Semester I, 2014-2015
Policies & Information Pages

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

SEMESTER I, 2014-2015

Wednesday, July 9, 2014......................................................... Bills Available
Friday, August 8, 2014.................................................. Payment Deadline
Wednesday, August 20, 2014................................. Late payment day-incoming students
Monday, August 25, 2014 .............................................. Semester I classes begin
Monday, August 25, 2014 .................................................. Late registration
Friday, August 29, 2014 ................................................ Drop/add deadline
Friday, August 29, 2014 ............................................. 100% refund deadline*
Monday, September 1, 2014 ........................................ Labor Day, No Classes
Saturday, October 11, 2014 ........................................... Mid-semester grading period ends
Monday-Tuesday, October 13-14, 2014 ....................... Fall Break (no classes)
Wednesday-Sunday, November 26-30, 2014 .......... Thanksgiving Break (no classes)
Friday, December 5, 2014 ........................................ Withdrawal/Change to audit deadline
Monday-Friday, December 8-12, 2014 ....................... Final Exam Week
Saturday, December 13, 2014 .................................. Semester I Ends

*After the 100% refund deadline, refunds will be made for complete withdrawals only. No refunds will be made for individually dropped courses after Friday, August 29, 2014.

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

The University of Indianapolis is a private, coeducational, independent, comprehensive, 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 Day Division Registration

Registration Instructions for Returning Day Students

1. Before you begin working out your schedule, be sure to have the following documents:
   a. A copy of your curriculum guide for your major and the year you entered the University. (Guides for the current academic year and prior years are available in the Registrar’s Office, online on the Registrar’s website [http://registrar.uindy.edu], or on the Registrar channel on MyUIndy.
   b. A registration form. (Available online on the Registrar’s Office website or in the Registrar’s Office.)
   c. Access to the Course Schedule view online on the MyUIndy website.
2. Check the email you received to look up instructions on how to verify your:
   a. Major
   b. Faculty (Primary) Advisor
   c. College or School in which your major is located.
3. Make an appointment with either your faculty or academic advisor (See Undergraduate Advising section below to determine which advisor to see) to discuss your course schedule selections.

4. Using the schedule of classes available online and a curriculum guide, list the courses you want to take during Semester I, 2014-2015, on a registration form or a separate sheet.
5. Select a few alternate courses in the event the courses you want are closed at the time you register.
6. Report to your advising appointment with the following: (1) your projected schedule, (2) a registration form, (3) a copy of your curriculum guide.
7. Complete your registration form and obtain your advisor’s approval of your schedule. Once they have approved your schedule, they will give you an alternate PIN that will give you access to online registration.

*Note: Student classification for registration is determined by adding your total earned credit hours plus currently enrolled credit hours.

Conditions for Registration

1. You are expected to register for yourself, but if you are unable to do so, you should contact your academic advisor in advance of registration for instructions about an alternative process.
2. Students with registration holds will not be allowed to register. [Check Self-Service on the MyUIndy website to determine if you have any holds. Be sure to resolve any hold(s) prior to registration.]

Registration Appointments

Students will register online during the designated registration periods based on their registration classification. Undergraduate Day students must have an alternate PIN in order to access the online registration screen.

You may make schedule changes throughout the registration period by dropping and adding courses online or by completing a drop/add form and taking it to your academic advisor or the Office of the Registrar, Esch 131. You must have your faculty or academic advisor’s signature to drop or withdraw from a class.

Registration Dates

Returning day students will register for Semester I, 2014-2015 according to their registration classification. Registration by classification will be available at 7:00 AM on the following days:

Seniors: March 31
Juniors: April 2
Sophomores: April 7
Freshmen: April 9

Online registration will be available through Tuesday, August 19. Any schedule changes or new registrations after August 19 must be done in person with your Academic Advisor or in the Office of the Registrar, Esch 131.

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, four accelerated bachelor degree programs are offered through the School for Adult Learning: a Bachelor of Liberal Studies and Bachelor of Science programs in Digital Media Management, Emergency & Disaster Management, and Organizational Leadership. There are also associate’s degrees available in emergency & disaster management and life sciences, a certificate in emergency & disaster management and 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).

Students may register online for accelerated courses beginning at 7:00 a.m. on Monday, March 31, 2014.

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 registration, please contact the appropriate office. Contact information is listed on page 3.

Schedule Information
The schedule of classes is available online at the following locations:
1. On the Registrar’s website (http://registrar.uindy.edu/schedules.php). 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. UIndy 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 only, registration restrictions for certain student groups, course descriptions for FYS courses, etc.

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

The University reserves the right to make changes as necessary and to cancel any course as a result of insufficient enrollment or other factors beyond its control.

Changes/Wait Lists
Students may make schedule changes online through Tuesday, August 19, 2014. Any changes made after that time must be done by filling out a drop/add form and submitting it to the Office of the Registrar, Esch 131 or to your Academic Advisor. All schedule changes must be submitted by 4:30 PM on Friday, August 29, 2014. Any adds to schedules after that date will not be applied, and any drops from courses after that date will be recorded as a W (withdrawal) on the academic transcript.

You may elect to be placed on a wait list for a closed class. Students may do this in the online registration interface by submitting a selected CRN for a course and 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 the term. 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 semester.

Undergraduate Advising
The University advising system is designed with students in mind; therefore, every attempt is made to give students information and guidance that will ensure academic success.

Faculty advisors and academic advisors are available to provide information and advice regarding academic issues and scheduling.

Freshmen and senior students in all colleges should schedule advising appointments with an academic advisor from the Center for Advising & Student Achievement (CASA), the School of Nursing, PTA Program, or the School for Adult Learning.

Sophomore and junior students should schedule advising appointments with their faculty advisor from their major’s department. Your faculty advisor will give you your alternate PIN at the end of your advising appointment. Faculty advisor information can be found on your UIndy Self-Service Account:
1. Click on Your Student Record in the Self-Service quick links
2. Select the registration term from the drop-down menu
3. Advisor information (Primary Advisor) will be listed in the top section.

Academic Advisor Contact Information
Center for Advising & Student Achievement (CASA) ............... 788-2057
All students in:
College of Arts & Sciences
College of Health Sciences
School of Business
School of Education
School of Psychological Sciences
School of 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
Kranert Memorial Library
You may borrow materials from the Kranert Memorial Library by presenting you student ID card at the library desk.

Library hours:
Monday-Thursday........ 7:30 a.m.-12 a.m.
Friday.......................... 7:30 a.m.-6 p.m.
Saturday.......................... 10 a.m.-6 p.m.
Sunday......................... 10 a.m. – 12 a.m.

Holiday 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, 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 UIndy 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 Schantz 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 hours may apply.

**Ruth Lilly Center for Health and Fitness**

All UIndy students have access to the Fitness Center by presenting their student 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 Krannert 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 Monday-Thursday, 9 a.m.-4:30 p.m., and Friday, 9 a.m.-4:30 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 changes. 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, withdraw from the University, or change to commuter status.

### Academic Year 2014-2015 Tuition

| Full-time undergraduate students (12 to 18 credit hours) | $12,577 per semester |
| Part-time Day Division undergraduate courses (5 to 11 credit hours) | $1048 per credit hour |
| Undergraduate private applied music lessons | $1048 per credit hour plus course fees if applicable (See Schedule of Classes for applicable fees) |
| Undergraduate internships, practica, and independent study (part-time students) | $1048 per credit hour |
| Audit (non-credit) Day Division courses | $524 per credit hour |

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

### Academic Year 2014-2015 Fees

| Late payment fee | $20 per month |
| Deferred Payment Plan fee | $50 |
| (nonrefundable except when University cancels student’s classes) | $40 |
| Late payment plan fee | $20 per month |
| Bad check fee | $20 per month |
| Transcript fee | $5 |
| Easy Refund Card replacement fee | $20 |

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.

During the first week of classes, those undergraduate students who drop below full-time enrollment (12 hours) or drop extra hours for which they have been charged, as well as those part-time students who drop hours, will be eligible for a 100% refund or tuition of dropped classes 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 Friday, August 29, 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 withdraws after the 100% deadline (last day to withdrawal is Friday, December 5, 2014).

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.easysfndcard.com](http://www.easysfndcard.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 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 with Campus Police or the Student Business Center in Schwitzer Student Center, Room 207.
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. Resident students will also use their ID card for meal service.

New Day students: to obtain a new photo ID card, visit the Student Business Center in Schwitzer Student Center, Room 207.

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.

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 or in a letter addressed to the Registrar. The deadline for withdrawing from a course during Semester I, 2014-2015 is Friday, December 5, 2014.

3. Day students who withdraw from all classes must initiate a complete withdrawal by meeting with the Registrar or Associate Registrar.

4. 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 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.

Cross-Registration through the Consortium for Urban Education

The Consortium for Urban Education, allows cross-registration between member schools; they include Butler University, Franklin College, IUPUI, Ivy Tech Community College, Martin University, Marian University, the Indianapolis Museum of Art, and the University of Indianapolis.

- A student may cross-register for only one course per regular semester.
- Cross-registration is available only during the regular semesters, not during summer sessions.
- A student must be enrolled in at least three credit hours at UIndy to be eligible to cross-register for a class at another school.
- The course for which a student cross-registers should be one that is not available that semester at UIndy.
- A student is not guaranteed a seat in a cross-registered course. Enrollment is on a space-available basis; other institutions reserve the right to give priority to their own students.

Private applied music lessons, internships, practica and independent study cannot be taken as cross-registered courses.

For more information on cross-registration, call Kathy West, Registrar’s Office (788-3504).

Honors Classes

Incoming Presidential, Dean, and Alumni scholars may enroll in honors sections of selected core courses. Honors sections are identified by a "HN" designation for their section number (e.g., BIOL 155-HN1) in the Schedule of Classes. Honors courses (designated with the HN course code) are generally reserved for students in Honors College. However, any students with a UIndy cumulative GPA of 3.0 or higher may enroll in an Honors class with permission of the Executive Director of the Honors College, Dr. Amy Allen-Sekhar (788-3355).

For more information about Honors College, see the 2013-2015 Academic Catalog online and refer to the online schedule of classes for times and days for Honors College offerings.

Professional Edge

If you need help choosing a major or degree program that will lead to the kind of career you want, contact the Professional Edge Office. Counseling, job search assistance, job fairs, part-time job and internship information, and other resources are available. The Professional Edge Office is located in the Stierwalt Alumni House, 1st Floor.

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. Admissions Status
8. Student classification (FR, SO, etc.)
9. Enrollment status
10. University merit scholarship awards
11. Participation in officially recognized activities and sports
12. Weight/height of members of athletic teams
13. Dates of attendance
14. Degrees and awards received
15. 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!**

### Application for Graduation
Undergraduate and graduate students planning to complete degree requirements in December 2014, May or August 2015 must submit an application for graduation to the Registrar’s Office no later than October 3, 2014. Students must also make an appointment with their academic advisor to have an audit of remaining degree requirements.