 15-21)</td>
<td>40%</td>
</tr>
<tr>
<td>Week 4 (Days 22-28)</td>
<td>20%</td>
</tr>
<tr>
<td>Week 5 and later</td>
<td>0%</td>
</tr>
</tbody>
</table>

This schedule only applies to full-semester fall and spring classes; any shorter courses and summer courses would follow a different refund schedule. The refund schedule can be found in myIPFW and at ipfw.edu/financial.
Withdraws, audits and incompletes

• Withdraw deadline for **is Friday, October 28, 2016**
  – **Withdraw** = To “drop” a course, to officially “un-register” from a course (you can’t just stop going to class)
  – If you do not follow the procedures before 10/28 – you might receive an F on your transcript
  – All requests to withdraw are determined by the Center for Student Success & Transitions (SST)

• **Late Withdraw** - only for documented circumstances **beyond your control that happen after the deadline**.
  – Always communicate with OIE, your advisor, and your professors. Everyone at IPFW wants to help.

• **Incomplete** - a grade of incomplete can be given by an instructor if a student is unable to complete specific course requirements for clearly unavoidable, non-academic reasons.

• Withdraws & incompletes cannot be used to avoid a low grade!
- A student will be placed on Academic Probation and notified by the Registrar via email when the students’ semester or cumulative GPA is lower than **2.0**.
  - Removal from probation occurs upon achieving a 2.0 in a given semester **and** raising your cumulative GPA above a 2.0.
  - Students on probation will be enrolled in a student success course to obtain the tools necessary for academic success.
- A student on probation will be dismissed if their cumulative and semester GPA is below 2.0 after two consecutive semesters.
- If dismissed, you can appeal, transfer, or leave the country.
- **Always discuss options EARLY** (September/October) with your academic advisor and the OIE.
How your actions impact use of financial aid

• In order to be eligible for financial aid, you must successfully complete 67% of the courses you attempt and be in good academic standing (2.0 GPA).
• Anytime you withdraw, audit or fail a course it counts against your completion rate.
• Anytime you drop a course after the first week, it shows on your transcript with a grade of W and counts against your completion rate. (different deadlines for shorter courses)
• This can impact your financial aid eligibility in the future, even if you are not currently using financial aid.
Go to [http://bulletin.ipfw.edu/](http://bulletin.ipfw.edu/)

- Lists of majors and minors
- Degree requirements
- Course descriptions (including pre-requisites)
- IPFW policies and procedures
- Student rights and responsibilities
- General Education requirements and courses
Course Schedule

How to schedule each semester and prepare for your advising appointment
The 4 Year Plan

This is required by the State Legislature. If you make a 4 year plan and you follow that plan, the department must make a course available to you to graduate. If the required course is FULL, or is NOT OFFERED, in the semester that your 4 year plan states then you are eligible for a free class if the department cannot accommodate you. If you deviate from this plan, for whatever reason, then this free class DOES NOT apply.

- During the first semester of your Freshman year each department will be offering a date(s) in which Advisors will help you make a 4 year plan for yourself. Please look for announcements. This plan will be part of MyBluePrint.
Bingo Sheets

• **No longer used officially but you might be handed one!**

• **An organization of general education and major requirements – the courses required to complete your degree**

• **The suggested courses are simply that-suggestions-you can take whatever courses that you want provided that they fit the Gen Ed requirements-see your advisor for a listing of courses that do fit**
MyBluePrint

– MyBluePrint will allow you to follow your Progress Towards Degree status and to see what classes you still need to take

– You should be able to find all your transfer credits (if you do not see credits you think should be there then talk with your advisor about how to get those into MyBluePrint) and AP/IB credits (you need to show proof of your scores)
# myBLUEprint

**Student ID**

**Level**

**Class Standing**

**Expected Graduation Date**

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**College**

**Program**

**Major**

**Concentration**

**Degree**

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**Minor**

**Advisor**

**Cumulative GPA**

**Graduation Application**

**Catalog Term**

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## Non-Degree, Pre-Major, or Undecided

Unmet conditions for this set of requirements:

- You meet the minimum GPA requirement to enter most programs.
- You are currently in a non-degree academic program.
- Please run a What if at the left to determine how your courses would apply to a major in which you are interested, if nothing appears below.

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## Engineering General Education Requirements

Unmet conditions for this set of requirements:

- 33 credits are required. You currently have 19 of these credits completed or in progress and need 16 more.

**GENERAL EDUCATION CORE 30 REQUIREMENTS**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading, Writing &amp; Inquiry - Category A1 - Written Communication</td>
<td>ENGL 10600</td>
<td>A+ 4</td>
</tr>
<tr>
<td>Fundamentals of Speech - Category A2 - Speaking/Listening</td>
<td>COM 11400</td>
<td>B 3</td>
</tr>
<tr>
<td>Analytical Geometry/Calculus I - Category A3 - Quantitative Reason</td>
<td>MA 16500</td>
<td>C 4</td>
</tr>
<tr>
<td>Analytical Geometry/Calculus II - Category A3 - Quantitative Reason</td>
<td>MA 16600</td>
<td>IP (4)</td>
</tr>
<tr>
<td>General Chemistry I - Category B4 - Scientific Ways of Knowing</td>
<td>CHM 11500</td>
<td>B 4</td>
</tr>
</tbody>
</table>

- **Still Needed:** 5 Credits in PHYS 15200*
- **Still Needed:** 3 Credits in @ @ with Attribute GB5
- **Still Needed:** 3 Credits in @ @ with Attribute GB6
- **Still Needed:** 3 Credits in ECE 40500* Location - CS, DE, FW, FWD, IFW, PF, PW, OC, WK

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* These credits must be completed with a minimum grade of C-.
Registration Guides

- Click on registration: add/drop,
- then hit “search for classes”,
  - then hit “advanced settings” Advanced settings will allow you to find classes that are approved for the General Education Area
  - After hitting “advanced settings” scroll down the attribute typelist to find the Designations for Gen Ed classes: A (1,2,3) and B (4,5,6,7,8) Click on one of these to enable you to find classes offered in each area
- Hit submit (section search) button
You can search by subject area – OR- highlight all the subjects and perform an “attribute search” which allows you to search for specific General Education classes in specific areas and more.
Explain the schedule!

• College Credit / Time Management
  – 3 credits = 3 hours/week in class + 3-9 hours of study time outside of class
  • MWF (Monday/Wednesday/Friday) 9:00-9:50 AM
  • TR (Tuesday/Thursday) 9:00 -10:15 AM
What is a credit?

- **CRN**: A Course Reference Number (CRN) is a unique 5-digit identifier for a course given in any term. It is used to register for classes
  - Click the CRN to see a course description and P – Pre-requisites
- **Course #**: Name of course regardless of # of sections
  - Click the course name to see the book required for the course
- **Hrs**: Credits/hours per week in class
- **Actv**
  - LEC= Lecture – In Class
  - IS – Independent study – 1:1 with professor
  - DIS = Distance, usually online course
  - Hybrid Section = Part online, part in class
- Days: Only go to class the days and times listed
  - U-Sunday M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday, S-Saturday
- Time: Time in classroom – Arrive 5 minutes early! For every 1 hour in class, plan 2-3 hours studying/reading/preparing for class
- Bldg/Room – Location of course, check the YAPP app or your schedule or a map and key
- Start-End: Most courses are 16 weeks, some are 8 weeks. You will no have class on days the university is closed or if the professor cancels class
- Can I register for this class?
  - Max ENRL: # of people who can be in course
  - Act Enrl: # of people actually signed up for course
  - Seats Avail: # of available space open in the course
  - Wait list: You may register for the waitlist, then if someone drops, the class – you can join.
Rules and Regulations

The Bulletin: Know the rules and regulations that will help you succeed.
Classroom etiquette

- No unnecessary use of computers
- No cell phones
- No! Falling asleep
- Attendance is required
- Blackboard (elearning in my.ipfw)
  - PowerPoint notes, Syllabi and Course Information
  - Communication with Professor
Campus Services and Resources

We are here to assist you.
Support for students

If you find that you are having trouble in any specific class you should:

• Discuss your problems with the Instructor to find out if there is any supplemental instruction or tutoring available

• Discuss with Instructor any “tricks” for studying that you might employ (look over exam and find out where you did not study enough or where you might not have understood material)
  – Discuss your options for changing to “AUDIT” or “Drop” or “Withdrawal”—there are specific dates for these so be aware of these dates and policies—ASK SOMEONE HOW THIS MIGHT AFFECT YOUR FINANCIAL AID

• TALK WITH ACADEMIC AND INTERNATIONAL STUDENT ADVISOR
What can you do to be a successful student?

1. Manage your time wisely, balancing work and school.
2. Get involved in campus activities.
3. Get to know your faculty and classmates.
4. Use your student planner and syllabi.
5. Be committed from the first day – it’s hard to raise a low GPA.
6. Realize that college is not high school – what worked before may not work now.
7. Don’t be afraid to ask questions or seek help!!
To participate in the honors program in your first year, you only need to meet one of the following:

- top 10% of your high school class
- 650 SAT score in writing, critical thinking or mathematics
- 1800 combined SAT score
- 27 ACT score
- If you are a current student at IPFW, you can participate by having one of the following:
  - 3.3 cumulative GPA after 12 GPA related credit hours at IPFW
  - 3.5 transfer GPA (if fewer than 12 credit hours at IPFW)
Why should I become an Honors Student?

• Get more from your degree
  – Unique Experiences
  – Honors Courses
  – Honors Project
  – Extracurricular Activities
  – Collaboration and Friendships
  – Priority Registration
The Office of the Bursar is responsible for the billing and collection of your tuition and fee charges for the university.

• Fees are due by the published deadlines. The due date can be found on your eStatement, the Bursar webpage under Paying for College, and in myIPFW.
• eStatements are delivered electronically beginning mid-July. Watch your student email for notification of a new eStatement.
• Log in to myIPFW and review your Bursar Student Account—click on $.

Prior to the due date, ensure your account is in good order by:

a) Paying in full; or
b) Complete the financial aid application process, learn that your award is sufficient, then accept it and verify it disburses to your Bursar Account; or
c) Enroll in a payment plan and defer the cost over the semester
The Dean of Students Office oversees several services for students, such as free personal counseling and Services for Students with Disabilities.

The staff in this office act as advocates for students who have a problem at the university.
Many options to meet your needs and budget
  - New and Used textbooks
  - Digital and Rental textbooks
  - IncludED (some course materials are included in your course fees and are charged to your student account)

Mastodon Tech Hub (2nd floor)
  - Best place to purchase technology
  - Apple and PC’s academically priced
  - Great trade-in program
  - In-store Apple service center
  - They know what each department requires and recommends

Mastodon Mart (lower level)
  - Your campus convenience store – quick food, magazines, and other items
Important campus information

- If class starts at 8AM – that means you should arrive in the classroom by 7:55 AM
- Students may park in any lot or garage on campus with white parking lines. Avoid green lines as those are the paid permit lots for the faculty.
  - Parking is crazy for the first few weeks – come early!
- Blackboard is an online “website” for your classes – accessed through my.ipfw.edu
- Need suggestions for classes? Talk to our Orientation Assistants and staff
How will I remember all this information?

You don’t have to!

• All the information in this presentation will be discussed in detail with advisors or in a freshman course

• You just need to be aware of it and know where to find it when you need it.

• Visit our website – ipfw.edu/international, your department website, and just ask!
<table>
<thead>
<tr>
<th>Date</th>
<th>Graduate (GR)</th>
<th>Undergraduate (UG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thurs Aug 11</td>
<td>UG Check in Day 1 Placement tests and course registration, information sessions</td>
<td>various times 9am – 3pm Breakfast &amp; lunch provided</td>
</tr>
<tr>
<td>Fri Aug 12</td>
<td>UG Check in Day 2 Placement tests and course registration, mandatory information sessions</td>
<td>various times 9AM – 7PM Breakfast, lunch, and dinner provided</td>
</tr>
<tr>
<td>Mon Aug 15</td>
<td>GR Check In Day &amp; Graduate Assistant Orientation 8-3 UG &amp; GR Presentations &amp; Finalize Courses - *must be registered by 5pm</td>
<td>various times 9AM- 5PM Breakfast, lunch, and dinner provided</td>
</tr>
<tr>
<td>Tues Aug 16</td>
<td>UG &amp; GR International Student Orientation Day 1 Student Services and Resources</td>
<td>8AM – 6PM Required all day Breakfast &amp; lunch provided and optional dinner</td>
</tr>
<tr>
<td>Wed Aug 17</td>
<td>UG &amp; GR International Student Orientation Day 2 - Immigration, Employment, Insurance, &amp; Peer Mentors</td>
<td>8AM – 2 PM Required – all Breakfast &amp; lunch provided and optional dinner</td>
</tr>
<tr>
<td>Thurs Aug 18</td>
<td>IPFW New Student Orientation (NSO) Day 1 Graduate students free time</td>
<td>UG only Required all day - undergrad 8AM – 8PM Breakfast, lunch, and dinner provided</td>
</tr>
<tr>
<td>Fri Aug 19</td>
<td>IPFW New Student Orientation (NSO) Day 2 Graduate students free time</td>
<td>UG only Required all day 8AM-5PM Breakfast, lunch, and dinner provided</td>
</tr>
</tbody>
</table>

Download the YAPP App for a digital schedule - [http://my.yapp.us/WCL6L](http://my.yapp.us/WCL6L) WiFi: myIPFW username and password.