A Tool to Promote a Smooth Transition for You and Your Student
Congratulations on your student’s acceptance to IUPUI

Dear Family,

Going to college is a big transition for everyone, not just the student. As a parent or family member, you might have concerns or be asking yourself, “what’s next?”

The Office of Educational Partnerships and Student Advocacy (EPSA) has created this Enrollment Checklist to help you prepare for a successful transition to IUPUI. We encourage you to take the time to review the checklist with your student to ensure all the college planning items are completed on time.

You can also explore our parent and family programs website (families.iupui.edu) for more resources to help you prepare for this new experience. Please do not hesitate to contact us at jagfam@iupui.edu or at (317) 274-3699.

Justin Gerardot
Parent and Family Programs

BEFORE ORIENTATION

Apply for financial assistance

- Complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. Be sure to indicate IUPUI’s school code 001913 when filling out the FAFSA. The priority deadline is March 10, 2015. For more information, contact the Office of Financial Services at (317) 274-4162 or visit iupui.edu/~finaid.

Apply for an IUPUI scholarship

- IUPUI awards scholarships to incoming freshman in recognition of academic achievement, leadership, and community service. Not all scholarships will have the same application deadline so check the scholarship deadlines. For more information, contact the Office of Student Scholarships at (317) 274-5516 or visit iupui.edu/~scentral.

Apply for external scholarships

- Encourage your student to apply for scholarships available in the community, through his/her high school, and with your employer. Other great resources are collegeboard.com/parents or www.fastweb.com. Deadlines will vary for each scholarship.
Pay the $100 enrollment deposit

- Incoming freshmen admitted for the fall term are required to submit a non-refundable enrollment deposit of $100 by May 1st to reserve their spot at IUPUI. Upon enrolling, this deposit will be credited to their tuition. Students who are Indiana 21st Century Scholars or receiving select scholarships are exempt from the deposit, but must request the waiver online. Pay the deposit today, request a waiver, or review frequently asked questions at iupui.edu/deposit. For more information, contact the Office of Admissions at (317) 274-4591 or visit enroll.iupui.edu.

- Email is IUPUI’s primary method of communication. Once a student has completed signing up for email, he or she will begin to receive messages and communication, so frequently checking your email is important.

- If you student created a username and passphrase after being admitted, no further action is required. Your student can proceed with registering for orientation.

Creating a University Technology Account

- Students must create their IUPUI username and passphrase by visiting itaccounts.iu.edu. These provide the access to many important tools for your student, such as student orientation and placement testing, email, Canvas, and OneStart, which are used from the day they are created until students graduate. To use the IUPUI Orientation Reservation System, the account must be created a minimum of 24 hours in advance. For questions or more information about your student’s University Technology Account, please contact (317) 274-4357.

- Many students create an IUPUI username and passphrase to review their applications online before they are admitted. If your student chose this option, she or he must now visit uc.iupui.edu/email in order to create her or his university e-mail account.

Reserve Dates for Student Orientation

- Orientation is designed to provide information to support you and your student’s transition to IUPUI. During the orientation program, university staff, academic advisors, and orientation leaders will share the expectations of the major, course selection options, assist in course registration, and help you explore academic and student life. A family program is included as part of the orientation experience to help you prepare for your role in this new chapter of your student’s life. Orientation is a vital part of student success and is required for all new students. Your student’s orientation can be reserved by visiting welcome.iupui.edu. For more information or assistance with making a reservation, contact the Office of Orientation Services at (317) 274-4240 or welcome@iupui.edu or visit http://tc.iupui.edu/testing/students for more information and access to placement tests.
Reserve Dates for Placement Testing

- All Placement Testing must be completed prior to your student’s orientation program. At orientation, an academic advisor will use your student’s test scores to place them into courses that give them the best chance for success. Encourage your student to complete all required placement tests as soon as possible to avoid registration complications.

- Math Placement – The math placement is completed online using ALEKS. ALEKS is not a one-time test, it is an assessment and learning tool that includes a series of learning modules and up to five assessment opportunities to ensure your student is matched to the IUPUI math course where she or he will be most successful. ALEKS costs $50.00 and can be accessed from any computer with an internet connection.

- English Self-Guided Placement – Students must complete the online English Self-Guided Placement to learn about and select an IUPUI English course. The self-guided placement is available at english.uc.iupui.edu

- World Languages – Applicable if your student has completed two or more years of a foreign language and plans to continue the language at IUPUI. For more information visit tc.iupui.edu

Apply for on-campus housing

- Live, Learn and Lead with IUPUI’s exclusive on-campus housing option! The Office of Housing and Residence Life creates a convenient, safe and student-focused environment by offering traditional residence halls, apartments and townhomes that are conducive to student’s social and academic success. In fact, students living on-campus earn higher GPAs and graduate at a higher rate than students residing off-campus. Because housing spaces are limited, students are encouraged to apply early. For more details on the housing application and contract process, check out the important dates listed below:

  - March 15: Students are guaranteed to receive an on-campus housing offer if applications are submitted before this date
  - April: Housing contract offers begin
  - End of July: Roommate and move-in details are distributed via email
  - Explore all that Housing and Residence Life has to offer including interactive floor plans, videos and photos of the facilities as well as to apply online at housing.iupui.edu.

For more information and to receive assistance during the application process, please call (317) 274-7200.
Does your student have a documented disability?

- In order to receive services, contact Adaptive Educational Services (AES). Your student must complete an interview, fill out an AES application form, and submit all current comprehensive documentation that substantiates the nature and severity of disabilities. For more information, contact Adaptive Educational Services at (317) 274-3241 or visit aes.iupui.edu.

Explore off-campus living

- There are many options available for students looking to live off-campus. Begin looking at properties, comparing costs and other amenities in mid-late spring. Make a budget to determine what you can afford, including the maximum you would pay for rent. Each property will have a different timeline for when a lease needs to be signed, so check with them for further clarification. However, it is advised to select a place to live and prepare to sign a lease by May. For a listing of off-campus housing options, apartment hunting checklists, budgeting worksheet, crime statistics, or more information, contact the Off-Campus Student Services Coordinator at (317) 274-3699 or visit offcampushousing.iupui.edu.

Confirm Major or Explore Careers

- Getting off to a great start is very important to your student’s success at IUPUI and beyond! With over 250 degree programs, declaring a major can be a tough decision. To ensure your student made the best major choice, encourage her/him to take this opportunity prior to Orientation to confirm her/his major and explore careers at starter.uc.iupui.edu. Students can also meet with a Student Success Advisor or Career Consultant in Academic and Career Development in University College to receive further assistance with their major and career exploration. For more information, contact (317) 274-4856 or visit acd.iupui.edu.

First in the family to attend college?

- There are many resources to help students and families understand the process. Learnmoreindiana.org is a valuable website offering online resources and tools for students and families. Students should also look for scholarship specifically for first generation students from corporations and community groups.

DURING ORIENTATION

Register for classes

- Students will meet with advisors at New Student Orientation to learn what will be needed to pursue a degree in their area of interest. Advisors will help students register for classes so they will leave with a completed schedule for the fall semester! To begin preparing for that advising appointment, visit advising.uc.iupui.edu to explore academic majors, degree requirements, and core classes.
Meet other students and families

- Students and families will have multiple opportunities to get to know other soon-to-be IUPUI families at Orientation. You will also learn about the resources and ways for you to get involved as a parent or family member. In addition, explore the Parent and Family website at families.iupui.edu.

PRIOR TO CLASSES STARTING

Finalize forms of financial assistance

- Students may need to submit additional information to the Office of Student Financial Services and/or the U.S. Department of Education to obtain financial aid. For example, some students are selected to verify FAFSA information and are required to submit documentation. If a student chooses to accept a student loan offer, a promissory note and other documents must be completed. For more information, contact the Office of Financial Services at (317) 372-4162 or visit iupui.edu/~finaid.

Submit transcripts

- Students should send final high school transcripts as soon as they are available prior to the start of the fall semester. For more information, contact the Office of Admissions at (317) 274-4591 or visit enroll.iupui.edu

Discuss third party access with student

- IUPUI, in compliance with the Family Education Rights and Privacy Act (FERPA), provides that, with the exception of directory information, all student records are confidential and available only to students. In order to give others access to specific information from their financial and/or academic
records, students must select them as a “designated third party.” To do this, students will sign into their OneStart self-service portal and follow the instructions for allowing someone to view their personal information. More detailed instructions for this process can be found at kb.iu.edu/d/auoz.html.

Complete AlcoholEdu and Haven

• As part of our comprehensive alcohol and sexual assault prevention program, IUPUI expects all incoming students to complete both AlcoholEdu and Haven online programs. Whether students engage in drinking or not, these courses will empower them to make well-informed decisions about alcohol, help them better cope with peer drinking, and assist in making the community safer with regard to sexual assault prevention. Instructions for logging into the courses are sent via e-mail following Orientation. The programs have two parts. Part 1 is due prior to classes starting. For more information, contact the Alcohol and Other Drug Education and Prevention Coordinator at AODiupui@iupui.edu or visit AOD.iupui.edu.

Complete financial literacy

• To help students manage college expenses and make their degree more affordable, all new students are asked to complete an online exercise on financial literacy called Transit. This is a 60 minute learning experience focused on critical personal finance topics, followed by a brief test where students will learn their financial literacy score. This required learning exercise is coordinated by the Indiana University Office of Financial Literacy. Transit is a part of the larger “Affordability Toolkit” and should be completed prior to the start of classes. Information will be sent out through email with further instructions. For more information, visit www.moneysmarts.iu.edu.

Sign up for direct deposit

• If a student’s financial aid amount is greater than their Bursar bill amount, a refund will be issued for the difference. Refunds sent via direct deposit take about 3 business days to be delivered since the funds are deposited directly into a bank account. It is highly recommended that students set up Direct Deposit to ensure they receive their refund quickly. To begin set up, visit onestart.iu.edu then click on Financial and the Direct Deposit Sign Up.

Purchase or rent textbooks

• Students can visit the campus bookstore, Barnes & Noble at IUPUI, on the first floor of the Campus Center to purchase or rent textbooks and school supplies. When going to purchase textbooks, students need to have their class schedule from OneStart with them. Textbooks are selected by the professor so two identical classes with different professors could require different materials. Online purchases can be picked up in-store or shipped directly to the student. The bookstore also carries plenty of office supplies, IUPUI apparel and a café serving Starbucks coffee! For more information, call (317) 278-2665 or visit iupui.bncollege.com.
Purchase a parking permit

• A parking permit is required to park on campus at all times. Parking rules and regulations are enforced 24/7 so after you are registered for classes, be sure you order your permit online before classes start! Permits for the fall semester go on sale around July 15 and take about 10 days for delivery. You have several options to choose from: The “ST” permit is the most popular student permit and allows parking in surface lots on the main campus and many garages dedicated for student parking only. Garage permits are also available. Visit parking.iupui.edu for information on all parking options or email permits@iupui.edu.

Save money by purchasing a meal plan

• IUPUI Food Service offers 17 food locations on the IUPUI campus, including national chains such as Einstein Bagels, Chick-fila, Hissho Sushi, and Papa John’s. The main dining hotspot, Tower Dining, located in the center of campus in University Tower, boasts all you care to eat dining featuring six unique food stations offering fresh, healthy, and made-to-order foods. Auxiliary Services offers great meal plans for dining with IUPUI Food Services. Meal Plan options for both residential and commuter students have generous discounts from 7% to 30% off general pricing. Voluntary plans can be purchased during class registration as an optional fee or online at www.mealplans.iupui.edu. For prospective and current residents of University Tower and Ball Hall - PLEASE WAIT! - meal plans are purchased online after signing a housing contract. Meal Plans can be charged to your student’s account or paid by credit card. Financial aid awards, scholarships, and student loans can be applied to your meal plan. For more information contact IUPUI Auxiliary Services at (317) 274-2700 or visit mealplans.iupui.edu.

Pay tuition and fees

• For information about billing and due dates, please visit the Bursar’s website at bursar.iupui.edu. Bills are always due on the third Tuesday of the month. Students may view their bills, grant third party access, and make payments via their OneStart account at onestart.iu.edu. Please click the “Student Self-Service” tab in the left navigation bar, and then “View/Pay Bursar Bill.” In addition, for federal financial aid money to pay non-institutional charges like a parking permit on your student account, you must have Title IV authorization on file. Without this authorization, non-institutional fees will not be covered by your financial aid. That would mean that once you get your refund, you would still have a balance left on your account to be paid out of pocket. For more information or to learn about the personal deferment option, contact the Office of the Bursar at (317) 274-2451 or visit bursar.iupui.edu.

Deposit money on student’s Jagtag

• As your student begins the semester, don’t forget to add money to their Jagtag. The Jagtag allows students to make purchases both on and off campus at over 100 locations including the Bookstore, vending machines and numerous restaurants. You can make a deposit
of any amount, anytime, in a variety of ways. For more information contact the Jagtag Office at (317) 274-5177 or visit jagtag.iupui.edu.

Purchase renter’s insurance if living off campus

- Depending on your student’s apartment complex, renter’s insurance might be required, but even if it is not, it’s still a good idea. In the unfortunate event that something like a fire or burglary were to occur, protecting your property with renter’s insurance will ensure a smooth recovery. Most insurance companies offer renter’s insurance but if you need help getting started, visit salliemaeinsurance.com/renter.

Complete immunization compliance form

- Students who are not living on-campus will need to read and complete the immunization compliance form through their OneStart account (Student Self-Service tab, then Services & Information, then Immunization & Compliance). Students who are living on campus must provide proof of vaccination to measles, mumps and rubella (MMR) and tetanus/diphtheria. Instructions on submitting this documentation will be included with the student’s housing offer information. For more information, contact Student Health Services at (317) 274-1019 or visit studenthealth.iupui.edu

Sign up for JagAlert (IU-Notify) Emergency Notification

- JagAlert is the emergency notification system used by IUPUI to inform students, faculty, staff, and family members who opt in, of any safety issues required immediate attention. On a student’s OneStart account, there is an option to add family member contact information which will ensure families receive emergency alerts as well as the student. To add this information, students should log into OneStart and click on the IU-Notify tab to sign up for this service.
Pay for textbooks with Jagtag EZ deposit

- The Jagtag EZ deposit is a convenient and simple way to pay for textbooks but the clock is ticking! If your student doesn’t opt for the EZ deposit option when registering for classes they might miss out!

Here’s how it works. The Jagtag is the official campus ID that can also be used as a form of payment at numerous locations both on and off campus. The EZ deposit option is a once a semester way to make a $250 or $500 deposit to your student’s Jagtag account before the start of a semester and ensures funds are available to purchase textbooks and other items. The amount chosen is then billed to your student’s Bursar account where it may be paid with financial aid, scholarships, grants or any method of payment accepted by the Bursar Office.

For more information on how the EZ deposit works and if it is a good option for your student, call (317) 274-5177 or visit jagtag.iupui.edu.

Encourage your student to attend Weeks of Welcome 2015

- A great way for students to get excited about college is by attending Weeks of Welcome (WOW) during the first weeks of classes. WOW 2015 is packed with a variety of events to assist first year, transfer, and returning students in making new friends and getting involved in campus life. For more details, contact the Office of Educational Partnerships and Student Advocacy at (317) 274-3699 or visit wow.iupui.edu.

Get involved as a Jaguar parent or family member!

- Join the FREE IUPUI Jaguar Family Association. As a member of this organization, you will receive an e-newsletter twice a semester as well as invitations to campus events. To join the association, for more information, or if you have question about life as a Jaguar family member, contact the Coordinator of Parent, Family, and New Student Programs, at (317) 274-3699, visit families.iupui.edu, or email jagfam@iupui.edu.

Attend New Student and Family Welcome

- Join us Saturday, August 22nd to kick off the school year and welcome our new students and families to IUPUI! The event is open to all first year students and family members (an RSVP will be required to attend). More details will be delivered through students’ IUPUI email in July. For more information, visit studentaffairs.iupui.edu/events.

Consider volunteering for the Family Association

- Want to get even more involved in the Jaguar Family Association? Opportunities may include helping guide other families through our social media page, providing feedback to expand publications and programming, and volunteering at some of our signature and upcoming events. Getting more involved impacts the student experience. If you are interested or have other questions, please contact us at jagfam@iupui.edu or call us at (317) 274-3699.
Watch for your Family Calendar

- Parents and families of first year students will receive a complimentary copy of the IUPUI Family Calendar during New Student Orientation. The calendar is full of useful resources and dates that will help you stay connected to IUPUI and your student. If you do not receive a calendar at Orientation, contact the Coordinator of Parent, Family, and New Student Programs at jagfam@iupui.edu.

Save the date for the Family Regatta Breakfast in September

- The Family Regatta Breakfast will take place on September 24th, 2015, prior to the 7th Annual IUPUI Regatta canoe race. This is a great day to spend time with your student, meet other families, participate in an IUPUI tradition, and watch a canoe race on the downtown Indianapolis canal. More details will be sent out to the Jaguar Family Association or visit iupui.edu/regatta.

Parents and family resources website

- For even more information and resources, visit the Office of Educational Partnerships and Student Advocacy at families.iupui.edu. On this site, you’ll find archived newsletters, a guidebook to the common IUPUI language, or “Jaugar Jargon,” information about Family Education Rights and Privacy Act (FERPA), as well as other resources, articles, and FAQs for parents and family members.

Welcome to the IUPUI Family