

If you attended IU South Bend in the past as a non-degree or degree-seeking student, and you want to return after having time off or attending elsewhere, you are considered a **Returning Student**. WELCOME BACK!!

## Started at another IU Campus?

If you attended another IU campus, you should seek an intercampus transfer first. Intercampus transfers are processed via an online form and through the Office of the Registrar. Please direct questions to 574-520-4451 or see:

<https://www.iusb.edu/registrar/permanent.php>.

## FORMER IU SOUTH BEND NON-DEGREE STUDENTS

- Former non-degree students who would like to continue as non-degree students should speak with the Registrar about term activation for the semester in which you would like to enroll.
- If you were a non-degree student earlier, but you would like to become a degree-seeking student, please submit a degree-seeking application. The application fee can be waived if you paid a fee for the earlier non-degree application.

## FORMER IU SOUTH BEND DEGREE-SEEKING STUDENTS

If you earned a Bachelor degree since leaving IU South Bend, *please make a new application to enter a second Bachelor's degree*. You need not submit a new application fee.

If you are pursuing a Bachelor degree in Health Sciences (Nursing, Health Promotions, or Dental Hygiene) and have completed an Associate degree since leaving IU South Bend, please make a new application to return.

Degree-seeking students who would like to resume study at IU South Bend in order to complete a first degree, please review the following steps:

- 1) You must begin by contacting the school or college in which you would like to resume study or to which you would like to shift.

|  |                |
|--|----------------|
| Judd Leighton School of Business         | (574) 520-4450 |
| School of Education                      | (574) 520-4845 |
| Ernestine M. Raclin School of the Arts   | (574) 520-4134 |
| Vera Z. Dwyer College of Health Sciences | (574) 520-4571 |
| School of Social Work                    | (574) 520-4880 |
| College of Liberal Arts and Sciences     | (574) 520-4537 |

If you are uncertain as to which degree program, you would like to return, the Career Services Office offers several tools to help you discern which program might best help you meet your academic and career goals. A departmental advisor can also walk you through a set of degree maps to help you understand your options.

- 2) You will need to complete a **Returning Student Form** which will ask you to update your student record information and to list any post-secondary institutions which you have attended since leaving IU South Bend. On the basis of your update, IU South Bend will:
  - a. Update your contact information in the student record and other items, such as name, etc. although you may be asked to submit supporting documentation for certain changes.
  - b. Code your residency as in-state or out-of-state.
  - c. Review the responses to the Criminal Background questions. Answering "yes" to any of these questions does not make you ineligible to return to IU South Bend, but the Office of the Registrar will enter an A03 hold into your record and you will be requested to complete the Student Behavioral Standards (SBS) process before your possible readmission is finalized.  
(See page 2)

**PAGE TWO**

- d. Place a hold on your record for any outstanding transcripts. You must request that each school you may have attended after leaving IU South Bend send an official transcript to IU South Bend, 1700 Mishawaka Ave. South Bend IN 46634. Once the transcripts are received the holds will be lifted and your transfer credit will be recorded in your student record.
  - e. If the School or College determines that you are academically eligible to return to IU South Bend, the Registrar will activate your student record and notify you of any holds that must be resolved prior to registration. If you are participating in the SBS process, the SBS Committee will send notice of its determination to you by post.
- 3) Please be aware that if you were earlier dismissed from a degree program, you must seek reinstatement/readmission by the deadline stipulated by the particular School or College.
  - 4) You are encouraged to meet with an Academic Advisor to select course work. If you had not completed your English and math requirements, you may need to schedule or complete online a placement exam first. You can learn more about how to do this at this link: <https://www.iusb.edu/exams/index.php>.
  - 5) It is important to consult with Financial Aid if you are interested in receiving Federal or State aid to complete your degree. Please keep in mind that you will need to complete a FAFSA by the stipulated deadline and that you will need to have submitted all transcripts from any other college or university you attended in addition to IU South Bend. Please contact 574-520-4357 or [sbfinaid@iusb.edu](mailto:sbfinaid@iusb.edu).
  - 6) The Bursar no longer sends paper bills; you must access your Bursar account through your student account. If you would like to pay your tuition and fees in installments, please meet with the Bursar to arrange this.
  - 7) If you cannot remember your student ID number or how to enter your computing account, please take a governmental photo ID to the Room 1245 in Wiekamp Hall. Staff members will help you recover your ID number and set a new passphrase. Once you have your student account active again, you will be able to register for your classes online. The Gateway in the Administration Building can assist you with this!
  - 8) Once you register, you should have a new student photo ID (CrimsonCard) created. Please present your governmental ID to IT staff in Room 1245 in Wiekamp Hall, and they will assist.
  - 9) If you find that campus has changed so much that you are uncertain where to go to find what you need, please stop by the Gateway in the Administration Building. Gateway staff members will furnish a campus map and help you find what you are looking for.
  - 10) Be sure to explore the many support services and student activities that may be new to campus since you were last a student here.
    - Housing and Residence Life: <https://www.iusb.edu/housing/index.php>
    - Student Life (clubs and extracurricular activities): <https://www.iusb.edu/studentlife/index.php>
    - Veteran Services: <https://www.iusb.edu/studentlife/index.php>
    - Academic Centers for Excellence: <https://www.iusb.edu/tutoring/>
    - Titan Success Center: <https://www.iusb.edu/titan-success/>
    - Career Services: <https://www.iusb.edu/career-services/>
    - Student Counseling Center: <https://www.iusb.edu/student-counseling/>
    - Disability Support Services: <https://www.iusb.edu/disability-support/>