

# Indiana University South Bend 2022 Family Resource Guide



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## Fall 2022 Conversation Guide for Families

### August 8-19: Plan for the Start with Your Student

- Get any remaining questions answered (574) 520-5005 | [sbinfo@iusb.edu](mailto:sbinfo@iusb.edu)
- Request final high school/college transcripts
- Make a plan with your student for the first four weeks of class:
  - When/where classes will be
  - When/where your student will study (3 hours for every hour in class)!
  - When student will be available to work (not during class, with enough time to study)
- Encourage your student to walk through their schedule so that they know where they're going the first week of classes.



### August 22-September 9: Remind Your Student

- GO TO CLASS! You can't learn if you aren't there.
- Attend Welcome Fair and talk to folks – you never know who you'll meet!
- Set up an appointment with a Success Coach [at Titan Success Center](#) to create goals for the semester and get connected to campus resources.
- Check the [Student Engagement Roster](#) and seek help when needed (instructors, advisor, Student Success Coaches, etc). Remind your student that it's normal to ask for help, and we all need it sometimes!
- Check out [Titan Atlas](#) for opportunities to pick up free swag, meet new people, and join clubs and organizations.
- [Drop dates](#):
  - Sunday, August 28: 100% refund deadline
  - Sunday, September 4: 75% refund deadline
  - Sunday, September 11: 50% refund deadline
  - Sunday, September 18: 25% refund deadline
- Labor Day Holiday: Monday, September 5



## September 12-30: Ask Your Student

- What are the best things about being a Titan?  
What's been difficult?
- How are you managing balance of school/work/life?  
Are there any classes you've missed?  
Where do you need the most support?
- Have you met with any of your instructors yet?  
When are their office hours?
- How was that appointment with the [Titan Success Center](#) Coach? What other campus resources have you used so far? Remind your student that everyone needs help sometimes.
- What to-dos are still listed in your [Student Center](#)?
- When are your midterms? Do you have a plan for studying/getting ready for your midterm exams and papers? How can I help?



## October 3-21: Check-In with Your Student

- Check in with your student about classes/assignments and work/outside responsibilities.
- Check in with your student about whether they've set up an [advising appointment](#) for spring semester enrollment – NOW IS THE TIME!
- Check in about the goals your student set at the beginning of the semester. Are they still on track to reach them? Do they need to re-evaluate?  
What supports do they need?
- Check in about how your student is getting involved on campus. Are they meeting with instructors? Coaches? Tutors?
- Check in about what help you can give them at the mid-point.
- Fall Break: Saturday, October 15-Tuesday, October 18.
- [Withdrawal](#) with automatic grade of W deadline: Sunday, October 23.



## October 24-November 11: What to Expect During Crunch Time

- Talk with your student about how midterms went and encourage them to keep in contact with instructors and campus staff. If they are doing poorly in class(es), encourage them to meet with a [Titan Success Center](#) Coach.
- Stress/anxiety
  - Normalize help-seeking behavior
  - Remind your student of resources, especially the [Student Counseling Center](#)
  - Remind your student that you care about them. If they are struggling, ensure they make it to resources that can help them.
- Address remaining [Student Center](#) to-dos, especially those tied to financial aid. You want to get these completed before the end of the semester.
- Make sure that your student has met with their [advisor](#) and enrolled in classes for Spring 2023.



## November 14-December 15: Helping Your Student End the Semester Strong

- Make sure your student has met with their [advisor](#) and enrolled for Spring 2023 BEFORE the last day of Fall classes.
- Encourage your student to create a study plan/calendar, and to attend study groups, instructors' office hours, tutoring, etc., as they approach Finals Week.
- Tidy up those [Student Center](#) to-dos!
- Ensure your student knows that a rough semester doesn't mean they won't be successful in college. Sometimes it just takes time to figure things out.
- Thanksgiving Break: Wednesday, November 23-Sunday, November 27.
- [Withdrawal](#) deadline with grade of W or F: Wednesday, December 7 at 4:00pm.
- Last day of classes: Wednesday, December 7.
- Final Exams: Friday, December 9-Thursdays, December 15.





## Other Conversation Tips:

- Debrief the semester with your student:
  - What went well this semester?
    - Why did those things go well?
  - What could have been better?
    - How could they have gone better?
    - Which of these things are under your student's control?
  - What things would your student do differently if they knew then what they know now?
- Help your student review their semester goals and create new ones for next semester.

# titan

[ 'tait n ] 

*noun*

one that stands out for greatness of achievement.

#TogetherIUSB



### Did You Know

The [Family Educational Rights and Privacy Act \(FERPA\)](#) is a federal law which protects the privacy of student education records. Students may elect to share certain restricted information by granting permission through the [Third Party Access app](#) in One.IU.

## Titan Family Resources

### Resources to Help Students Stay on Track

**Academic Advising:** Advising is an integral part of a college education. The advising process establishes a collaborative relationship between student, success coaches and academic advisors in which the student feels a sense of connection, support, and guidance.

**Student Engagement Roster:** This allows instructors to let students know when they're concerned about them, or when they're pleased with performance in class. It's important that students check SER regularly to ensure success in their classes.

**Titan Success Center:** Offers success coaches to ensure students have the resources and skills they need to thrive in college and beyond.

**Academic Centers for Excellence:** In-person and online tutoring services offered FREE of charge. Includes the following four centers

- **Learning Center:** The Learning Center (fourth floor Schurz Library) offers in-person and virtual drop-in tutoring and supplemental instruction for a variety of courses, including chemistry, biology, physics, anatomy & physiology, math, business, economics, world languages, nursing, philosophy, music and public speaking. Students may also sign up for a Study Smarter Coach for a semester of one-on-one tutoring to improve organization and study strategies.
- **Writer's Room:** The Writers' Room (fourth floor Schurz Library) offers in-person and virtual drop-in tutoring for all writing needs, from papers and reports to letters, applications, and scholarship essays. Students can visit with a tutor during any stage of the writing process from getting started on an assignment to polishing a final draft. Students may also sign up for a WriteWell Coach for a semester of one-on-one tutoring to improve overall writing skills.
- **Math Tutoring Center:** The Math Tutoring Center (Northside Hall, room 310) offers in-person and virtual drop-in tutoring and supplemental instruction. Students may also sign up for a Math Coach to help them prepare for the Math Placement Exam or first college math class.
- **Computer Science and Informatics Tutoring Center:** The Computer Science and Informatics Tutoring Center (Northside Hall, room 207) offers in-person and virtual drop-in tutoring.

**Titans Mentoring Titans:** Mentoring program which connects incoming and transfer students with a peer mentor.

**IUSB Libraries:** Wide range of information and instructional resources, many of which are online, up-to-date technologies, and a variety of learning spaces.

**Disability Support Services:** Committed to ensuring students with physical and learning disabilities can participate, benefit, and contribute to all university programs, services, and activities.

## Resources to Help Students Get Involved and Stay Informed

[Titan Atlas](#): A place for students to find and attend events as well as browse and join organizations.

[Student Activities Center](#): State-of-the-art fitness center; three-lane running track; court areas; group fitness room; popular game area; a student lounge; and the Courtside Café.

[Campus Housing](#): Living on campus allows students to take advantage of the full collegiate experience offered at IU South Bend. Students have the chance to make life-long friendships and will find many student-centered programs and services to assist with personal and academic success.

[Student Government Association](#): Represents the interests of the students enrolled. Encourage opportunities for student involvement on campus and in the surrounding community.

[Titan Productions](#): Student Programming Board whose purpose is to plan and present entertainment and educational programs for the student body of IU South Bend.

[Daily Titan](#): An email newsletter that is sent out each day to all students, faculty, and staff.

[Campus Events Calendar](#): A great place to learn about events happening on campus.

[IU South Bend Social Media](#): Great ways to stay on top of IU South Bend news. Includes Facebook, Twitter, Instagram, YouTube, and LinkedIn.

[IU South Bend News](#): News articles highlighting big things happening at IU South Bend.

## Resources to Help Students Connect Learning Outside the Classroom

[Honors Program](#): The IU South Bend Honors Program offers motivated students the opportunity for an enriched and unique college experience.

[Community Engagement](#): Applying what students are learning in the classroom to the community and using lessons from the community to enrich coursework. Students can also apply for funding if they intern at a non-profit organization.

[Study Abroad](#): Living and studying in another country, whether for a summer, a semester, or a full year.

[Career Services](#): Support and guide IU South Bend students and alumni throughout their career development process—from determining a major and a career to seeking internship opportunities to preparing for a job search.

[Undergraduate Research](#): IU South Bend offers a myriad of opportunities for undergraduate research. The IU South Bend Undergraduate Research Journal (URJ) is a journal of outstanding scholarship featuring the original work of IU South Bend undergraduates. There is also an undergraduate research conference each year.





## Resources to Help Students Stay Well

**Student Counseling Center:** Our caring and compassionate staff are available to support student mental health needs by providing evidence-based therapeutic support in a safe and welcoming environment. Services are free and confidential.

**Dean of Students:** Assists students with medical withdrawals or navigating other personal issues.

**Health and Wellness Center:** Campus health clinic available for students. You do not need health insurance to be treated here and patient information, including test results and treatment recommendations, is kept strictly confidential.

**Titans Feeding Titans:** A student run food pantry for the students of Indiana University South Bend offering food, personal hygiene, and household items at no charge.

## Resources To Support Specific Student Identities

**Veterans Student Services:** Ensures that our veterans, service members, reservists, National Guard, veteran dependents, and military families who attend IU South Bend have comprehensive accessibility to the personal, professional, and academic resources they need to persist and succeed in their education and career preparation.

**International Student Services:** Serves as the home away from home for our international students. Facilitate international student admission, advise on F and J immigration benefits and responsibilities, and offer ongoing international student orientation programs to help students get settled into life at IU South Bend and succeed in their academic program.

**Campus Ally Network:** Visibly affirm and support IU South Bend students regardless of their sexual orientation and/or gender identity.

**Autism Spectrum Program:** Focuses and addresses the needs students may encounter in order to be academically successful. Also focuses on issues with the social transition that commonly impacts students as they pursue higher education.

**Titan Success Center:** Success Coaches dedicated specifically to 21<sup>st</sup> Century Scholars, Guided Pathways Academy, African-American/Black and multiracial, and Latinx students.

## Financial Resources for Students

**Financial Aid:** Counselors can assist with all aspects of financial aid, including scholarships, grants, loans, submitting required documents, and work-study.

**Student Employment:** Full-time students at IU South Bend have a variety of employment options available while they pursue their degrees.



**Emergency Relief Resources:** Provides financial consultation and assistance for short-term needs like transportation, bills, food and clothing. We don't want these problems to prevent students from completing their degree.

## Other Resources to Help Students Succeed

**Gateway Information Center:** Provides information and one-on-one assistance with a variety of campus processes, including locating offices and classrooms, financial aid bursar functions, navigating Canvas, how to contact their advisor, registering for classes, and much more.

**Information Technology:** Assists with all technology needs on campus, offering in-person, phone, and online support. Provides free software downloads, including Microsoft Office, Adobe Creative Cloud, and many more. Offers used computer sales, Wi-Fi hotspots, computer labs and printing locations.

**IUSB Bookstore:** Obtain textbooks in-person or order online.

**IU Police Department:** Provides a safe and secure setting for all. Offers personal escort and are available 24/7.

**Registrar:** Provide assistance on registering for classes, accessing grades, obtaining official transcripts, as well as academic calendars and current and future class schedules.

**IU Code of Student Rights, Responsibilities, and Conduct:** Ensures rights as an IU student are protected. The code also outlines responsibilities and the university's expectations for behavior as an IU student.



## Glossary of Terms for Titan Families

**Add/Drop Period:** Time from registration appointment to a date early in the semester where students can still add a class. If students also drop a class during this time, it won't show up on their transcript.

**Advising:** Each student is assigned an academic advisor who provides information and encouragement they need to take personal responsibility for exploring options and making decisions related to their academics.

**Campus:** The grounds and buildings of a university, college, or school.

**Canvas:** An online tool where students can access class materials, see their grades, and connect with classmates.

**Class Standing:** Freshen, sophomore, junior, senior classification based on total credit hours that count toward degree requirements.

**Commencement:** Ceremony the university conducts to celebrate graduation.

**Course:** A series of class sessions focused on a subject.

**Course Load:** Full-time course load is between 12 and 16 credit hours each regular semester. Fewer than 12 hours in a fall or spring semester is considered part-time.

**Credit:** Each course has a corresponding number of credits (often referred to as credit hours) based on how many hours of work it entails. Degrees require a certain number of credits to be earned.

**Crimson Card:** The official photo ID card for IU South Bend. It provides access to essential university services, including printing, libraries, and secure entry to campus buildings. Also accepted as payment on campus.

**Dean of Students:** Leader who connects students to resources across campus.

**Dean's List:** Recognition for high academic performance based on GPA.

**Degree:** A title given to students on completion of a program of study.

**Degree Map:** A tool to help students graduate on time by providing an overview of which courses they need to take each semester.

**Degree Requirements:** The criteria a student must meet to earn their degree, including specific courses, number of credits, and cumulative GPA required to graduate.

**FAFSA:** The Free Application for Federal Student Aid (FAFSA) is a form to complete before each year of college to determine eligibility for federal loans, work-study, and grants, as well as some scholarships.

**FERPA:** The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education record.

**Final Exam:** A test given to students at the end of a course.

**Financial Aid:** Money that is given or lent to students in order to help pay for their education.



**First-Generation:** Neither parent of a student having ever graduated from a four-year institution of higher education.

**General Education:** Courses required as the foundation of an undergraduate degree to ensure students receive a well-rounded education.

**GPA:** Points are assigned based on grades earned in a class, ranging from A = 4.0 to F = 0. A minimum cumulative GPA of 2.0 (C) is required for undergraduates.

**Grant:** A monetary gift for students pursuing higher education. Grants do not have to be repaid (unless students withdraw from school).

**Hold:** Restrictions on registering for classes due to an issue that needs to be resolved by a student, such as an unpaid bill.

**Internship:** Real world experience while in school that allows a student to explore a potential career field. Could be paid or unpaid, full-time or part-time, or result in earning credit or not.

**IU-Notify:** IU's communication tool for alerting students and employees of immediate dangers, such as severe weather.

**Loan:** Money borrowed to pay for college expenses. Federal loans are based on the FAFSA. Government loans can be "subsidized" (where the interest is paid for until six months after graduation) or "unsubsidized" (where the interest begins accruing right away). Private loans require separate applications, carry varying terms and conditions set by the lender, and are often more expensive than federal loans.

**Major:** A subject of academic study chosen as a field of specialization.

**Minor:** An additional field of specialization requiring fewer courses than a major.

**One.IU:** A central task hub designed like an app store, allowing students to search for both apps and various tasks (like checking tuition bill or registering for classes) and find quick shortcuts to get things done.

**Probation:** A student who has completed one or more IU South Bend GPA hours and has a cumulative GPA below 2.0 is placed on probation. A probationary student remains on probation until the cumulative GPA reaches 2.0 or higher.

**Registration:** The process of signing up for courses. A registration appointment is the earliest date and time a student can register for Indiana University classes offered during an upcoming term.

**Satisfactory Academic Progress:** Students receiving aid have their Satisfactory Academic Progress reviewed at least once per year. Students who do not meet the minimum standards are not eligible for financial aid.

**Semester:** Periods of instruction into which an academic year is divided (fall, spring, summer).

**Scholarship:** Financial aid awarded based on specific criteria such as an interest or talent.

**Student Center:** Place to view grades, unofficial transcript, class schedule, class permissions, financial aid, registration holds, and enrollment date/time.

**Syllabus:** A document that provides requirements for a course.

**Transcript:** An official copy of a student's educational record.

**Transferring:** Moving from one college to another.

**Undergraduate:** A student who is pursuing their first college degree, typically a bachelor's degree.

**Work Study:** Part-time jobs for undergraduate and graduate students with financial need. Work-study programs encourage community service work or work related to chosen area of study.

### Not Sure Where to Turn?

The Gateway Information Center is here to provide information and offer one-on-one assistance to educate and assist with a variety of campus processes. They can be reached Monday through Friday from 8:00am to 5:00pm via phone at (574) 520-5005, via email at [sbinfo@iusb.edu](mailto:sbinfo@iusb.edu), or in person in the Administration Building Main Lobby.





# INDIANA UNIVERSITY

## SOUTH BEND

