

Step-by-Step Instructions

A **Selecting a Major**

Bachelor-degree completion programs are designed for transfer students who have completed specific course work. Admission requirements and program availability vary by major. Details are listed (by major) in the *Programs* section of this *Guide*. If you have questions regarding your eligibility for a particular major, contact the Office of Distance Support Services.

Note: For course-by-course transfer evaluation (from Indiana and Illinois schools to ISU), visit the Course Applicability System (CAS) at www.indstate.edu/isu-cas

B **Computer Requirements**

To ensure your system meets University recommendations, review *Computer Requirements* (this insert).

C **Admission**

You must be admitted to the University as a degree-seeking student. For your convenience, a mail-in application is enclosed. Or, you may apply on-line at www.indstate.edu/admissions

Note: Students normally receive a response from the University within three weeks of receipt of application, official transcripts from all colleges attended, and a non-refundable \$25.00 application fee (subject to change).

D **Financial Aid**

You can apply for aid simultaneously with applying for admission to the University. For instructions, see *Financial Aid* (this insert).

E **Subscribe to Distance News**

This free e-newsletter contains important University announcements. To subscribe, visit www.indstate.edu/distance/news

*Once you are admitted to the University,
proceed to steps F-N on next page.*

DegreeLink

Bachelor
Degree-Completion
Via Distance Learning
www.indstate.edu/degreeink



**Indiana State
University**

More. From day one.

Step-by-Step Instructions *Continued*

The steps below should be followed after admission to ISU has been granted.

F

Nursing Applicants Only

Once admitted to the University, nursing applicants must apply for admission to the Baccalaureate Degree Nursing Program. For instructions, visit www.indstate.edu/site/nurs/2366.html

G

Log on to MyISU Portal

The portal offers access to on-line registration, your University records, and other services, including e-mail. Once admitted, your Sycamore login and password are mailed to you via regular postal service. Log-on instructions are located on the portal site at <http://myisu.indstate.edu>

H

Advisement

Once admitted, contact your advisor to discuss your transferable hours and plan your schedule for the semester. See *Academic Advisors/Contacts* (this insert).

I

Registration

Semester-based courses (and instructions) are located in the *Class Schedule* on the portal at <http://myisu.indstate.edu>

Year-based courses (and instructions) are located in the *Year-Based Courses Guide* at www.indstate.edu/distance/year-based

Note: Prior to enrolling in an I-TV course, contact the Office of Distance Support Services (1-888-237-8080 or studentservices@indstate.edu) to determine if a receive site is located in your area.

J

Bookstore/Course Materials

To purchase textbooks and course materials, visit:

ISU Bookstore
<http://indiana-state.bkstore.com>

K

Student ID Card

Once admitted, students must obtain a student identification card (ID) to access University services. To request an ID, contact Traffic and Parking Services at 812-237-8888 or e-mail parking@indstate.edu. The e-mail must include:

- Your name
- Your University identification number. This is your 991 number, not your social security number.
- Your complete mailing address (street and/or post office box)

L

Starting Your Courses

Web (on-line) courses. To access courses, log on to the portal (<http://myisu.indstate.edu>) and click the *My Courses* tab. Typically, courses are not accessible until the first day of class.

I-TV courses. Make receive site arrangements as quickly as possible following registration to ensure a site in your area. For instructions, see www.indstate.edu/distance/news/tech3

Desktop Videoconferencing courses. Make arrangements for connection as quickly as possible following registration by contacting the Office of Distance Support Services at 812-237-8080 or 1-888-237-8080.

On-campus courses. Dates, times, and locations are listed in the *Class Schedule* on the portal site at <http://myisu.indstate.edu>

M

New Student Orientation

Virtual Knowing Sycamores is an on-line (video) orientation on student services. To view, visit www.indstate.edu/distance/orientation

N

Distance Learner's Handbook

For information on University procedures, visit the *Distance Learner's Handbook* at www.indstate.edu/distance/student-handbook

Financial Aid

Eligibility

You may be eligible for financial aid programs if you will be completing a bachelor degree-completion program offered through the DegreeLink Program.

How to apply

You can, and should, apply for aid prior to (or simultaneous with) applying for admission to the University. For instructions (and on-line application) go to www.fafsa.ed.gov

Important: The federal school code for Indiana State University is 001807.

Checking your status

Once admitted to the University, you can check your financial aid status by logging on to the portal at <http://myisu.indstate.edu>

Receiving aid

Once aid is approved, you cannot receive aid until you are admitted to the University and registered for courses. To continue to receive aid, you must meet very specific requirements. For details, visit:

Financial Aid: Guidelines for Distance Learners
www.indstate.edu/distance/finaid

**For clarification or assistance,
contact the Office of
Distance Support Services.**

Note: Students may attend ISU and another institution simultaneously—and receive aid to cover both schools. A Consortium Agreement is required. For assistance, contact the Office of Student Financial Aid.

Computer Requirements

The University recommends a computer that meets the specifications below. Although connection is possible using a less powerful system, load time may be extremely long and cumbersome.

To ensure your system meets class requirements, check the Web address of the on-line course or check with the instructor.

PC Specifications

Operating System: Windows 2000 SP4;
Windows XP SP2

Processor: Pentium 4 or equivalent
(Pentium 3 or higher for laptop)

Processor Speed: 2.4 GHz or faster
(1 GHz or faster for laptop)

RAM: 1 GB or more

Network Connection: Cable, DSL, T1, or faster

Macintosh Specifications

Operating System: OS X 10.2.5 or higher

Processor: G5 (G4 for laptop)

Processor Speed: 1.6 GHz or faster
(1 GHz or faster for laptop)

RAM: 1 GB or more

Network Connection: Cable, DSL, T1, or faster

Software

Microsoft Word (and other software) is free for ISU students as part of the Student Technology Fee. For details, see <http://ithelp.indstate.edu>

In a few cases, specialized software is required for a course. AutoCad, Electronic Workbench, or SPSS software can be accessed through a system called Windows Terminal Server (WTS) at http://ithelp.indstate.edu/remote_access/wts

Student Services Directory

For assistance with any University service, contact the Office of Distance Support Services.

Admission

1-800-GO-TO-ISU • www.indstate.edu/admissions

Bookstore

<http://indiana-state.bkstore.com>

Career Center

1-888-892-6044 • <http://career.indstate.edu>

Class Schedules

Semester-based courses—<http://myisu.indstate.edu>
Year-based courses—www.indstate.edu/distance/year-based

Computer Support

1-888-237-LINK • <http://ithelp.indstate.edu>

Credit Transfer

1-888-237-8080 • www.indstate.edu/transfcentral

Distance Learner's Handbook

www.indstate.edu/distance/student-handbook

Distance News (e-newsletter)

www.indstate.edu/distance/news

Fee Information

Tuition and fees—1-888-237-8080 • www.indstate.edu/distance/fees
Tuition Management Payment Plan—1-800-722-4867

Financial Aid

1-800-841-4744 • www.indstate.edu/finaid

Library Services

1-800-851-4279 • <http://library.indstate.edu/services/distance>

MyISU Portal

<http://myisu.indstate.edu>

Orientation (On-line)

www.indstate.edu/distance/orientation

Registration

Semester-based courses—<http://myisu.indstate.edu>
Year-based courses—1-888-237-8080 • www.indstate.edu/distance/year-based

Scholarships

www.indstate.edu/distance/news/scholarships1

Statewide Resources

See *Program Overview* insert

Student Identification Card

812-237-8888 • parking@indstate.edu

Televised Course Support

1-888-237-8080 • www.indstate.edu/distance/news/tech3

Academic Advisors/ Contacts

• Business Administration • • Insurance and Risk Management •

Susan Johnson
Jodie Ward
812-237-2023
1-888-237-8080
bssdistance@indstate.edu

• Career and Technical Education • • Human Resource Development •

Department of
Industrial Technology Education
1-800-468-5236
jsmallwood@indstate.edu

• Community Health Promotion •

Dr. Steve Gabany
1-800-654-6975
gabany@indstate.edu
Dr. Ysenka Peterson
1-800-654-6975
y-peterson@indstate.edu

• Criminology •

Department of Criminology
1-888-488-0959
criminology@indstate.edu

• Electronics Technology •

Dr. William Croft
1-888-478-7003
wcroft@indstate.edu

• Industrial Technology Management •

College of Technology
1-888-489-7003
techstudents@indstate.edu

• Nursing •

Lynn Foster
1-888-293-4842
nursing@indstate.edu

Academic Calendar

For updates see—www.indstate.edu/acad-aff/ucal

FALL 2007

August 20-21, Monday-Tuesday	Advisement/Late Registration
August 22, Wednesday	Day and evening classes begin
September 3, Monday	Labor Day; University offices closed
September 4, Tuesday	Classes resume
October 5, Friday	Fall Break; no classes
October 8, Monday	Classes resume
November 21-23, Wednesday-Friday	Thanksgiving Break; no classes
November 22-23, Thursday-Friday	University offices closed
November 26, Monday	University offices reopen; classes resume
December 3-7, Monday-Friday	Study Week
December 7, Friday	Classes end
December 10-14, Monday-Friday	Final examinations
December 15, Saturday	Commencement
December 24-January 1, Sunday-Monday	Winter recess; University offices closed

SPRING 2008

January 2, Wednesday	University offices open
January 3-6, Thursday-Friday	Advising and registration for new students
January 5, Saturday	New Student Orientation
January 7, Monday	Classes begin
January 21, Monday	Martin Luther King, Jr. Day; University closed
January 22, Tuesday	Classes resume
March 10-14, Monday-Friday	Spring Break
March 17, Monday	Classes resume
April 21-25, Monday-Friday	Study Week
April 25, Friday	Last day of classes
April 28-May 2, Monday-Friday	Final examinations
May 3, Saturday	Commencement

SUMMER I 2008

May 12, Monday	Advisement/Registration/Classes begin (three week/eight week)
May 26, Monday	Memorial Day; University offices closed
May 27, Tuesday	Classes resume
May 30, Friday	End three week session
June 2, Monday	Classes begin (five week)
July 3, Thursday	Summer I ends
July 4, Friday	Independence Day observance; University closed

SUMMER II 2008

July 7, Monday	Advisement/Late Registration; Classes begin (five week)
August 7, Thursday	Summer II ends

Academic Calendar (continued)

For updates see—www.indstate.edu/acad-aff/ucal

FALL 2008

August 18-19, Monday-Tuesday	Advisement/Late Registration
August 20, Wednesday	Classes begin
September 1, Monday	Labor Day, University offices closed
September 2, Tuesday	Classes resume
October 10, Friday	Fall Break; no classes
October 13, Monday	Classes resume
November 26-28, Wednesday-Friday	Thanksgiving Break; no classes
November 27-28, Thursday-Friday	University offices closed
December 1, Monday	Classes resume
December 1-5, Monday-Friday	Study Week
December 8-12, Monday-Friday	Final examinations
December 13, Saturday	Commencement
December 24-January 1, Wednesday-Thursday	Winter recess; University offices closed

SPRING 2009

January 2, Friday	University offices open
January 8-9, Thursday-Friday	Advising and registration for new students
January 12, Monday	Classes begin
January 19, Monday	Martin Luther King, Jr. Day; University offices closed
January 20, Tuesday	Classes resume
March 9-13 Monday-Friday	Spring Break; no classes
March 16, Monday	Classes resume
April 27-May 1, Monday-Friday	Study Week
May 1, Friday	Last day of classes
May 4-8, Monday-Friday	Final examinations
May 9, Saturday	Commencement

SUMMER I 2009

May 18, Monday	Advisement and registration (three week/eight week); Classes begin (three week/eight week)
May 25, Monday	Memorial Day; University offices closed
May 26, Tuesday	Classes resume
June 5, Friday	End three week session
June 8, Monday	Classes begin (five week)
July 3, Friday	Independence Day observance; University offices closed
July 10, Friday	Summer I ends

SUMMER II 2009

July 13, Monday	Advisement/Late Registration; classes begin (five week)
August 13, Thursday	Summer II ends