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IMPORTANT DATES

SUMMER SESSION 2014

Friday, January 24, 2014 ............................................. Summer Session 2014 Schedule available
Monday, February 10, 2014 ........................................ Registration for Summer Session begins
Monday, May 12, 2014 .............................................. First 7-week Summer Session begins
Friday, May 16, 2014 .............................................. Drop/add deadline for First 7-week & Full 14-week session
Friday, May 16, 2014 ........................................... 100% Refund deadline for First 7-week and Full 14-week sessions
Monday, May 26, 2014 ............................................ Memorial Day (no classes)
Friday, June 20, 2014 ........................................ Withdrawal/Change to audit deadline for First 7-week session
Friday, June 27, 2014 ........................................... First 7-week Summer Session ends
Monday, June 30, 2014 ....................................... Second 7-week Summer Session begins
Friday, July 4, 2014 ........................................ Drop/add deadline for Second 7-week Summer Session
Friday, July 4, 2014 ........................................... 100% Refund deadline for Second 7-week Summer Session
Friday, July 4, 2014 ........................................ Independence Day (no classes)
Friday, August 8, 2014 .................................. Withdrawal/Change to audit deadline for Second 7-week and 14-week sessions
Friday, August 15, 2014 .................................. Second 7-week and 14-week Sessions End

*After the 100% refund deadline, refunds will be made for complete withdrawals only. No refunds will be made for individually dropped courses after the 100% refund deadline for each 7-week or 14-week summer session courses.

The University reserves the right to make calendar and time changes.

Tuition bills will be sent to students’ UIndy email accounts.

Admission to the University
Undergraduate Day Admissions ........................................... (317) 788-3216
Undergraduate School for Adult Learning ........................................... (317) 788-3393
Graduate Admissions:
  Arts and Sciences programs in Art, Anthropology, Biology, English, History, International Relations or Applied Sociology ........................................... (317)788-3395
  Business program in Business Administration (MBA) ........................................... (317)88-3340
  Center for Aging & Community program in Gerontology ........................................... (317)791-5936
College of Health Sciences
  Occupational Therapy ........................................... (317) 788-3432
  Physical Therapy ................................................. (317) 788-3500
  Sports Management .............................................. (317) 788-3341
Education programs in Masters of Arts in Teaching, Education Leadership and Woodrow Wilson Teaching Fellows Program ........................................... (317) 788-3354
Nursing programs in Master of Science in Nursing and Doctor of Nursing Practice ........................................... (317) 788-2128
Psychological Sciences programs in Clinical Psychology ........................................... (317) 788-3920
School for Adult Learning program in Strategic Leadership & Design ........................................... (317) 788-2119
Introduction

The University of Indianapolis is a private, coeducational, independent, com-prehensive, institution affiliated with the United Methodist Church. The University is accredited by the North Central Association of Colleges and Schools, Indiana Professional Standards Board, Indiana State Board of Nursing, National Council for the Accreditation of Teacher Education, National League for Nursing, National Association of Schools of Music, American Physical Therapy Association, American Occupational Therapy Association, American Psychological Association, Council on Social Work Education, Accreditation Council for Business Schools and Programs, and University Senate of the United Methodist Church.

Undergraduate Registration

Registration Instructions for Returning Students

Current and returning undergraduate students are not required to meet with an advisor or have a registration PIN in order to register for Summer Session courses. Students may access the online registration interface beginning Monday, February 10, 2014 to begin registration for Summer Session courses.

For current and returning students, online registration may be accessed through the MyUIndy website:

1. Go to the Registrar's Office Channel
2. Click on the Course Search/Registration tab
3. Click on Register for Classes.
4. Select Summer Session 2014 from the drop-down menu and click Submit.
5. Register for your selected classes by entering the 5-digit CRN for the course(s) and click Submit Changes. If you do not know the CRN for the course(s), you can access the Course Schedule through the Class Search link at the bottom of the page. Click on the book next to the selected class and click Register at the bottom of the page.
6. Any classes for which you have successfully registered will show as *Registered* under the Status column. Any courses that show up in the Registration Add Errors section near the bottom of the page have not been added to your schedule. Please see the information under the Status column to determine the reason for the error. If you have any questions, please contact the Office of the Registrar at (317) 788-3219.

Registration Instructions for Guest Students

Guest students at UIndy must first be admitted to the University before registering for Summer Session courses. Please contact the School for Adult Learning (317-788-3393) if you have not yet been admitted to the University.

Guest students who have never attended UIndy before but have been admitted and guest students who are returning are permitted to register online for Summer Session classes. Registration for Summer Session begins on Monday, February 10, 2014.

To register:

1. Go to the MyUIndy login site: http://my.uindy.edu
2. Click on the Self-Service link in the red banner at the top of the page.
3. When prompted enter your User ID (UIndy student ID number which begins with A00…) and PIN (your birthday as a 6-digit number – MMDDYY). You will be prompted to immediately change your PIN to another 6-digit PIN (it may be alpha-numeric).
4. Click on Student Information.
5. Click on Registration.
6. Click on Add or Drop Classes.
7. Select Summer Session 2014 from the drop-down menu and click Submit.
8. Register for your selected classes by entering the 5-digit CRN for the course(s) and click Submit Changes. If you do not know the CRN for the course(s), you can access the Course Schedule through the Class Search link at the bottom of the page. Click on the book next to the selected class and click Register at the bottom of the page.
9. Any classes for which you have successfully registered will show as *Registered* under the Status column. Any courses that show up in the Registration Add Errors section near the bottom of the page have not been added to your schedule. Please see the information under the Status column to determine the reason for the error. If you have any questions, please contact the Office of the Registrar at (317) 788-3219.

Students who are unable to register online may submit a completed and signed Registration form that can be found on the Registrar’s website at: http://registrar.uindy.edu. The Registration form may be submitted in person in the Office of the Registrar, Esch Hall, Rm. 131, via fax: (317) 788-3254, via email: registrar@uindy.edu, or by mail: Office of the Registrar, 1400 E Hanna Ave., Indianapolis, IN 46227.

Student Email Addresses

Once a new student has successfully registered for class, they may create a UIndy email account. Go to the MyUIndy login page, and click on the Request an Account link under the login box. Any questions or concerns with creating a UIndy email account should be directed to the Client Service Help Desk at (317) 788-6145.

NOTE: All registrations must be received and processed before the drop/add deadline of each 7-week summer session (see page 2 for specific dates).

View Your Schedule

Verify that your registration is correct by viewing your registered schedule of classes.

To view your final schedule of classes, click on the Student tab at the top of the page, then click on Registration, then click on Concise Student Schedule.

Conditions for Registration

1. You are expected to register for yourself, but if you are unable to do so, you should contact the Office of the Registrar (317-788-3219) for instructions about an alternative process.
2. Students with registration holds will not be allowed to register. (Check Self-Service on the My.uindy.edu website to determine if you have any holds. Be sure...
to resolve those any hold(s) prior to registration.)

Registration Information for School for Adult Learning and Graduate Programs

Accelerated degree programs are designed to meet the needs of adult learners for a high-quality educational experience in a friendly, responsive environment. The accelerated course format stresses self-directed learning and requires students' active involvement both in and out of the classroom. Admission to the program is open only to adults (24 years of age or older).

At present, three accelerated bachelor degree programs are offered through the School for Adult Learning: a Bachelor of Liberal Studies and a Bachelor of Science in Organizational Leadership. There is also an associate's degree in life sciences, a certificate in gerontology, and a concentration in experiential learning.

The schedule of classes may be accessed online at sal.uindy.edu or drop by the SAL office in Esch Hall 103 during regular business hours (8 a.m. to 7 p.m., Monday through Thursday; 8 a.m. to 4:30 p.m. Fridays).

To apply for admission to the School for Adult Learning or to receive additional information on our degree programs, contact Laurie Daeger, admissions and marketing coordinator, at (317) 788-3393.

For graduate program registration, please contact the appropriate office. Contact information is listed on page 2.

Drop/Adds and Wait Lists

You may make schedule changes through the registration period either online through the online registration interface or by completing, signing and submitting a drop/add form to the Office of the Registrar (Esch 131).

You may elect to be placed on a wait list for a closed class. Students may do this in the online registration interface by selecting Wait List from the drop-down menu. Wait lists are maintained for all closed classes until 3 p.m. the first day of classes in each 7-week session. If openings occur before the first day of classes, wait-listed students are notified and allowed to enroll in the class. Students are allowed to register for the class on a first-come, first-served basis beginning at 3:00 PM on the first day of the 7-week summer session.

Schedule Information

The schedule of classes is available online at the following locations:

1. On the Registrar’s website (http://Registrar.uindy.edu/schedules.pph). Please note that this is a public view of the schedule, and the only view available to prospective students.

2. On the Registrar’s Office channel on my.uindy.edu; click on “Course Search.”

3. Ulndy Self-Service; click on “Look up classes.”

Course ID: The course ID is a character subject code followed by a course number and a section number (Example: ACCT-210-50). Course numbers at the 100 level normally are designed for first-year students. Course numbers at the 200-400 level normally are designed for students with some collegiate experience.

Days: The following abbreviations are used to indicate the day(s) of the week:

- M ............................................ Monday
- T ............................................. Tuesday
- W ............................................. Wednesday
- R ............................................ Thursday
- F ............................................. Friday
- S ............................................. Saturday
- U ............................................. Sunday
- TBA .................................. To Be Announced

Instructors: The instructors listed in the schedule have been tentatively assigned to teach. If “Staff” appears on the schedule, the instructor’s name was not available at the time of posting.

Prereqs: Some classes require prerequisites before students may enroll in them. Click on the Prereq link in the same line as the course information to check if there are any prerequisites for the course you have selected.

Section Detail: Click to view important detail information for the specific section/CRN, such as registration restrictions for majors or non-majors, or registration restrictions for certain student groups, course descriptions for FYF courses, etc.

Course Description: Click to view the course description of the course.

Undergraduate Advising

Undergraduate students are not required to see an Academic Advisor to register for Summer Session, however, if you would like to seek advising for your selected summer classes, please see the information below in order to contact the appropriate advisor:

Center for Advising & Student Achievement (CASA) .......................... 788-2057

All students in the College of Arts & Sciences, College of Health Sciences, School of Business, School of Education, and School of Psychological Sciences

Nursing ................................................. 788-3244
Rita Hankley, Martin Hall 373C

Physical Therapy Assistant ...... 788-3426
Frank Bates, Martin Hall 140C

School for Adult Learning ........... 788-3393
Kathy Simpher, Esch Hall 103

Grade Reports and Class Schedules on Self-Service

Online grade reports (by semester) or unofficial transcripts (all terms) are available to students via Self-Service on the my.uindy.edu website.

Class schedules, including current classroom assignments are also available via Self-Service or on the student tab on the my.uindy.edu website.

Support Services

Krannert Memorial Library

You may borrow materials from the Krannert Memorial Library by presenting you ID card at the library desk. Library hours:

- Monday-Thursday........ 7:30 a.m.-11 p.m.
- Friday ......................... 7:30 a.m.-6 p.m.
- Saturday ..................... 10 a.m.-6 p.m.
- Sunday .......................... 1 p.m.-11 p.m.

Holiday and summer hours are posted in the library and on my.uindy.edu.

Computer Labs

Computer labs are located throughout the campus for your convenience. The Lilly Hall Open Lab, Krannert Memorial Library Open Lab, CDFAC Open Lab, and Esch Hall Open Lab house Windows and Macintosh computers with various software packages. All labs have access to the Internet. Other teaching labs are available to students through classes. You must have a Ulndy username and password to use a University computer lab. Hours are posted on the lab doors.

Bookstore

Books and other items may be purchased in the Follett Bookstore. The bookstore is located on the main level of Schwitzer Student Center. During the academic year, the bookstore is open:

- Monday-Thursday........ 8:30 a.m.-6 p.m.
- Friday ......................... 8:30 a.m.-4:30 p.m.
- Saturday ..................... 9 a.m.-1 p.m.
- Sunday .......................... Closed

Special holiday and summer hours may apply.

Ruth Lilly Fitness Center for Health and Fitness
All UIndy students have access to the Fitness Center by presenting their ID cards at the Center’s front desk.

**Media Services**

Media Services is the resource center for audio-visual supplies and services on the University campus. It is located in the Kranert Memorial Library building. The facility houses the University’s AV hardware and non-print software collections. A fully-equipped Learning Support Center is available for use of AV materials.

**Tuition and Fees**

Registration is not considered complete until all tuition and fees have been paid or financial arrangements have been made with the Accounting Office, Esch Hall 151, (317) 788-3221. Payment is accepted in any of the following forms: (1) online on UIndy Self-Service, (2) in full by cash or check, (3) on a partial basis under the Deferred Payment Plan, (4) by a University-approved employer authorization form, or (5) by VISA, MasterCard, Discover or American Express. Any financial arrangement other than those listed above must be made in advance of the payment deadline. Contact the Accounting Office, (317) 788-3221, Monday-Thursday, 9 a.m.-4:30 p.m., and Friday, 9 a.m.-4 p.m. for additional information about payment of tuition and fees.

**Refunds**

Students who change enrollment or residency plans may be eligible for a refund of tuition, fees, room or board charges. The Refund Policy brochure, available in the Accounting and Financial Aid offices and at my.uindy.edu, outlines the circumstances under which a refund is applicable and the procedures a student must follow to secure a refund. Full or partial refunds may be given to students who drop courses or withdraw from the University.

During the first week of classes, those undergraduate students who drop extra hours for which they have been charged will be eligible for a 100% refund and some fees. No record of enrollment for the class or classes will appear on a student’s permanent record.

After the 100% refund deadline of each 7-week summer session term (see page 2 for specific dates), students are allowed to withdraw from a class or classes, but no refund will be made for individually dropped courses. A grade of W is posted to the student’s permanent record for classes from which the student withdrawals after the 100% deadline.

Upon registration, each student accepts all University policies regarding refunds outlined in the Refund Policy brochure. You are, therefore, encouraged to view the refund policy brochure.

UIndy has partnered with Higher One, Inc. to disburse refunds to students. All refunds to students will be disbursed through the Higher One Easy Refund Card System.

Visit http://www.easyrefundcard.com or contact the Accounting Office at (317) 788-3221 for more information. Exceptions: Eligible parents will be issued a check from UIndy for excess funds created from a Parent Loan disbursement. Credit balances created by credit/debit card payments will be refunded to the appropriate card.

**Financial Aid**

The Financial Aid Office administers a number of programs that provide students with financial assistance in paying tuition and fees. To be eligible for any type of financial aid, you must submit the appropriate forms to that office by the deadlines set by the aid agencies. For information about these programs, deadlines for applying for aid, and eligibility, call the Financial Aid Office at (317) 788-3217.

**Vehicle Registration**

Registration is required each academic year for each vehicle you operate on campus. You may register your vehicle for free with Campus Police at the Student Business Center, Schwitzer Student Center, Room 207. Please have vehicle and license plate information available at the time of registration.

**Identification Cards**

Each student enrolled at UIndy must have an ID card, which provides access to the library, computer labs, writing and math labs, Ruth Lilly Fitness Center, and other campus services. New students: to obtain a new photo ID card, visit the Student Business Center in Schwitzer Student Center, Room 207.

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**Academic Year 2013-2014 Tuition**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate courses</td>
<td>(no minimum or maximum on credit hours)</td>
<td>$330 per credit hour</td>
</tr>
<tr>
<td>Part-time students</td>
<td></td>
<td>$1048 per credit hour plus course fees, if applicable</td>
</tr>
<tr>
<td>Undergraduate internships, practica, and</td>
<td></td>
<td>$1018 per credit hour</td>
</tr>
<tr>
<td>Independent students</td>
<td></td>
<td>$310 per credit hour</td>
</tr>
<tr>
<td>Accelerated courses</td>
<td></td>
<td>$509 per credit hour</td>
</tr>
<tr>
<td>Audit (non-credit) Undergraduate courses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*(No adjustment from the $1048 per-credit-hour rate to the $524 per-credit-hour rate allowed after walk-in registration.)*

**Academic Year 2013-2014 Fees**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late payment fee</td>
<td></td>
<td>$50</td>
</tr>
<tr>
<td>Deferred Payment Plan fee – Day Division</td>
<td></td>
<td>$40</td>
</tr>
<tr>
<td>(nonrefundable except when University cancels student’s class/es)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late deferred payment fee</td>
<td></td>
<td>$20 per month</td>
</tr>
<tr>
<td>Bad check fee</td>
<td></td>
<td>$20</td>
</tr>
<tr>
<td>Transcript fee</td>
<td></td>
<td>$5</td>
</tr>
<tr>
<td>Easy Refund Card replacement fee</td>
<td></td>
<td>$20</td>
</tr>
</tbody>
</table>

*For tuition rates and fees for other programs, contact the Accounting Office at (317) 788-3221.

**NOTE:** Registration is not considered complete until all tuition and fees have been paid or financial arrangements have been made with the Accounting Office. Current tuition/fees information is available via Self-Service on the my.uindy.edu website.
Attendance and Withdrawal Policies

Attendance
Class attendance is considered an important part of the educational process at the University of Indianapolis. All students are expected to attend class regularly. Each instructor sets specific guidelines for attendance and penalties for excessive absences. Failure to attend class may result in administrative withdrawal from or failure of a course. An administrative withdrawal will result in a grade of WN on your official transcript.

Withdrawal
Withdrawal policies at the University of Indianapolis are as follows:

1. The student has the responsibility of initiating official withdrawal from a course or from the University by completing the necessary forms. Discontinuing class attendance is not considered official withdrawal, though some instructors do withdraw students for excessive absences. Administrative withdrawal for lack of attendance will result in a grade of WN (withdrawn administratively) on the permanent record.

2. Official withdrawals must be made in person in the Registrar’s Office, in an email to the Registrar’s Office (registrar@uindy.edu) from the student’s UIndy email address, or in a letter addressed to the Registrar. Please see the specific withdrawal deadlines for each 7-week Summer Session under the Important Dates info on page 2.

3. The University reserves the right to withdraw a student administratively for cheating or plagiarism, excessive absences, or misconduct of any kind.

Special Programs

Senior Citizens Program
Persons 65 years of age or older and retired may register for regular undergraduate courses at the University of Indianapolis through the tuition-free Senior Citizens Program. Enrollment is based on space availability. Persons participating in the program pay an application fee ($20) and any course or laboratory fees. (Fees are nonrefundable.)

The University reserves the right to restrict persons to one course per semester in the Senior Citizens Program. Independent studies, internships, practica, private music and art courses, and computer courses may not be taken through the Senior Citizens Program.

Alumni Program
If you are an alumnus or alumna and have earned a baccalaureate or master’s degree from the University of Indianapolis, you may attend undergraduate classes without charge.

To participate in this program, you must contact Kathy West in the Registrar’s Office (788-3504) at least two weeks prior to the beginning of the semester. You are not required to complete the formal registration process. Registration is contingent upon instructor approval and space availability. Please note that no credit will be awarded, but the course will be notated as an audited course on your transcript.

Confidentiality of Student Records
The University of Indianapolis complies with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). All student academic information is considered confidential; only directly information is available to the public. The University of Indianapolis defines the following items as directory information:

1. Name
2. Address (campus, local, permanent)
3. Phone (campus, local, permanent)
4. University e-mail address
5. Date and place of birth
6. Major field(s) of study
7. Gender
8. Admissions Status
9. Student classification (FR, SO, etc.)
10. Enrollment status
11. University merit scholarship awards
12. Participation in officially recognized activities and sports
13. Weight/height of members of athletic teams
14. Dates of attendance
15. Degrees and awards received
16. Previous educational institutions attended.

Directory information is given only to legitimate agencies, such as student loan agencies and governmental agencies. No information about a student, even directory information, is given without authorization by the student except to persons presenting proper credentials.

A student can request that no information, including directory information, be made available to persons outside the University. Such a request should be submitted in writing to the Registrar.

More information about the Family Educational Rights & Privacy Act is available in the Registrar’s Office, Esch Hall, Room 131, or online at http://registrar.uindy.edu/FERPA.php.

In compliance with the federal Student Right to Know legislation, the University of Indianapolis must publish the graduation rate for students who complete their degree requirements in 150% of normal time. The graduation rate for the full-time freshmen entering the University in the fall of 2007 was 57%.

BEWARE OF HOLDS!
If you have an unpaid balance, a health form that has not been submitted to the campus nurse, or a final transcript from a former institution that has not been submitted to the Admissions Office, a HOLD may be placed on your registration.

Don’t let a hold prevent you from getting the classes you want and need! Take care of it before registration!