

# INDIANA STATE UNIVERSITY



**2011-2012  
Student Handbook**

# Welcome to ISU



## Office of the President

Dear New and Returning Students,

On behalf of all of us at Indiana State University, it is an honor to welcome you to our campus.

As you continue your education, I hope that you will find many ways in which you can become involved in the campus and in our community. Students who become engaged in campus life early in their academic careers are far more likely to enjoy their college experiences and finish their degrees.

Should you need help, do not hesitate to talk with your professors, your adviser, or any of our well-trained and caring staff. Indiana State has many resources available to you, and this *Handbook* includes information on activities in which you can become involved as well as appropriate ways to resolve any issues you may encounter. The *Handbook* will help guide you through the campus policies and procedures that pertain to you and provide you with information on the many support services available to assist you along the way.

My wife, Cheri, and I hope to meet as many of you as possible this year and are looking forward to seeing you at various campus events. Please introduce yourself and let us know how your academic year is going. If we can be of any personal assistance, please let us know.

We extend our best wishes to all of you for a successful and productive year.

Go TREES!



Daniel J. Bradley President

# The Sycamore Standard

## Indiana State University

*Students at Indiana State University are expected to accept certain personal responsibilities that constitute the “standard” for behavior in a community of scholars.*

As a student at Indiana State University:

- I will practice personal and academic integrity;
- I will commit my energies to the pursuit of truth, learning, and scholarship;
- I will foster an environment conducive to the personal and academic accomplishment of all students;
- I will avoid activities that promote bigotry or intolerance;
- I will choose associations and define my relationships with others based on respect for individual rights and human dignity;
- I will conduct my life as a student in a manner that brings honor to me and the University Community;
- I will discourage actions or behaviors by others that are contrary to these standards.

*Developed and distributed by the “Knowing Sycamores” Orientation Committee, Spring 2002*

*Adopted by the Indiana State University Student Government Association, April 17, 2002*

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# Academic Calendar

<b>FALL 2011</b>	
August 18, Thursday	Opening day for returning faculty and nine-month staff
August 20, Saturday	Residence Halls Open
August 22-23, Mon-Tues	Advisement and Late Registration for New Students
August 24, Wednesday	Day and evening classes begin
September 5, Monday	Labor Day; University closed (No classes)
September 6, Tuesday	Classes Resume
September 12-16, Mon-Fri	3-week attendance reporting
October 7, Friday	Fall Break (No classes)
October 10, Monday	Classes Resume
October 20-25, Thurs-Tues	Midterm Grading: Deadline is 4 pm on Tuesday, October 25
November 23-25, Wed-Fri	Thanksgiving Break (No classes)
November 24-25, Thurs-Fri	University offices closed
November 28, Monday	University offices reopen: Classes resume
December 5-9, Mon-Fri	Study Week
December 9, Friday	Last day of classes
December 12-16, Mon-Fri	Final Examinations
December 17, Saturday	Commencement
December 9-20, Fri-Tues	Final Grading: Deadline is 4 pm on Tuesday, December 20
December 23-January 2, Fri-Mon	Winter Recess; University offices closed
<b>SPRING 2012</b>	
• January 3, Tuesday	• University Opens
January 4, Wednesday	Opening day for returning faculty and nine-month staff
January 4, Wednesday	Residence Halls Open
January 5-6, Thurs-Fri	Advisement and Registration for New Students
January 9, Monday	Classes Begin
January 16, Monday	Martin Luther King Jr. Day, University Closed (No evening classes)
January 17, Tuesday	Classes Resume
January 30-February 3, Mon-Fri	3-week attendance reporting: Deadline is 4 pm Friday, Feb 3
March 1-13, Thurs-Tue	Midterm Grading: Deadline is 4 pm on Tuesday, March 13
March 5-9, Mon-Fri	Spring Break (No classes)
March 12, Monday	Classes Resume
April 23-27, Mon-Fri	Study Week
April 27, Friday	Last day of classes
April 30-May 4, Mon-Fri	Final Examinations
May 5, Saturday	Commencement
April 29-May 8, Fri-Tues	Final Grading: Deadline is 4 pm on Tuesday, May 8

<b>SUMMER I 2012</b>	
May 14, Monday	Advisement/Registration (3 week/8 week); Classes begin (3 week/8 week)
May 28, Monday	Memorial Day: University offices closed
May 29, Tuesday	Classes Resume
June 1, Friday	3-week classes end
June 4, Monday	5-week classes begin
July 4, Wednesday	Independence Day Observance; University closed
July 6, Friday	Summer 1 ends (exception is 10-13 week courses)
August 9, Thursday	summer 1 ends for 10-13 week courses
August 13, Monday	Final Grading for all Summer I courses: Deadline is 4 pm on Monday, August 13
<b>Summer II 2012</b>	
July 9, Monday	Advisement/Registration (5 week); Classes begin (5 week)
August 9, Thursday	Summer II ends
August 14, Tuesday	Final grading for Summer II: Deadline is 4 pm on Tuesday, August 14

# School Songs

## FIGHT SONG – “MARCH ON”

MARCH ON! MARCH ON YOU FIGHT - ING SY - CA - MORES  
SY - CA - MORES MARCH ON YOU STATES - MEN TRIED AND TRUE,  
MARCH ON! MARCH ON TO GLOR - IOUS VIC - TO - RY,  
RAISE THAT FLAG OF ROY - AL BLUE MARCH ON! MARCH  
ON YOU FIGHT - ING SY - CA - MORES SY - CA - MORES, SHOUT OUT THE  
VIC - T RY SONG ON - WARD EV - ER ON - WARD  
TG THE GOAL AS YOU MARCH ON, AND ON!

## ALMA MATER

OUT UP - ON THE SWELL - ING BREE - ZES, LET OUR VOIC - ES RING,  
AS TO THEE OUR AL - MA MA - TER, HEART - FELT PRAISE WE SING  
THOUGH THE YEARS TO COME MAY PART US, FRIENDS AND COM - RADES TRUE,  
I - S - U, OUR AL - MA MA - TER HERE'S OUR PLEDGE TO YOU

# For Your Information

## YOU AND THE UNIVERSITY COMMUNITY

### Personal Responsibility, Safety, Health, & Wellness

As a member of the Indiana State University community, you will be encountering exciting new personal and academic challenges and opportunities. ISU is committed to providing an environment which is comfortable, supportive, and safe. However, as a member of this community you must assume responsibility in order for this to occur.

Some of you are new to campus and for some this is your first time away from home. This means new freedoms and responsibilities. New situations mean new choices. To be successful, you will need to examine the choices and options and act in a way that benefits you and those around you. Make sure you read the publication *University Standards* to know what is expected of you as a student of ISU.

At ISU, you will encounter people from diverse backgrounds with different lifestyles and values. This diversity provides spice to our lives and expands our minds and horizons. While here, you may be defining or redefining your values and beliefs. Keep in mind that decisions you make and actions you take may have consequences that affect your life and the lives of others.

On today's college campuses, there are serious issues facing students. Some of these issues include: AIDS, acquaintance rape, sexual assault, and substance abuse. Since these issues can affect everyone, it is likely that you will encounter these problems either directly or indirectly. If you have questions or concerns about these issues, there are many resources available at ISU to assist you. You are encouraged to take advantage of these services and turn to people who care about you.

Thinking about these issues can be overwhelming; however, you can avoid many of these major problems by exercising common sense and good judgment. Stand back and think before you act. Try to take care of yourself and your needs: eat properly, exercise, get plenty of sleep, use good study habits, and utilize the resources available to you.

### Personal Safety

Your safety on campus is vitally important. The need for campus security is broader than personal safety. It is central to our educational mission. There are many steps we can take to protect ourselves from crime. Many crimes occur because there was an opportunity for them to happen. For example, most crimes of theft and burglary are random, not calculated. They occur because community members leave a residence hall door, room door, window, or car door unlocked. On a campus like Indiana State University it is easy to think that nothing will happen. But crime can happen anywhere. Follow these simple steps to reduce your chances of victimization:

- Keep emergency numbers near or on the phone. Report suspicious activity, thefts, and other criminal activity immediately.
- At night, walk in well lighted areas with a friend or in a group. Utilize the Public Safety escort program if you cannot find anyone to walk with you. Be aware of your surroundings. Do not ignore your intuition; if you suspect you are being followed, change directions or head for a campus building, group of people, or blue light phone.
- Never prop open or alter a door in any manner so that it will not close properly.
- Do not admit unauthorized or uninvited persons into your residence hall or apartment. Report suspicious persons immediately.
- Keep your doors locked at all times when you are in your room and when you leave.
- Never give out information about yourself or others to strangers on the phone.
- Do not carry or flash large sums of money.
- When at campus facilities, do not leave backpacks or books unattended. Print your name inside every textbook you own.
- Engrave all items such as stereos and computer equipment. Engraving service is available through our Public Safety Office. If you are a victim of a crime or have been involved in a personal safety issue on this campus, we encourage you to report this to the Public Safety Department or some other University official. The following are resources available to you:

**Public Safety Department** (237-5555)  
**Office of Student Conduct & Integrity** (237-3800)

**Student Counseling Center (237-3939)**  
**Vigo County Crime Victim Assistance Program (462-3319)**  
**Blue Light Phone:** (*red* button is for 911); (*blue* button for information)

### **Public Safety Department**

The **Indiana State University Public Safety Department** is centrally located at 210 North 6th Street. Public Safety provides police and parking services for the University community.

The Public Safety Department is comprised of two divisions with a total of 35 full-time employees. Student employees are utilized during the school months to supplement both divisions. The Public Safety Department is also the central site for property lost and found services.

Listed below are the two divisions and primary responsibilities of each.

#### **I. Police Services. Emergency: 911.**

**Non-emergency calls: 237-5555.**

- 24 hour-a-day, year-round service
- 25 sworn police officers
- Criminal investigation division
- Vehicle, foot, and bicycle patrol
- Enforcement of laws and University rules regulations
- Emergency response
- Proactive programs for the University community
- 24 hour escort and motor assistance service
- Community service/student officer program
- Crime statistic reporting

#### **II. Traffic and Parking Services: 237-8888.**

Hours of Operation: Monday-Friday 7:30 a.m.-4:30 p.m.

- Sales of University parking permits (permit required for parking on University parking lots)
- Manufacturing of University identification cards
- Coordination of special event and visitor parking

### **Dean of Students**

The **Dean of Students** office is committed to integrating the academic mission of the University with co-curricular experience and focus on the development of community, identity and character. Values of openness, inclusiveness, social responsibility and mutual respect guide us as we strive to help others achieve their goals and

aspirations. Through the application of sound management and leadership principles, we devote ourselves to providing effective and efficient program and service delivery to students, faculty, staff, families and guests.

Strategies and interventions are designed to:

- Facilitate student academic, personal, civic and professional growth and development
- Prepare students for leadership in a global, diverse and changing society
- Cultivate a campus community characterized by meaningful challenges and supports.

Students wanting more information or assistance should call **237-8111** or visit the **VP for Student Affairs, Dean of Students** office.

### **Student Concerns**

The **Ombudsperson** can help you find solutions when addressing any concern that you may have as a student that relates to dealing with a university's system of rules and regulations. He serves as the advocate for students on campus.

As an advocate the Ombudsperson:

- offers you a confidential and neutral place where you can get answers to the questions and concerns you have about the University's policies and procedures;
- ensures that you receive fair and equitable treatment within the University system; and
- acts in an impartial and objective manner to assist you in problem resolution by finding you assistance through University procedures.

It is important to remember the Dean of Students Office is not a student advocate. We will assist you in trying to identify the appropriate avenue to address your concern. Student concerns should be directed to **Al Perone, Associate Dean of Students/Ombudsperson**. Contact: **[al.perone@indstate.edu](mailto:al.perone@indstate.edu)** or **237-3829**

### **Office of Student Conduct and Integrity**

**Office of Student Conduct and Integrity (SCI)** is responsible for the Code of Student Conduct which includes the Policy on Academic Integrity and other rules that outline the behavior expectations for all students and student organizations. SCI addresses student misconduct through a process that provides for accountability,

personal growth and respect for the community and others. The office works closely with a variety of campus departments including Public Safety, Residential Life, the Student Counseling Center, Student Activities and Organizations and many other administrative departments and academic units to proactively respond to student behavioral concerns.

The Office of Student Conduct and Integrity provides assistance to persons in the University community seeking information to address inappropriate student behavior including filing a complaint of an alleged violation of University policy and SCI can also provide resources to assist in the resolution of student-centered disputes. The Code of Student conduct and additional information may be found at <http://www.indstate.edu/sci/>. Contact the Office of Student Conduct and Integrity by visiting **Hulman Memorial Student Union, room 821, or by calling 237-3800.**

## HEALTH AND WELLNESS

ISU is as concerned about your physical wellbeing as it is about your physical safety and mental development. Below is a description of the various services available at ISU which promote health and wellness.

### Union Associated Physicians (UAP) Clinic-ISU Provider Services

The UAP Clinic - Strives to provide high quality care to students of Indiana State University. The center provides a variety of services at the health center, including:

- Immunizations
- Health assessments and treatments
- Men's and women's health services
- Educational materials
- STD screenings/counseling
- Prepackaged medications
- Laboratory testing
- Diagnostic x-rays of bone or soft tissue injuries

All undergraduate and graduate students taking one or more credit hours at ISU are eligible to receive services at the health center. Students must present a valid ISU identification card upon arrival.

The Center accepts the Associated Insurance Plan, private insurance, cash, check or credit cards. To schedule an appointment at the UAP Clinic - ISU Health Center, please call **237-3883**.

Indiana state law requires immunization of all

new and transfer college students for 2 MMR (measles, mumps, and rubella) immunizations; a tetanus and diphtheria booster within the last ten years; Meningitis Education, and a TB skin test prior to beginning the semester. The University requires that all students have a Health History Form and a completed Immunization Record on file. All admitted students are sent the Health History Form. Registration at Indiana State University is subject to cancellation if the record of required immunizations is not on file.

All medical information about a student is regarded as strictly confidential and no information is given to any person without the express written consent of the patient.

Medical insurance is not mandatory (except for international students), but is *highly recommended*. There are, unfortunately, many students who have no way to pay for treatment of illnesses. ISU's service is primary health care. For those students with more serious situations, ISU must refer them elsewhere. This can be very costly for the student and often times they choose not to go, putting themselves in serious situations. More information about student health insurance is available at: <http://www.aipinternational.com/ISU/plan.html>.

### Student Counseling Center

The **Student Counseling Center, 237-3939**, is located on the 3<sup>rd</sup> floor of the Student Health Services Building. The Counseling Center offers a variety of services to students at ISU. These services include crisis intervention and personal counseling for individuals, couples, and groups. Consultation services and workshops are also offered to student groups, faculty, and University staff. Students use the Counseling Center services for a variety of reasons, which may include coping with personal crisis, relationship concerns, substance abuse, time and stress management, depression and suicidal, and anxiety issues. Counseling services are short-term; and if a student's needs cannot be met at the center, they may be referred to outside resources.

Students seeking counseling services will be allowed a first appointment free of charge after which there will be a one-time charge of \$60 for continuation of "normal counseling services."

**Center's services:** personal counseling, testing, group programs, or consultation. It is important to note that ALL information gathered in counseling, including the fact that the student has come to the center, is held in the strictest confidence. No information is released to anyone without the express written permission of the client; unless

there is a report of abuse, a court order, or immediate danger of serious harm to self or others, at which time we may be mandated to release information. Appointments may be scheduled by phoning **237-3939**. Students who are in crisis or feel that they may be in danger of harming themselves may come in for walk-in appointments, at which time the first available psychologist will make a determination as to whether the student should be seen immediately or schedule for the first available.

### **Student Health Promotion**

**Student Health Promotion (SHP)** is part of the Student Counseling Center. Today's college students face many challenges and adjustments in the academic and social world. SHP is here to provide accessible and accurate health information to help students make important lifestyle decisions. A variety of services and programs are available to assist students in achieving and maintaining a healthy balance between body, mind and emotions. SHP provides **Health To Go Workshops**, which are available to classrooms, residence halls, campus groups and organizations. These interactive educational programs are approximately 30-60 minutes in length. Topics offered are:

- Alcohol and Other Drug
- Body Art
- Colds & The Flu (including Avian & Pandemic)
- Condom Use / Contraceptives
- Customer Service
- Diversity
- Eating Disorders & Body Image
- Health Education Program Planning, Implementation & Evaluation
- Healthy Relationships
- Nutrition
- Self-esteem
- Sexual Assault Prevention
- Sexual Health
- Sleep
- Stress Management & Relaxation
- Study Skills
- Suicide Prevention
- Test Anxiety
- Time management
- Tobacco
- Wellness
- Weight Management

**Individual Consultations** are provided in a non-judgmental environment with caring staff to listen

and to help you balance the multiple demands of college life. Call **237-3939** to make an appointment regarding weight management, stress and time management, nutrition, or sexuality issues.

### **Health Information Resources**

Printed health information on a wide variety of health and wellness topics is available at the Student Counseling Center located in the lower level of the Student Services Building.

### **PHACT (Promoting Health Across Campus Together)**

is a Bacchus and Gamma chapter. Bacchus and Gamma is an international association of university based peer educators who work to promote health and wellness within their campus by offering programs focused on pertinent health topics.

To get more information about Student Health Promotions and other health and wellness related topics check out the website at <http://www.indstate.edu/shp>.

### **The Alcohol and Other Drug (AOD)**

**Education Program** provides confidential and individualized alcohol and other drug referrals for ISU students. The AOD Program strives to decrease alcohol abuse and misuse through programming, social norms marketing, and education. Student input is sought to change the campus environment and volunteer opportunities are available.

**The Sexuality Education Program** provides confidential consultations and referrals about HIV/AIDS testing and other sexually transmitted diseases (STD's). Resources such as brochures, pamphlets, and other materials are available.

### **Sexual Violence**

The following web address provides information and links about sexual assault:

[www.indstate.edu/svp](http://www.indstate.edu/svp).

### **The Stress Management and Relaxation**

**Program** helps students gain a sense of personal control, commitment, optimism, and confidence through learning to manage the inevitable stresses college life brings. The Health Educator is available for individual educational sessions and group presentations.

### **Recreational Sports**

The **Office of Recreational Sports** programs and activities provide facilities for the university community to participate in recreational sports and fitness activities. The office, located in the state-of-the-art **Student Recreation Center (SRC)**, facilitates the offering of Informal Recreation, Group X, Intramural sports, Club Sports, personal Training, Health & Safety

offerings, and special events.

**Informal Recreation** provides facilities and equipment for self-directed drop-in recreation. A valid Sycamore ID card is required for entry and eligibility varies based upon facilities (see below).

**Group X** provides an opportunity for participation in instructor lead group fitness classes such as Zumba, Body Pump, Cycling, Cardio H2O, etc. Classes are free to students who have eligibility for use of the SRC.

Students have a wide range of Intramural sports to take part in. Students may participate in organized team sports, individual sports, sports meets and special events in a non-varsity recreational format with and against other ISU students.

If you are interested in a little more of a higher level of competition, **Club Sports** is for you. Clubs are available to compete against other universities in sports such as soccer, rugby, volleyball, fencing, etc. Each club is a student organization run by its own officers and structure.

The SRC offers **Personal Training** services to the university community with rates friendly to students.

**Health & Safety** classes are coordinated by the Office of Recreational Sports. Students may take part in Red Cross certification programs such as CPR, 1<sup>st</sup> Aid, Lifeguarding, Learn-To-Swim, etc.

The Office of Recreational Sports supervises and programs both indoor and outdoor recreational facilities. The facilities include the Student Recreation Center, which includes a three court gymnasium, a multi-activity court, a natatorium including four lap lanes, leisure pool, large spa, sauna, and sundeck, locker rooms, juice bar, classroom, large fitness center, three group exercise studios and a suspended walking, jogging track.

All students who have been assessed the **Student Recreation Center** fee are eligible to utilize the SRC. Students who have not been assessed the fee may pay a membership fee based upon the same rate charged to the assessed students (\$200/semester). In addition, recreational sports also supervise facilities on a limited basis in the **Health & Human Services Building (HHS or Arena)**. Those facilities include a six court gymnasium, 10 racquetball courts, and a six lane pool. Anyone with a valid Sycamore ID card is eligible to use the HHS building. Outdoor facilities include the **Duane Klueh Tennis Complex** of eight courts, **Rec East** which includes two lighted softball fields and a 547 yard cycling track, **Recreation North** comprised of a 100 yard field,

**Wolf Field** with nine half basketball courts, two sand volleyball courts and an informal field space. In addition, there are two **Club Sports** fields supervised adjacent to the Bob Warn Baseball Field.

Recreational Sports is also a campus leader in providing **Student Leadership and Employment** opportunities. Facility supervisors, lifeguards, Group X instructors, personal trainers, intramural sports officials and supervisors are just some of the opportunities that students may take part in.

For more information regarding schedules, policies, procedures and reservation information go to: [www.indstate.edu/recsport](http://www.indstate.edu/recsport).

For more information about **Recreational Sports**, call **237-4097** or visit our home page at: <http://www.indstate.edu/recsport>.

## STUDENT SERVICES AND ACTIVITIES

### African-American Cultural Center

The **African-American Cultural Center, 301 North 8th Street, 237-3811**, creates a learning environment conducive to students, administrators, faculty members, and citizens of the Terre Haute community to understand, recognize, and appreciate the contributions made by African-American people. General hours of the African-American Cultural Center are:

- 8:00 a.m.-9:00 p.m., Monday through Friday;
- Summer hours, 8:00 a.m.-4:30 p.m., Monday through Friday.

The center is closed Saturday and Sunday.

### M.A.P.S (Mentoring Assistance for Prospective Scholars)

**M.A.P.S.** is a faculty-to-student mentoring program out of the African American cultural Center. Our mission is to ensure that there exists a program addressing key issues affecting minority student retention, here at Indiana State University. Students are paired with faculty, professional staff, and/or graduate level students to gain skills and experiences relevant to their career goals. Participation in our program will enhance the campus environment by providing positive interaction among students, faculty, and administrative staff, which provide understanding, appreciation and validation of cultural diversity. Space is limited. For information contact the African American Cultural Center.

### **Office of Diversity**

The **Office of Diversity** is charged with addressing discrimination, the need for cultural diversity & inclusiveness on our campus, and issues of student retention among historically under-represented students.

### **Affirmative Action**

Our primary purpose is to assist faculty, staff and students in conflict when you believe you have been treated unfairly. Certain kinds of unfairness, such as being treated badly or wrongly because of your race or ethnicity, your gender or sexual orientation, your religion, marital status or pregnancy are prohibited by law.

If it appears discrimination has occurred, you can work with this department to get assistance. If it isn't prohibited under the criteria of the law, Affirmative Action will help you understand what other paths can be taken to solve the problem.

### **Diversity**

The ISU Office of Diversity works to promote the climate, competencies and connections that enhance the lives of all our students, staff, faculty and administrative personnel as well as others who live in the greater Terre Haute community. The ISU Office of Diversity, working in conjunction with the President's Council on Diversity, advocates for practices, programs and policies that model equity and lead to multicultural excellence. The Office of Diversity can be reached on the web at <http://www.indstate.edu/diversity/>, or by phone at **237-8513**.

### **McNair Scholars Program**

The **McNair Scholars Program, 201 Dreiser Hall, 237-8315**, provides undergraduate students, who are not highly represented in graduate school, with the academic and financial assistance to become prepared for the graduate school experience. Our program serves students from any discipline. You must be from either a low-income and first-generation background OR a racial minority student. You can learn more about this program here:

<http://www.indstate.edu/mcnairsch>. General hours of the McNair Scholars Program are: 8:00 a.m.-4:30 p.m., Monday through Friday. Feel free to stop by or call to learn more.

### **Office of Alumni Affairs**

The **Office of Alumni Affairs** and the Alumni Association provide a link between the University

and over 75,000 former students. Therefore, the Alumni Association maintains a lasting and positive relationship between graduates and Indiana State University through a variety of activities, services, and communications.

The Alumni Association also sponsors the Student Alumni Association (SAA). SAA is an energetic group of students who work to bridge the transition between undergraduate students and active alumni. This group assists the Office of Alumni Affairs in hosting events and sponsors such activities as Graduation Extravaganza and Senior Send Off as well as providing leadership opportunities to members.

If you have any questions concerning the **Alumni Association**, call the office at **237-3707**.

### **Division of Student Affairs**

The **Division of Student Affairs** provides services, programs, resources, and facilities which assist students in defining and attaining their personal potential and educational goals. Student Affairs staff seek to engage students and each other in collaborative learning, in developing coherent values and ethical standards, and in building supportive and inclusive communities within the University which are educationally purposeful, open, just, disciplined, caring, and celebrative.

The departments that provide the programs and services within Student Affairs include: African-American Cultural Center, Student Counseling Center, UAP Clinic, Student Activities and Organizations, Dean of Students, Student Publications, Office of Student Conduct and Integrity, and Hulman Memorial Student Union.

Students wanting more information or assistance should call **237-3888**, or visit the Office of Student Affairs, Parsons Hall, **Room 203**.

### **ISU Information Line**

The **ISU Information Line** offers updated information on events, student services, community services, and other information. This number, **237-7777**, also contains the most accurate information available about class cancellations, office closings, and University-wide closings and/or delays.

### **Library Services**

The library collection, which numbers more than two million items, includes books, journals, DVDs, CDs, computer games on CD, and books on CD. Loan periods vary depending upon user category and material type. Online 24/7 resources include

electronic indexes, abstracts, full-text databases, e-reserves, tutorials, “Ask a Librarian” e-mail reference service, renewing items you have checked out, and placement of interlibrary loan requests. Other services such as “Reference Live” chat and one-on-one or group instruction are available during regular library hours. *Spaces*

The library offers a variety of space choices to fit your needs. Whether relaxing in the coffee shop area with a latte, using collaborative workstations or group study rooms, or finding a quiet niche, the library has the type of space you need. You may also reserve rooms for campus groups or sponsored events.

#### ***Building your resume***

The library hires around 80 student workers each year. Whether it’s your first job or you feel you’re a seasoned worker, the library offers time slots that fit into your student schedule while providing a challenging but rewarding work experience.

#### ***Welcome back***

Each fall the library sponsors the Extravaganza, an annual welcome back event that showcases new products and services for students. Stop by the library on this special day to learn what’s new in the library, grab some munchies and maybe win a prize.

#### **The Writing Center**

In conjunction with the Department of English, the ISU Library provides writing and research assistance through the Writing Center, which is located on the Main Floor of the library. For hours and other Writing Center information, please visit the Writing Center website

<http://isu.indstate.edu/writing/>.

For information on services listed above and to learn about other services, go to the library home page at <http://library.indstate.edu> or call 237-2580.

#### **MyISU: The University Portal Website**

MyISU is available at

<http://myisu.indstate.edu>. All ISU faculty, staff, and students are given accounts to this intranet which provides information, communication tools, and access to on-line University services through the administrative information system called Banner. Students may register for and drop/add courses as well as view grades, holds, transcripts, financial aid, and other information. Along with campus and audience targeted messages for all users, students access their web-based, ISU e-mail accounts via the portal.

For more information on the University portal refer to the MyISU Services chapter of the

*Technology @ Indiana State: Student Guide*, available both in print and on-line at:

<http://www.indstate.edu/oit1/pubs/techpubs/studtechguide.html>.

#### **Residential Life**

**Residential Life (237-3993)** is the central office concerned with the residence halls, University Apartments, and all facets of their operation. Residence halls are very convenient to campus, affordable, conducive to learning, and the food service saves you the trouble of having to prepare your own meals.

Incidentally, statistics show that students living in the halls do better in school than those living off campus. Residence hall staff members consist of professional, graduate, and undergraduate personnel.

***How to Replace a Lost Sycamore ID Card (Meal Ticket)***. To replace a lost card, you need to report the ID lost or stolen to the Public Safety Department and report the Dining Service Central Office (Lower Mills) or the Campus Cupboard. You will be issued a lost card voucher good for from one to three days. If you are unable to find your card, you can get a replacement at the Public Safety Department. If you find the card before you have it replaced, come to the Residential Life – Dining Service Central Office and have it revalidated.

For more information on Residential Life, you may visit the website at:

<http://www.indstate.edu/reslife/>.

#### **University Apartments**

Residential Life provides University Apartments which are apartment accommodations for students over age 21, students with 56 completed semester hours, students with families (children and/or spouse), and single graduate students. The apartment complex is located on South Third Street, approximately ten blocks south of campus. Four buildings provide one, two, and a limited number of three bedroom apartments. Furnished apartments are provided in one building (Unit I). Information about the application and assignment process is available at **Residential Life, 237-3993**. A model show room and information about the apartments, programs, and services are available at the University Apartments’ Office located at 201 Crawford Street, **237-2443**. Information about University Apartments, including floor plans, eligibility, rates, services, and an application are available on the Web page at:

<http://www.indstate.edu/reslife/>.

## How to Use a Campus Phone

If you are dialing from campus to another campus number, it is not necessary to dial the 237 prefix first, you only need to dial a four-digit extension number. When dialing an off-campus local number, dial 97 then the seven-digit number of the person you're calling. For emergencies, dial 911. This will put you in immediate contact with ISU Public Safety. Please note that it is not necessary to dial 97 before dialing 911.

## Enrollment Management, Marketing, and Communications

**Enrollment Management** has primary responsibility for the development and coordination of a campus-wide plan to recruit and retain students. Success requires communication and collaboration among faculty, staff and administrators across reporting lines. An essential component within the division is the creation and routine evaluation of a strategic enrollment plan that utilizes the principles and best practices of good marketing. Most importantly, the marketing plan must help correctly position the University in a competitive market, while recognizing that student satisfaction and academic success is our ultimate goal.

Under the vice president for Enrollment Management, Marketing and Communications are: Admissions, New Student Transition Programs, University Testing, Financial Aid, Marketing, Media Relations, University Publications, Video Productions, Web Content, and Photography Services.

## NEW STUDENT PROGRAMS

### New Student Transition Programs

**New Student Transition Programs** is the outgrowth of the *Lilly Project to Transform the First-Year Experience*, New Student Transition Programs include the involvement of faculty, staff, and students in the development and enhancement of programs and services designed to fortify a student's resolve to succeed by developing appropriate institutional responses to the particular needs of first-year students.

The focus of New Student Transition Programs includes coordination of: *New Student Orientation*, the acclimation of new students to campus and the advising and registration process; *Fall Welcome*, a collaboration of events university-wide designed to welcome students, faculty, and staff to a new school year and transition students to the

university; *Commuter Services*, a resource for students who do not live in on-campus housing, including scholarships, laptop lending, lounge space, and monthly programming events.

## Sycamore Success Engagement Programs

Indiana State offers new students exciting opportunities to participate in the rich and valuable environment of **Learning Communities** in the fall semester. Learning Communities link students across courses, creating connections among students, faculty, and staff in and out of the classroom. Students enroll in two courses together and work with an instructional team that includes the teaching faculty and an undergraduate peer assistant, who work to integrate the experiences in the two classes and involve students in significant co-curricular experiences. Learning Communities provide academic support throughout the semester and help students succeed in their first year.

## First Year Initiative (FYI)

The **First Year Initiative (FYI)** Program of Residential Life extends academic support to first year students through programs and services. Programming activities are developed with the first year students' transition in mind by focusing on issues such as meeting people, identifying campus resources, time management, test taking, getting involved on campus and managing homesickness. The FYI Program is the collection of programs and services in Blumberg and Cromwell Residence Halls. First year students residing in other halls are welcome to participate in all FYI programs and services. The staff in the FYI areas is dedicated to go the extra mile to ensure freshmen success. The staff will seek out students intentionally to provide them with personal contact and outstanding programs. The Resident Assistant (RA) lives on the floor with the residents and is responsible for developing a healthy community on the floor by: programming, activities, interpretation and enforcement of policies and procedures, managing conflict, mediation, providing academic support, and by serving as a resource to the students. The Academic Peer Advocate (APA) lives on the floor or on an adjacent floor and is responsible for assisting first-year students in their academic transition to Indiana State University by supporting, facilitating and promoting academic excellence and achievement. In addition there is an Area Director, Assistant Hall Directors (AHD) and an Assistant Hall Director for the FYI program that will be available in each FYI residence hall.

For more information on Residential Life's

**First-Year Initiative (FYI)**, contact **237-3993**, or visit [www.indstate.edu/reslife](http://www.indstate.edu/reslife).

### **Center for Community Engagement**

The **Center for Community Engagement** was established to serve as a front door to Indiana State University. Our purpose is to enhance the quality of life in the Wabash Valley and State of Indiana by providing opportunities for nonprofit and for-profit organizations, governmental agencies, and citizens to access the services and programs of the University. Check out the web page at <http://www.indstate.edu/publicservice/> or call **237-2334** or visit us in **Tirey Hall, 134A**.

Indiana State University is engaged with **AmeriCorps**, the nation's domestic service program, through two initiatives.

- **The Sycamore Service Corps** places volunteers with local non-profit organizations to complete service terms of 300, 450, and 675 hours. Volunteers receive a living allowance in exchange for their service.
- Students who have received a Federal Work Study award are eligible to apply for the **Midwest Campus Compact Citizen-Scholar Fellowship Program**. This program allows students to complete their work study placement at a local nonprofit organization and earn an additional \$1000 education award from AmeriCorps.

### **Career Center**

The **Career Center** is the place to begin planning for the future from the first day as an ISU student. By connecting with the Career Center early in the college experience and maintaining an ongoing working relationship throughout the college career, students will be prepared for a smooth transition from the world-of-school to the world-of-work, including that all important first professional position. Services available include career planning, selecting a major, finding an internship, developing a resume and cover letter, practicing interviewing skills, and actual job search techniques. Additionally, the Center serves as a resource for bringing together students and employers through a series of on-campus interviewing opportunities, career fairs, and other special programs.

**Career Planning Services** provide assistance to students in the areas of self-assessment, career exploration, and informed decision making. Students desiring help in selecting a major,

determining what career to pursue, or deciding what to do with their major should contact the Career Center to make an appointment with a student career counselor.

**Experiential Learning** are opportunities that assist students to prepare for the professional work environment. Program options include:

- **Internships**. This \$1000 internship scholarship program provides career related experiences for students who have completed 12 semester hours and have at least a 2.50 grade point average. These optional programs enrich the educational process by allowing for opportunities to apply classroom studies to the world-of-work. Students may explore their employment interests through actual work experience in the field while continuing with education. These supervised educational experiences allow students to work in a professional setting relative to their academic studies under the supervision of at least one practicing professional.
- **Focus Indiana**. This \$500 job shadow scholarship program supports exemplary students in internships that advance professionalism in Indiana. More information and applications are available in the Career Center or via the website.
- **Disney College Program**. Recruiters from the Disney College Program® visit Indiana State University each semester to interview and select students from a variety of majors to work and learn at Disneyland or Disneyworld.

**Job Preparation Services** offer assistance to individuals seeking employment following graduation. These services are available to students completing two-year and four-year degrees, graduate students, and alumni of the University. Services include:

- Individual and group consultations
- Coordination of on-campus interviews and career fairs
- Resume and cover letter development
- Interview preparation, including mock interviews with a student career counselor
- Sycamore CAREERlink

**Sycamore CAREERlink** is a web-based system that enables students and alumni to search and apply for internships, co-ops and career opportunities. Students may upload resumes and cover letters online for employers to view. Contact the Career Center to obtain a username and a

password for this free service.

Student Employment Programs assists students who are seeking on-campus part-time or off-campus community service agency employment during the academic year. Student Employment Programs office hosts a job fair at the beginning of each fall semester to assist students with finding those opportunities.

**Special Programs** are offered each semester by the Career Center to help students with their professional development and to allow them to make positive contacts with potential employers. Some these include:

- *Networking & Etiquette Workshops* highlight specific skills to help students to learn how to develop and utilize their professional network. Employers from a variety of fields are present at these workshops to network with ISU students. A five-course dinner is served, including tips for dining in a professional or interview situation.
- *Career Opportunity Fairs* are held each semester in the North Gym of the Health and Human Services Building. Employers from various industries and locations across the country are present to recruit candidates to fill specific full-time job positions, internship opportunities, and part-time and summer jobs. While an excellent experience for student seeking internships and full-time employment, attending these fairs is also beneficial for underclassmen, allowing them to make contacts within their career field and to learn what skills they can develop in order to make them most marketable to a future employer.
- *Teacher Recruitment Fair* is held once a year during the spring semester allowing education majors to interview with school all over the country seeking elementary and secondary teachers. This fair is also held in the North Gym of the Arena.

**The Career Center Web Page** which can be accessed at <http://career.indstate.edu>, includes a calendar of upcoming events including on-campus interviews, workshops, and career fairs, as well as career planning assessments and information on resumes, cover letters, interviewing skills, and several other career related topics. Students can contact the Career Center at 812-237-5000 or

<http://www.indstate.edu/carcen/> for more information or to make an appointment. The Career Center is open on M-F from 8:00 am to 4:30 pm.

### **Hulman Memorial Student Union**

The **Hulman Memorial Student Union** is certainly the place to be. It is the heart of the campus community and creates an environment for getting to know and understand ourselves and others through formal and informal gatherings. At the Union, you will find social events, speakers, dances, and much more. A wide variety of facilities and services are available for everyone. These also include services to assist persons with disabilities including a TDD phone, and public phones with volume control.

### **Building hours are:**

7:00 a.m. - 12:00 midnight, Monday-Friday  
8:00 a.m. - 12:00 midnight, Saturday  
10:00 a.m. - 12:00 midnight, Sunday  
Summer and break hours are reduced.

The **Information Center (IC), 237-3999**, is the place to go to receive directions and current information on Union activities and services. You can rent lockers on a semester basis, pick up departmental and public transportation brochures.

Commuter students may checkout laptops with current ID. The Information Center is also the place to get connected. At the MyISU Connection, you can access the MyISU portal to check your student information, class schedules, e-mail, or other ISU websites. Please check out the Hulman Memorial Student Union website at

<http://www.indstate.edu/hmsu/> for more details about facilities and services.

**Conference and Event Services** can assist you in reserving a room and planning any type of event. Rooms may be reserved by contacting Conference and Event Services at 237-3817, or by e-mailing, [ISUConferenceandeventservices@mail.indstate.edu](mailto:ISUConferenceandeventservices@mail.indstate.edu). ISU Dining Services, 237-7617, will be more than happy to assist you in personalizing your catered event.

### **Lounge/Recreational Space**

There are several open lounges (non-reservable) that provide you with a place to relax between classes, study, watch TV, play the piano, view an art display, warm up a meal, play pool, sleep or visit with friends.

The Connections Lounge a “home away from home”, was created as a homey, cozy, residential

living room environment with the following features:

- Built-in cabinetry
- Flat screen televisions
- Beautiful solid surface countertops
- Increased power supply for laptop usage
- Periodicals/newspapers
- Brochures and literature geared toward commuter students
- Board & card games (available for checkout at the IC)
- Commuter student bulletin board with the latest commuter news

**The Quiet Lounge** with a collection of furniture groupings offers a comfortable and quiet atmosphere for studying or reading. **The Gallery Lounge** houses a variety of art shows throughout the year and contains furniture groupings, tables and chairs, and a baby grand piano for individual enjoyment based on adjacent room reservations. **The Sycamore Lounge** is located at the north entrance to the building, is an open lounge from 11:00 am – 6 pm, Monday – Saturday, and Sunday from 12 noon – 9 pm. It is a programmable lounge with reservable evening and Saturday hours following the Student Union priority scheduling sequence. The amenities include:

- Two billiard tables (no fee)
- Small television
- Performance space
- Piano
- Booths
- Couch groupings
- Wireless capabilities with additional outlets for laptop use
- Big screen television
- Board and card games
- Microwave
- Periodicals/newspapers

**The Commons** is a busy retail center providing convenient services to students, faculty, staff and the community. Automatic teller machines, a copy center, convenience store, Generations Restaurant, and a new Banquet Facility (open early 2012) complements the numerous fast food outlets available.

## STUDENT ACTIVITIES

### Homecoming

**Homecoming** at Indiana State University is a time to celebrate tradition and support the University's athletic teams. A weekend of fun and

competitive activities involves students, faculty, staff, alumni, and the Wabash Valley community. One of the largest student-organized parades in the nation is one of the major attractions of this celebration. In addition, an annual trike race allows students to compete against other student organizations. Other events include: the Homecoming football game, receptions and dinners for alumni and students, poster decorating competitions, Stompin' Sycamore Sync contest, Torchlight Parade and Pep Rally and a Blood Drive. The student coordinator of Homecoming serves on Union Board. Steering Committee members are solicited in the spring, although volunteers are welcome in the fall, also. If you are interested in being a part of this ISU tradition, please contact the **Union Board Office, Hulman Memorial Student Union, room 515, 237-3830.**

### Spring Week

ISU's **Spring Week** is a week of fun and games topped off by an annual co-ed tandem bicycle race. Campus organizations select riders to compete in the race and a variety of other events including: poster decorating, community service, an airband contest, Sycamore Remix and carnival.

The student coordinator of Spring Week serves on Union Board. The coordinator will solicit steering committee members in the fall. If you are interested in planning Spring Week or participating in the week-long activities, contact the **Union Board Office, Hulman Memorial Student Union, room 515, 237-3830.**

### Student Organizations

Indiana State University offers a wide variety of co-curricular activities designed to supplement your classroom education. These programs and activities are considered important and valuable for the overall development of the individual student and provide opportunities for leadership, diversified recreation, and an outlet for special abilities. Some of the major organizations on campus, as well as a complete list of all registered student organizations are available on the Student Activities and Organizations website. The lists are constantly changing, so please check the website for the most up-to-date information.

<http://www.indstate.edu/sao>

### Student Leadership Resource Center

Student Development provides the **Student Leadership Resource Center** for students interested in leadership development opportunities and community service projects. The center is

designed to provide a central clearinghouse for students who desire to develop their leadership skills.

A variety of resources related to leadership and group development are located in the center. The complete set of *University Associates Annuals*, *Developing Human Resources*, is available as well as simulation exercises, structured experiences, and a collection of books, journals, and tapes related to leadership. These materials are for the use of students, faculty, and staff, and in some instances may be checked out. Additionally, a television and VCR are available for previewing and showing tapes within the center.

The Center is located in **Hulman Memorial Student Union building**, contact Student Activities & Organizations for more information about the center and questions about leadership and volunteerism, **237-3852**.

### **Student Activities and Organizations**

**Student Activities and Organizations (SAO)** is located on two floors (five and six) of the Hulman Memorial Student Union, **237-3852**. The staff of Student Activities and Organizations provides training and resources to student leaders and their organizations; coordinates and advises student programs and services; and provides assistance to organizational advisors. Student Activities and Organizations advises activities which are often sponsored by SGA, sororities, fraternities, Union Board, and other campus groups. Staff from Student Activities and Organizations also work with students involved in Spring Week; Homecoming; campus ministries; family programs; Miss Indiana State University; Student Speaker Series and the 9/11 Candlelight Vigil. Check out the web page at <http://www.indstate.edu/sao>.

### **Fraternities & Sororities**

There are three governing councils that recognize fraternities and sororities at Indiana State University. Student Activities and Organizations staff, along with the three council executive boards (Tri-Council), guide every aspect of "Greek Life" at ISU. Staff and student leadership can be reached at **237-3852**. **The Fraternity and Sorority suite is located in Hulman Memorial Student Union, room 608.**

### **Tri-Council**

The three councils work collaboratively to develop policies, rules, and regulations to be followed by all member organizations and conduct

several major events throughout the year. They also work with Order of Omega (Greek Leadership Honorary Society) to sponsor programs that promote academic, leadership, service/philanthropy, brotherhood/sisterhood, and social development.

The Tri-Council's mission: "builds future leaders and friendships, focusing on scholarship, unity among its members, as well as service and philanthropic events for the betterment of the community and its individuals."

### **Pan-Hellenic Council**

The **Pan-Hellenic Council (PHC)** is the campus-based organization for the National Pan-Hellenic Council, Inc. (NPHC), which is the umbrella group for the nine international historically-Black fraternities and sororities. PHC promotes the exchange of information and unity within these organizations. PHC conducts intake in the Spring.

### **Interfraternity Council**

The **Interfraternity Council (IFC)** is the campus extension for the North American Interfraternity Conference (NIC). IFC consists of chapters and interested colonies. The IFC chapters coordinate their recruitment process in the fall.

### **Pan-Hellenic Association**

The **Pan-Hellenic Association (PA)** is the campus extension of the National Panhellenic Conference (NPC), and consists of nine chapters and four PHC sorority chapters who hold dual membership. PA conducts formal recruitment in the fall, providing a structured process for women to join a sorority.

A Greek Hotline is provided by Student Activities and Organizations for students, staff, faculty and parents to report hazing, alcohol incidents and recruitment infractions. This Hotline is checked daily by professional staff members of Student Activities and Organizations. Contact the **Greek Hotline at 237-3000**.

### **Registered Student Clubs and Organizations**

When people say there is nothing to do or there isn't any activity or organization that interests them, they are most likely not aware of all that ISU has to offer. Student clubs and organizations do change throughout the year, please check the Student Activities and Organizations website for the most up-to-date list:

<http://www.indstate.edu/sao>.

For more detailed information, you can call **Student Activities and Organizations, 237-3852.**

### **Residence Hall Association**

**Residence Hall Association (RHA)** is the central student governing body for those who live in the residence halls. They also have many programs throughout the year in which any or all residents can participate or attend. RHA also deals with areas or problems related to students living in the halls. In the spring, an executive board of six officers is elected. RHA's function is to open communication among the residents, Student Government Association (SGA), and the appropriate administrators and hall staff. For more information, check with your hall staff or contact the Residence Hall Association office in **Cromwell Hall, 237-3872.**

### **Student Government Association (SGA)**

All students are members of ISU's **Student Government Association** which was established for: supervision of student activities; to provide a forum for the expression of student views and interests; to maintain academic freedom, diversity, academic responsibility, and student rights; to improve student social, cultural, and physical welfare; to maintain educational standards, facilities, and teaching methods; to promote national and international understanding and fellowship at the student level; and to foster recognition of the rights of students in this school and in this community. The president, vice president, and their executive branch are located in Hulman Memorial Student Union, room 621 and the Senate meets every other Wednesday at 7:00 p.m. in Hulman Memorial Student Union, Dede III. If you are interested in getting involved in the student governance of ISU, contact the **SGA in Hulman Memorial Student Union, room 621, 237-3860.**

### **Black Student Union**

The **Black Student Union** was organized by a small group of students in 1968. Today, its influence is pervasive as an important campus forum which relates local, national, and international issues and concerns. The Black Student Union is designed to encourage academic, social, and spiritual achievement. Students support each other as they educate the campus community about cultural relationships.

One very important program sponsored by the Black Student Union is the fall African-American Student Orientation program titled "Knowledge is

Key." This program introduces students to the African-American faculty, staff, and student organizations.

The Black Student Union office is located in **Hulman Memorial Student Union, room 612, 237-3021 or 237- 3023.** Office hours are Monday-Friday, 1:00-4:30 p.m.

### **Student Friends of the Library**

**Student Friends of the Library (SFOL)** is a SGA recognized campus organization open to all ISU students. Dues are \$5.00 per semester. SFOL is the link between the ISU student body, the Library, and the Terre Haute community. In addition to community service projects, SFOL sponsors programs of interest to ISU students and serves as a focus group to help the Library evaluate its services.

### **Indiana Statesman**

The *Indiana Statesman* is a student newspaper published Monday, Wednesday and Friday during the academic year, except during vacation and examination periods. A valuable service to the Indiana State University community, the *Indiana Statesman* supplies news and offers an outlet for campus opinion. Its online version can be accessed at [www.indianastatesman.com](http://www.indianastatesman.com). The *Indiana Statesman* can provide invaluable hands-on experience and decision-making opportunities. You can hone your skills in planning news coverage, writing, reporting, interviewing, copy editing, photography, desk-top publishing and online editing. Experiences in advertising sales, advertising design and delivery are also available. Offices are located on the seventh floor of the **Hulman Memorial Student Union. Telephone: 237-3289 (newsroom); 237-3025 (advertising and business office).**

### **Intercollegiate Athletics**

The **Department of Intercollegiate Athletics**, under the guidance of the director of athletics, is responsible to the president and vice president of student affairs for the administration of 15 intercollegiate sports.

The Department of Intercollegiate Athletics sponsors seven sports for men: baseball, basketball, cross country, football, tennis, and indoor and outdoor track. Eight sports are available for women: basketball, cross country, volleyball, soccer, softball, tennis, and indoor and outdoor track. Students with questions or interest about additional sports should contact the office of the

director of athletics.

The athletics program is classified as Division I in all sports with the exception of football which competes at the I-AA level. Sycamore football is a member of the Gateway Football Conference while all other sports compete in the Missouri Valley Conference.

Many venues are home to Indiana State athletic competition. Football is played at Memorial Stadium on Wabash Avenue, while the Hulman Center is home to both men's and women's basketball. Volleyball competes in the ISU Arena, with baseball games played at Sycamore Field and softball competing at the St. John Softball Complex, Price Field. All home track meets are held just west of the ISU Arena on Mark's Field, and both men's and women's tennis teams compete at the Duane Klueh Tennis Complex on campus. The soccer field is adjacent to Sycamore Field.

You are admitted free to all regular season home athletic events with your validated ID.

### **Hulman Memorial Student Union Board**

**Union Board** is a student organization distinguished by its commitment to innovative and entertaining programs. The Board consists of eight committees, each offering opportunities to learn valuable work skills while meeting new people and making new friends. **Union Board office is located in the Hulman Memorial Student Union, room 515. Telephone: 237-3830.** Accurate information on University- wide delays or closings is available by calling the **Information Line (237-7777).**

### **ACADEMIC INFORMATION AND ASSISTANCE**

The best resource for academic information and assistance is the *Indiana State University Undergraduate Catalog*. The *Student Handbook* supplements and compliments the *Catalog*. The catalog is available online at: <http://catalog.indstate.edu>.

*The following areas address common questions of students.*

#### **Absences from Class**

You are expected to attend all assigned classes. However, an acceptable absence may be allowed for an approved school activity. For such an occasion the faculty member responsible for the activity must obtain approval from the department

chairperson and report the activity to the appropriate academic dean.

If you fail to attend class you may be assigned grade penalties. Individual faculty should outline the attendance policy established for each course. (See "Class Attendance" in the *Undergraduate Catalog*.) If you must be absent from classes for five or more consecutive days due to illness, hospitalization, or a family emergency, and you are unable to notify the appropriate faculty, you should contact the **Office of Student Affairs, 237-3888.**

The Office of Student Affairs will inform instructors of extended absences. This notification does not serve as an excuse. You are expected, upon return, to contact each instructor regarding missed assignments.

#### **Academic Advisor**

It is important that you meet and discuss your progress and academic problems with your advisor. Your advisor can also assist you with academic survival skills as well as scheduling. Keep the lines of communication open and utilize this academic resource.

#### **Bad Weather Policy**

The closing of the University due to severe weather is rare. If classes must be canceled due to weather conditions, the decision will be made by the president and/ or the provost. The most

#### **Class Scheduling**

Registration and schedule changes may be processed by using the MyISU University Portal Website located on the Web at <http://myisu.indstate.edu>. Detailed registration and drop/add procedures, deadlines, and fee information are published in the Schedule of Classes on the Web each fall, spring, and summer.

#### **Office of Information Technology (OIT)**

The OIT delivers computing, multimedia, and networking tools and services to the members of the campus community in support of learning, instruction, research, public service, and the day-to-day work of Indiana State University.

These services are documented in the *Technology @ Indiana State: Student Guide*. This resource is available on-line at:

<http://www.indstate.edu/oit1/pubs/techpubs/studtechguide.html>. The latest updates on technology updates can be found at the Office of Information Technology Web site at <http://www.indstate.edu/oit/>.

The **OIT Help Desk** serves as a hub for most of

your computing needs. Contact the Help Desk by phone at **237-2910** (local) or **1-888-818-5465** (toll free); or e-mail at [IT-Help@indstate.edu](mailto:IT-Help@indstate.edu).

## **ACADEMIC COLLEGES, SCHOOLS, DEPARTMENTS, AND CENTERS**

### **College of Arts and Sciences**

The **College of Arts and Sciences** offers more than 70 separate major and minor programs, as well as masters and doctoral degrees. See the *Undergraduate Catalog* for a list of programs offered by the college. Pre-professional programs, such as law or medicine, are also offered through the college.

Majors in the college are advised by a faculty member within their specific department. All records are maintained in the Dean's Office. Education majors who want to teach one of the subjects offered by the College of Arts and Sciences at the junior or senior high school level will be enrolled in both the College of Arts and Sciences and the College of Education. All the major and minor programs with teaching licensure are listed in the *Undergraduate Catalog*.

### **Scott College of Business**

The **Scott College of Business** offers four-year programs leading to the bachelor of science degree in accounting, business administration, business education, finance, financial services, information design and end-user computing, insurance and risk management, management, management information systems, marketing, and operations management and analysis. In addition to specific requirements for each major, there is a 44-semester hour core requirement common to all four-year programs in the College of Business. For more information about four-year programs call the College of Business at **237-2023** or see the college web site, [www.indstate.edu/business](http://www.indstate.edu/business).

### **Bayh College of Education**

The **Bayh College of Education** is responsible for all teacher education programs at ISU. At the undergraduate level these include programs which prepare preschool and kindergarten teachers, elementary teachers, and middle and high school teachers in a wide range of subject areas, as well as speech-language pathologists and art, music, physical education, and special education teachers for all grade levels. Descriptions of the various teaching majors can be found in the *Undergraduate Catalog* in the sections for the departments offering these majors.

The College of Education also offers a variety of graduate programs including areas of counseling psychology, school psychology, school counseling, educational administration, educational technology, alternative teacher licensure, and graduate programs in the teacher education fields.

Students needing other information about the Teacher Education Program should contact Education Student Services by phone or in person in the **College of Education, University Hall, room 115, 237-3131**, <http://coe.indstate.edu/ess/>.

Students needing information about the Graduate programs should contact the School of Graduate Studies or the appropriate College of Education department.

### **College of Graduate & Professional Studies**

The **College of Graduate & Professional Studies** offers flexible and responsive programs designed to facilitate a student's attainment of academic, professional, and personal goals. The college's variety of advanced programs is illustrated by the more than 60 courses of study which lead to the master's degree, the educational specialist degree, the doctor of psychology degree, and the doctor of philosophy degree. Descriptions of the various graduate programs may be found in the *Graduate Catalog*. Non-degree advanced study is also available to encourage personal growth and lifelong learning. Classes are scheduled to accommodate the needs of both fulltime and part-time students.

A current listing of all the graduate degree programs, a *Graduate Catalog*, and application forms for admission and for assistantships /fellowships may be obtained from the **College of Graduate & Professional Studies, Erickson Hall, room 114, 237-3111**.

Additional information on the School of Graduate Studies is available on the Web at: <http://www.indstate.edu/sogs/>.

### **College of Nursing, Health, and Human Services**

**Nursing** offers two programs. One is a Baccalaureate Nursing Program with four tracks: the traditional track for students entering without previous nursing education; an accelerated track for students with a previous non-nursing degree; a track for students entering with LPN/LVN licensure; and a track for students entering with RN licensure. The other is a Graduate Nursing Program with multiple concentration options: Nursing Administration; Nursing Education; Family Nurse Practitioner; and Post Master's

Certificate in either Nursing Education or Family Nurse Practitioner. The LPN...For more information about Nursing, call **237-2316** (traditional and accelerated BS tracks), **237-3330** (LPN or RN to BS tracks), **237-3863** (Master's concentrations), or <http://www.indstate.edu/nursing/>.

The **Health and Human Services** programs are designed to prepare students to enter a variety of professional fields. Some of these fields include: health and disease prevention careers; health education; physical education; exercise science/fitness; safety management; athletic training; and management careers in fitness, recreation, and sport.

Each department provides advisement to all of its students. Program admission and academic information may be obtained from the **College of Nursing, Health, and Human Services, Arena, C-31, 237-2471**, or see the college website at: <http://www.indstate.edu/nhhs/>.

### **College of Technology**

The **College of Technology** includes the Aviation Technology Department; the Electronics, Computer & Mechanical Engineering Technology Department; the Technology Management Department; and Air Force ROTC. See the Undergraduate Catalog at [catalog.indstate.edu](http://catalog.indstate.edu) for a list of the 26 major and minor programs offered by the college.

A major emphasis in all College of Technology programs is placed on developing the student professionally as well as academically. Cooperative education, internships, and other work-based learning experiences offer selected students an opportunity to combine academic and professional preparation. Fifteen student professional organizations give students the chance to network and gain technical and professional competencies.

The College of Technology offers several degrees via distance learning. Some can be completed entirely via distance learning; others require minimal on-campus visits. For more information visit the Distance Education website at <http://www.indstate.edu/distance/programs.html>. The College of Technology can be contacted at **237-2987**.

### **Student Academic Services Center**

The **Student Academic Services Center, on the second floor of Gillum Hall, 237-2700**, and the **Academic Enrichment Center** (next to Burford Hall), **237-2107**, provides a central location on campus for many academic support

services. The center provides academic advisement for the Academic Opportunity Program and for the Exploratory Studies Program, free tutoring for all ISU students, University 101: Learning in the University Community, academic counseling and support for student-athletes, special help for students with disabilities, and academic counseling and support for Twenty-first Century Scholars.

The center is open:

Monday through Thursday, 8:00 a.m.-9:00 p.m., Friday, 8:00 a.m.-4:30 p.m. The Academic Enrichment Center is also open Sunday evenings 6:00-9:00 p.m.

Students and their parents are encouraged to consult with center personnel about academic support needs or questions.

### **International Programs and Services**

**International Programs and Services** is the "home away from home" for international students and scholars at Indiana State University. Office professionals provide counsel and friendship for all students and scholars from abroad. In addition to working with students and faculty, they try to facilitate diverse cultural education for domestic students by bringing American and international students together through formal and informal programming.

If you are an international student new to Indiana State you must report to this office as soon as possible to show your passport, verify immigration status, clear records if transferring from another institution, and receive information. Staff are available to listen to your concerns and to assist you in the many facets of adjustment to a new culture.

ISU has an active International Student Organization (ISO), a student association supported by all international students. ISO coordinates various activities and workshops to provide assistance to newcomers. In addition, many of the nations represented at Indiana State University have student associations. During the school year, national and religious celebrations are organized in order to share the cultures and traditions of their home countries. The International Affairs Center arranges opportunities for you to share your culture, food, and language with school children and local civic and religious organizations. For additional information concerning international student organizations and activities, contact **Student Activities and Organizations, 237-3852**.

**International Programs and Services is located in Erickson Hall, rooms 611-616.** The office is

open from 8:00 a.m.-5:00 p.m., Monday through Friday. The director and all office personnel can be contacted at **237-2440** or **fax 237-3602**.

### **Study Abroad**

The **Study Abroad Office, Stalker Hall, 215**, opens the door to adventure, and to an opportunity to better understand yourself, your country and the world, while enhancing your resume and fostering independence. We also help to ensure credits earned abroad will apply to your major, minor or general education requirements.

Programs in over 35 countries offer affordable options in English for either a semester, full year or even during the summer. One of the biggest myths is that study abroad is too expensive, but, in reality, it is more within reach than most students think. Financial aid, loans and ISU-based scholarships can be used for ISU programs and there are scholarships just for students who study abroad.

Students interested in pursuing language study can take advantage of the many sites where study in English can be combined with language courses or even pursue full immersion in any language. See the world. Live a dream. Gain an important edge in your future career. Early planning is the key to success!

For information, contact, Janis Halpern, **237-3427**, [jhalpern@indstate.edu](mailto:jhalpern@indstate.edu), **STALKER HALL 215**.

### **University Honors Program**

The **University Honors Program** is designed for students who are outstanding academically and wish to continue in a guided pursuit of academic excellence. Entrance into the Honors Program is based either on your high school grades and class standing, college entrance examinations, or your college performance. If you feel you may qualify, contact the program at **237-3225**.

### **Office of Extended Learning**

The **Office of Extended Learning** facilitates student success by making the resources and expertise of ISU available to those students who cannot access our traditional campus programs because of the barriers of time, place, or format through alternative programs delivered with the academic units and our other partners. Extended learning includes the following areas:

- Distance Education - offers undergraduate and graduate courses, degrees, and professional development programs via distance learning. This includes the

Distance Education Student Concierge and Distance Education Faculty Concierge.

- Degree Link – a program that enables individuals to transfer their credit and complete bachelor degrees via distance learning.
- College Challenge – a dual credit program that enables high school students to earn ISU college credit and high school credit simultaneously in courses taught by high school teachers – at their local high schools.
- Non-credit Programs – on various topics, both on ground and online courses available.
- OLLI – Osher Lifelong Learning Institute – a non-profit, membership organization open to all adults but geared towards individuals age 50 and older, regardless of academic background, provides learning programs designed by its members and tailored to suit their interests.
- CEP – extend the programs and services of the University to support individuals in Indiana’s Correctional Facilities.

For additional information call 237-4011, visit Tirey Hall, room 133A or visit our website <http://www.indstate.edu/extendedlearning/index.htm>.

### **Transfer Central**

In order to become Indiana’s most transfer friendly institution, Indiana State University has established **Transfer Central** to provide information in one centralized location for transfer students and partner institutions, enhance the success of transfer students, and increase articulation agreements for courses and programs. The mission of Transfer Central is to enhance the recruitment and subsequent success of transfer students at Indiana State University.

For more information, contact **Transfer Central at 237-8080, toll-free (888) 237-8080, or e-mail [transfercentral@indstate.edu](mailto:transfercentral@indstate.edu)**. **Transfer Central is located in Erickson Hall, room 114.**

### **University Testing Office**

The **University Testing Office** is a center for testing services and information for ISU faculty and students, including assistance with:

- National tests (GRE, SAT, ACT, PRAXIS)
- Credit by Examination

- Placement and University Exemption Examinations (COMPASS, QLET, ITL, and Foreign Language)
- SIR (Student Instructional Report) and Course Evaluations
- Test Correction and Analysis
- University Surveys

Individuals may arrange testing or request information by contacting the **University Testing Office at 237-7666, e-mail [testing@indstate.edu](mailto:testing@indstate.edu), or visiting the University Testing Office, Erickson Hall, room 231.**

### **Center for Business Support and Economic Innovation**

The **Center for Business Support and Economic Innovation (CBSEI)**, provides engagement for regional businesses wanting to partner with the University. Also part of the Terre Haute Innovation Alliance, a partnership between ISU, Rose Hulman, and the City of Terre Haute, created to enhance the economic development in the area and provide businesses the resources necessary to succeed (commercialization services). CBSEI also provides exciting opportunities for students and graduate students to get involved in paid internships/projects with innovated companies and get experience in the real world. For additional information please contact **Cheryl Lucas at 237-2536 or visit the CBSEI in the Myers Technology Building 003 (basement) between 8:00 am – 4:30 pm.**

### **Psychology Clinic**

The **Psychology Clinic (237-3317)**, maintained by the Department of Psychology, provides psychology services to individuals, families, and groups in Terre Haute and the surrounding communities. A wide variety of services is available, including individual and group psychotherapy, marital and family therapy, and therapy designed for children, as well as psychological assessment and consultation. The clinic also serves as a training facility for doctoral level students in the clinical psychology program at ISU. Hours of the clinic are Monday through Thursday with evening appointments available for the convenience of the client. There is a \$10.00 charge for ISU students.

### **FEES, EXPENSES, AND FINANCIAL AID**

**Academic Fees** Assessment of fees is based on if you are a graduate or undergraduate student, not the

level of courses you may be taking.

#### **Undergraduate academic fees:**

- Are based on a chargeable credit (semester) hour fee for enrollments of **less than 12 chargeable hours**. Chargeable hours are defined as the number of hours a student is charged for versus the number of credit hours earned. For example, a student enrolled in MATH 111A earns one credit hour, but is charged for two credit hours—a student in MSC1 201 earns two credit hours but is charged for zero credit hours, etc.
- Are based on **two bracket fees for enrollments of 12 or more chargeable hours**; chargeable hours are defined above. One bracket exists for students in at least 12 but no more than 18 chargeable hours, and another for students in more than 18 chargeable hours.
- **Include a non-resident fee** for students classified as such.
- **Are assessed separately from Distance Education** assessments. These assessments are not based on combined enrollments.
- **Could include laboratory/program fees, course fees, and/or applied music fees** for supplies and equipment usage and/ or special instruction. These charges are associated with enrollment in specific classes.
- **Can be found *Academic fees (tuition) section of the Sycamore Express*** for the term in question. (Due to the early printing of the *Fall Schedule of Classes*, academic fees are often not available at print time. Fees can be obtained, once announced, by calling or visiting the **Office of the Controller, Account Analyst Area, Parsons Hall, room P100, 237- 3511.)** <http://www.indstate.edu/express/fees.htm>.
- **Are due and payable** in accordance with specific instructions provided in the *Payment due dates section of the Sycamore Express*, for the term in question. Registrar-assisted registrants will be provided amounts and written instructions at the conclusion of the assistance.

#### **Graduate academic fees:**

Graduate academic fees have the same characteristics as undergraduate academic fees (see above) with the following exceptions:

- There are no bracket fees.

- Assessments are always based on the chargeable credit (semester) hour fees which are higher than that paid by undergraduates.

Questions regarding any of these issues may be directed to the **Office of the Controller, Account Analyst Area, Parsons Hall, room P100, extension 3511.**

**Please note:** Academic fees are assessed in accordance with fee structures approved by the University Board of Trustees. The University Board of Trustees reserves the right to change fees at any future time. The right to correct errors is also reserved.

### Course Drop/Add Information

The following policies concerning course drop/add information became effective in the Fall of 2002.

1. You will receive a grade in any class you drop after the 14th calendar day of the semester through the end of the tenth week of the semester. The grade will be a DP if you are passing at the time of the drop or a DF if you are failing at the time of the drop. **The course and grade will be included on your transcript but will not be included in your GPA calculation.**
2. You **CANNOT** drop a class after the tenth week of the semester. ***There will be no Petition for Exception to this policy.*** If you want to drop a class after the tenth week, you will be required to drop all classes (withdraw) from the term. Undergraduate students should contact the Office of Registration and Records, **PH 009, 237-4996** to withdraw. Graduate students should contact the College of Graduate Studies, **183 Tirey Hall, 237-3005** to withdraw. 3. If you withdraw after the tenth week of the term, you will receive a grade for each course in which you are enrolled. The grade(s) will be a WP if passing at the time of the withdrawal or a WF if failing at the time of the withdrawal. **The course(s) and grade(s) will be included on your transcript. A WF grade will be included in GPA calculation as an F.**

For current drop/add deadlines, please visit: <http://www.indstate.edu/express/fees.htm>.

### Other Fees

**Student Recreation Center Fee:** The fee is \$100.00 per semester Fall/Spring and \$40.00 per each summer session. It is a dedicated student fee assessed to support the construction and operation

of a new student recreation center.

**Late Registration Fee:** A \$30.00 fee is assessed to those students who process an initial registration the day classes begin through the last day to add. A \$100.00 fee is assessed to those students who process an initial registration after the last day to add a class.

**Change of Course Fee:** A \$10.00 fee is assessed after the first fee calculation of the term, for each transaction resulting in a schedule change, through the last day to add. After the last day to add classes, a \$30 drop/add fee will be charged for each transaction resulting in a schedule change.

**Distance Education Delivery Fee:** \$30.00 per undergraduate course and \$50 per graduate course will be assessed to correspondence courses (section numbers 300, 620), internet and tele-courses (section numbers 301-309), and ICN courses (section numbers 526-529).

**Late Fee:** A \$55.00 late fee is assessed if you are assigned to University Collections Specialists as a result of the University Collections Process. You are affected by this process if you failed to fulfill your financial obligations.

**Variable Payment Plan Fee:** Variable Payment Plan fees are assessed according to schedules published in the Payment due dates on the *Sycamore Express* for each respective term. There is a \$60.00 maximum per semester fee in the fall and spring, and a \$40.00 charge per request in the summer.

**Applied Music Fee:** An applied music fee is charged per credit hour for each course in instrument or voice done on the basis of individual instruction.

**Laboratory, Course and Program Fees:** Laboratory, Course, and Program fees are charges in certain classes for supplies and equipment usage.

**Audit Fee:** A \$5.00 fee per credit hour is assessed to audit a class.

**Transcripts:** \$12.00 per copy is assessed at the time transcripts are purchased; \$20.00 for faxed transcript services.

**Use and Breakage Fee:** A breakage fee is charged in various laboratories for laboratory equipment which is either non-returnable or which is not returned in good condition.

**Nursing Clinical Laboratory Exam Fee:** A \$40.00 per credit hour fee is assessed individuals desiring to earn credit by examination in the College of Nursing.

**Parking Fine:** This fee is assessed by the Public Safety Department for parking and traffic violations in accordance with Indiana State

University traffic regulations.

**Replacement Student ID Card:** A fee will be charged students who make application to replace their Sycamore Card. The fee is payable at the time a replacement card is requested in the Public Safety Department.

**Library Fines:** These fines are assessed for overdue and lost books.

**Returned Check Policy:** Students providing checks or electronic checks which are subsequently returned as non-negotiable will be assessed a \$25.00 penalty per check. In addition, once you have presented three non-negotiable checks, all check writing privileges are suspended indefinitely.

**Parking Permit:** All students using a motor vehicle in Terre Haute must have it registered with Indiana State University. The University Board of Trustees establishes a per vehicle registration fee; payment of the registration fee results in the issuance of a permit which enables you to park on designated University parking facilities.

#### **Financial Encumbrances**

Financial encumbrances are “holds” placed on your account when financial obligations have not been satisfied. The financial encumbrances serve to prohibit future registrations, and the release of transcripts, diplomas, etc. Four types of financial encumbrances currently exist and are shown below with the respective areas to be contacted for clearance.

#### **Hold/Encumbrance Type and Clearance Area**

- University Collections
- Federal Loan Services
- Accounts Receivable
- Transcript/Diploma

Please contact Account Analysts, **Office of the Controller, Parsons Hall, room P100, 237-3511**

#### **Billing and Student Accounts**

Bills are sent to the mailing address of record as maintained by the Office of Registration and Records. Local addresses will be utilized for billing purposes when a country other than the United States is reflected in the mailing address. It is each student’s responsibility to keep his or her mailing address correct; changes may be submitted to the Office of Registration and Records or may be updated online by the student via the MyISU Portal. Bills are also made available online in the payment suite at [www.indstate.edu/payisu](http://www.indstate.edu/payisu). An email message is sent to each student and authorized user to inform them that there is a new

bill to view. In the event you do not receive your bill, you are still responsible for payment by the deadline which is printed in the *Payment due dates* section from the *Sycamore Express* for the respective term.

#### **Bills can be paid:**

- **In person** at the Office of the Controller, Account Analyst Area on the first floor of Parsons Hall.
- **By mail** by sending checks made payable to “Indiana State University” to Indiana State University, Office of the Controller, Account Analysts, 200 North Seventh Street, Terre Haute, IN 47809. Your ID number must be on the check.
- **By phone** if utilizing VISA/MasterCard. The number to call is **237-3511**.
- **By web** if utilizing VISA/MasterCard or electronic check by going through the ISU Web portal <http://myisu.indstate.edu>
- **By utilizing the payment box** located on the north side of Parsons Hall, 200 North 7th Street.

#### **Important Tips:**

- Be sure that the Office of Registration and Records has a correct and accurate mailing address. Not receiving a bill is not considered a reason for not paying.
- Keep track of encumbrances (holds placed on your account when financial obligations have not been satisfied. They include library fines, parking tickets, etc.) that could hold up your registration or transcripts.

#### **Employment and Financial Services**

In these fiscally challenging times, all of us could use a little financial assistance. Here are a number of places you can look for help with your money concerns.

The **Office of Student Financial Services (150 Tirey Hall, 237-2215 or 800 841-4744)** is committed to providing excellent services to our students. Students can be assisted on a daily basis through walk-in counseling, telephone counseling and by e-mail contact. Financial aid counselors are available to help assist students complete financial aid forms, discuss their financial aid file, and aid options. Students interested in applying for federal and state aid must complete the paper or electronic version of the Free Application for Federal Student Aid (FAFSA) by the established deadline dates. Students are strongly encouraged to can check the MYISU Portal for additional financial aid

requirements. Visit our website at: <http://www.indstate.edu/finaid> for more information.

### **Student Employment Programs**

**Student Employment Programs'** new location is in **HMSU, just north of Dede I, 237-8329**. As a student, you will find assistance available for part-time employment and/or work-study programs. Job descriptions for employment off and on-campus are posted. Students who are interested and qualified are referred to employers. In addition, job fairs are held in the fall and spring. Listings for entry-level jobs, internships, and coops can be found at the **Career Center**. See page 126 for more details about the services of the Career Center.

### **Student Identification, Sycamore Card**

You are expected to carry your Student Identification Card (Sycamore Card) when on campus and are expected to show the card when requested to do so by a University official. Your Sycamore Card provides access to many services. You should not lend this card to anyone. The use of a card by another person is prohibited. Alteration of the Sycamore Card is also prohibited. Fraudulent use of a Sycamore Card may result in confiscation of the card and judicial action. For a replacement, contact the Public Safety Department. The replacement fee is \$15.00. If you find a Sycamore Card, return it to the Public Safety Department. For more information on Sycamore Cards refer to *University Standards* and the *Code of Student Conduct, Section 2.01 J*.

### **UNIVERSITY BOOKSTORE**

The university bookstore, **Barnes & Noble** is a new facility offering textbooks, apparel, alumni items, gift & supplies, bags, technology favorites, textbook rental and textbook rental returns, and a café with wi-fi.

#### **Hours:**

Monday – Friday, 8:00 am – 10:00 pm  
Saturday, 8:00 am – 10:00 pm  
Sunday, 11:00 am – 6:00 pm

Barnes & Noble is conveniently located at **25 North 4<sup>th</sup> Street**. Phone: **232-2665**. Visit the website at: <http://indiana-state.bncollege.com>.

### **THE TERRE HAUTE COMMUNITY**

Early French explorers named the town Terre Haute, meaning high ground. Today, Terre Haute is

a city that has much to offer. It is helpful to become familiar with the city and take advantage of its many opportunities.

### **Shopping**

Terre Haute draws shoppers from a wide area, and that means there is plenty to see and buy. While the heaviest shopping area is near the Interstate 70 and U.S. 41 interchange, you will find additional locations throughout the city. Shopping centers within driving or bus distance include:

- **Honey Creek Mall** – an enclosed mall on U.S. 41 just south of Interstate 70
- **Honey Creek Commons** – U.S. 41 South, next to Walmart
- **Plaza North Shopping Center** – North Lafayette and Fort Harrison Roads (Big Lots, Menards)
- **The Meadows Shopping Center** - Ohio Street just east of 25<sup>th</sup> Street (Stein Mart, Hallmark)
- **Towne South Plaza** - U.S. 41 south of Interstate 70 and just past Honey Creek Mall (Gander Mountain, Best Buy)
- **Southland Shopping Center** - 3000 South 7<sup>th</sup> Street (Dollar General, CVS Pharmacy)
- **Riverside Plaza** - U.S. 41 south of Interstate 70 (Burlington Coat Factory)
- **Sycamore Terrace** –US 40 East (formerly St. Rd. 46) just north of Interstate 70 (Walmart, Real Hacienda, Shoe Depot)

### **Churches and Places of Worship**

Students at Indiana State may choose to worship in many churches of different denominations. Several churches are within walking distance of campus, and some churches provide transportation to worship services. Special organizations or programs for the college age worshipper are offered by several churches. Check the Terre Haute telephone directory for a complete listing of churches.

### **Parks and Recreation Department**

Terre Haute has incorporated a wonderful park system of which the city is very proud. There are several beautiful parks to choose from and the programs, services, and facilities are varied. The park department hosts a number of events which include the Wabash Valley Festival, Ethnic Festival, and Christmas in the Park. For more information call **232-0147**.

### **Public Library**

The Vigo County Public Library, with its five locations, offers books, periodicals, video and audio tapes, CDs, and access to databases and the Internet. The main library is located at One Library Square (between Walnut and Poplar Streets at Seventh Street). For more information, phone **232-1113**.

### **Bus Service**

To get where you are going in Terre Haute when you have no vehicle, you may want to consider taking city buses which have a convenient bus stop at the parking garage at the corner of 8<sup>th</sup> and Cherry. For more information call **235-0109**. For more information on the community and its services contact the Terre Haute Convention and Visitors Bureau of Vigo County, 643 Wabash Avenue, **234-5555**.

# Telephone Directory (condensed)

<b>A</b>	
ACADEMIC AFFAIRS.....	237-2304
ADMINSTRATIVE AFFAIRS.....	237-3555
ADMISSIONS.....	237-2121
AVIATION TECHNOLOGY DEPARTMENT.....	237-2641
AFFIRMATIVE ACTION.....	237-8954
AFRICAN-AMERICAN CULTURAL CENTER.....	237-3811
AFRICAN AND AFRICAN AMERICAN STUDIES.....	237-2550
ALUMNI AFFAIRS.....	237-3707
ANALYTICAL DEPARTMENT.....	237-2112
ART DEPARTMENT.....	237-3697
ARTS AND SCIENCES, COLLEGE OF.....	237-2411
ATHLETICS MEDIA RELATIONS.....	237-4160
<b>B</b>	
BLUMBERG HALL.....	237-6641
BOOKSTORE.....	237-3500
BUSINESS, COLLEGE OF.....	237-2000
<b>C</b>	
CAREER CENTER.....	237-5000
CENTER FOR COMMUNITY ENGAGEMENT.....	237-2334
CHEMISTRY DEPARTMENT.....	237-2239
COMMUNICATION DEPARTMENT.....	237-3244
COMMUNICATION DISORDERS.....	237-2800
COMMUNITY AND PROFESSIONAL PROGRAMS.....	237-4011
CONTINUING EDUCATION.....	237-4011
CONTROLLER OFFICE.....	237-3535
COUNSELING CENTER.....	237-3939
COUNSELING DEPARTMENT.....	237-2870
CRIMINOLOGY DEPARTMENT.....	237-2192
CROMWELL HALL.....	237-6611
<b>D</b>	
DEAN OF STUDENTS.....	237-8111
DINING SERVICES.....	237-4138
DISTANCE LEARNING.....	237-8080
<b>E</b>	
ECONOMICS DEPARTMENT.....	237-2160
EDUCATION, COLLEGE OF.....	237-2888
EDUCATION STUDENT SERVICES.....	237-3131
ELECTRONICS AND COMPUTER TECHNOLOGY.....	237-3456
ELEMENTARY, EARLY, AND SPECIAL EDUCATION.....	237-2840
ENGLISH DEPARTMENT.....	237-3163
<b>F</b>	
FACILITIES MANAGEMENT.....	237-8100
FAMILY AND CONSUMER SCIENCES DEPARTMENT.....	237-3297
FINANCIAL AID OFFICE.....	237-2215

FIRST-YEAR PROGRAMS .....	237-8684
FRATERNITIES AND SORORITIES .....	237-3852
<b>G</b>	
GENERAL EDUCATION OFFICE .....	237-3940
GEOGRAPHY, GEOLOGY, AND ANTHROPOLOGY DEPARTMENT.....	237-2444
GRADUATE & PROFESSIONAL STUDIES, COLLEGE OF.....	237-3005
<b>H</b>	
HEALTH AND HUMAN PERFORMANCE, COLLEGE OF .....	237-3683
HEALTH CENTER .....	237-3883
HELP DESK.....	237-2910
HINES HALL.....	237-5666
HISTORY DEPARTMENT.....	237-2710
HONORS PROGRAM .....	237-3225
HULMAN CENTER .....	237-3770
HULMAN MEMORIAL STUDENT UNION.....	237-3999
HUMAN RESOURCES .....	237-4114
<b>I</b>	
INDIANA UNIVERSITY SCHOOL OF MEDICINE-TERRE HAUTE.....	237-2777
INDIANA STATESMAN .....	237-3025
INFORMATION TECHNOLOGY .....	237-8439
INTERCOLLEGIATE ATHLETICS DEPARTMENT .....	237-4040
INTERNATIONAL STUDENT SERVICES .....	237-2440
<b>J</b>	
JONES HALL .....	237-5777
<b>L</b>	
LANGUAGES, LITERATURES, AND LINGUISTICS.....	237-2366
LIBRARY, CUNNINGHAM MEMORIAL .....	237-3700
LINCOLN QUAD.....	237-5888
<b>M</b>	
MANUFACTURING AND CONSTRUCTION TECHNOLOGY DEPARTMENT.....	237-3377
MATHEMATICS AND COMPUTER SCIENCE DEPARTMENT .....	237-2130
MILLS HALL .....	237-5999
MUSIC DEPARTMENT.....	237-2771
<b>N</b>	
NEW THEATER .....	237-3333
NURSING, COLLEGE OF .....	237-3315
<b>O</b>	
OBSERVATORY .....	237-3186
ORGANIZATIONAL DEPARTMENT.....	237-2086
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PAYROLL OFFICE .....	237-3533
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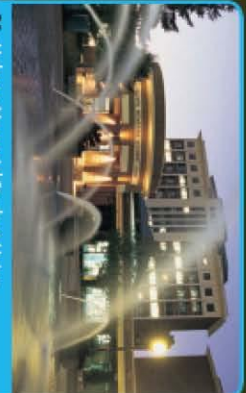
# Campus Map



## INDIANA STATE UNIVERSITY Campus Map INDEX

14 Admissions, Office of—Erickson Hall—EH	12 Education Building, College of—CE	32 Marc Technology Center, Xym T.—TC	52 Stellar Hall—SH
1 African American Cultural Center—AF	13 Erickson Hall—EH	33 Main Theater—MT	53 Student Computing Complex—SC
22 Avoon Center of Health and Human Services—AH	14 Facilities Management and Purchasing—FM	34 Nesbit Hall—NH	54 Student Financial Aid, Office of—TH
1 Art Annex—AA	15 Facilities Management Storage	35 Nesbit Building, College of—CN	55 Student Services Building—SS
2 Arts and Sciences, College of—(Stellar Hall)—SH	16 Facilities Management Storage	36 Outdoor Plaza	56 Student Services Building—SS
32 Blumberg Hall—BL	17 Facilities Management Storage	37 Outdoor Plaza	57 Syracuse Towers
36 Bowers-Hillman Memorial Student Union—HU	18 Fine Arts Building—FA	38 Power Hall—PH	58 Technology Building A—TA
4 Burford Hall—BH	19 Gilman Hall—GH	39 Power Plant—PO	59 Technology Center John T. Myers—TC
5 Business Building, College of—CB	20 Graduate Studies, School of—(Trey Hall)—TH	40 Power Plant—PO	26 Tennis Center, Eugene Kneib
4 Center Center (Student Services Building)—SS	21 Health and Human Performance Building	41 Power Plant—PO	57 Tison Music Hall (Trey Hall)—TH
54 Central College (Hahn Memorial Student Union)—HU	22 College—A	42 Public Safety (Fickett Hall)	58 University Club
6 Commons Hahn Memorial Student Union—HU	23 Hines Hall—HH	43 Recreation East and Simmons Activity Center	59 University Hall—UH
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12 Driver Education Range	30 Linnick Questing—LQ	50 Sandison Hall—SA	
	31 Mills Hall—ML	51 Science Building—S	
		52 St. John Southern Complex	

(Check out <http://indstate.edu/admissions/map.pdf> for full-size)



26 - Hulman Memorial Student Union



14 - Office of Admissions, Erickson Hall



More From day one.