Promoting 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 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 your family 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 at 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

How to use this checklist

Starting college can be an exciting time but it can also feel overwhelming. We want this transition to go as smoothly as possible for your student and family. As your family prepares to send your student to college, we hope you will review this checklist and set your student up for success.

This checklist is divided into three sections: before, during, and after orientation. Many of the steps in each of these sections are specific action items for your student to complete. However, we encourage you to review this document as a family because some steps are specifically mentioned to engage your entire family and may require some discussion between you and your student.

We hope you find this checklist helpful and we look forward to you joining the IUPUI community.
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 001813 when filling out the FAFSA. The priority deadline is March 10, 2016. Admitted students who filed a FAFSA by the March 10 priority date will receive Financial Aid Notification by the end of March. For more information, contact the Office of Student Financial Services at (317) 274-4162 or visit iupui.edu/~finaid.

Check out the budget balancer

- The IUPUI College Budget Balancer is an interactive web calculator found at balancer.iupui.edu that allows a user to estimate and evaluate college costs and resource options related to college enrollment. This tool provides a running calculation between estimated expenses and financial resources. Students can use this interactive tool to “do the math” and consider ways to reduce potential expenses or obtain other financial resources.

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 scholarships.iupui.edu.

Apply for external scholarships

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

Create a university technology account

- Students must create an IUPUI username and passphrase by visiting itaccounts.iu.edu. Your student’s university log-in provides access to many important tools for your student, such as orientation, placement testing, email, Canvas, and One.IU. For questions or more information about your student’s University Technology Account, contact University Information Technology Services at (317) 274-4357.

Setup university email

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

- Email is IUPUI’s primary method of communication. Your student will immediately begin to receive messages and communication, so checking your student’s email is important and highly encouraged.
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 1 to reserve a spot at IUPUI. Payment must be received in order to place a reservation for the Student Orientation Program. Upon enrolling, this deposit will be credited towards 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, 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.

Payment of your enrollment deposit must be received and applied to your account before a reservation for an orientation can be made. For more information or assistance with making a reservation, contact the Office of Orientation Services at (317) 274-4240 or welcome@iupui.edu

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 your student will be most successful.

- 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.

- The cost for taking ALEKS and/or any one of the IUPUI online placement tests is $50.00. For more information visit tc.iupui.edu.

Reserve dates for 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 and your student 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.
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 students’ social and academic success. In fact, students living on-campus earn higher GPAs and graduate at a higher rate than students residing off-campus. On-campus housing is growing with the addition of North Hall for Fall 2016 adding another 700 beds! Even with the added beds, housing spaces are limited so students are encouraged to apply early online at housing.iupui.edu. 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 apply online at housing.iupui.edu. For more information and to receive assistance during the application process, call (317) 274-7200.

Contact Adaptive Educational Services if your student has a documented disability

- In order to receive services for a documented disability, 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. Starting in middle to late spring, begin looking at properties by comparing costs and other amenities. Each property will have a different timeline for when a lease needs to be signed, so check with them for further clarification. 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 your student’s major and begin exploring careers

- Getting off to a great start is very important to your student’s success at IUPUI. With over 250 degree programs, declaring a major can be a tough decision. Encourage your student to take this opportunity prior to orientation to confirm a major and explore careers at acd.iupui.edu/Explore. Students can also meet with a Student Success Advisor in Academic and Career Development to receive further assistance with major and career exploration. For more information, contact (317) 274-4856 or visit acd.iupui.edu.

Open a savings and checking account at Indiana Members Credit Union

- While on campus during orientation, visit Indiana Members Credit Union to open a free checking account (minimum $50 savings account required) for your student. IMCU is the only financial institution to have a branch (second floor of the Campus Center) and 9 ATMs on campus. Your student can also show school pride with a free IUPUI Jaguar debit card. IMCU offers 24 branch locations throughout Central Indiana, and over 4900 free ATMs nationwide with the Alliance One Network. For questions, contact the IMCU Campus Center Branch at (317) 636-8479, or visit www.imcu.com.

DURING ORIENTATION

Register for classes

- Your students will meet with an academic advisor at orientation to learn about majors and degree requirements. Advisors will help your student prepare to register for classes and your student will leave with a completed schedule for the fall semester. Your student can begin to prepare for the advising appointment by visiting advising.uc.iupui.edu to explore majors, degree requirements, and core classes.
Receive a Jagtag

- Your student will receive a Jagtag (student ID) on the first day of orientation. Make sure your student brings a photo ID and comes prepared to get a photo taken. The Jagtag will serve many purposes for your student such as, gaining access into buildings and labs, checking out library books, printing from campus computers, and tracking attendance. The most popular feature of the Jagtag is as a form of payment to make purchases both on and off campus. The Jagtag payment program was created with discounts and convenience in mind. It offers many features that families appreciate such as, convenient access to funds, no minimum deposit, cash cannot be withdrawn from the account, unused funds rollover year to year, the Jagtag account cannot be overdrawn, and daily discounts at over 100 locations.

- There are many ways to deposit money to your student’s Jagtag account and the Jagtag EZ Deposit option is the most convenient. Learn more at jagtag.iupui.edu or call (317) 274-5177.

Consider Jagtag EZ Deposit

- The Jagtag EZ Deposit is a convenient, once-a-semester way to bill a Jagtag deposit of $250 or $500 to your student’s Bursar account where Financial aid (Title IX form must be signed), 529 funds or any method of payment accepted by the Bursar Office may be used to pay for it. The amount is placed on your student’s Jagtag approximately 2 weeks before classes begin to help ensure your student has funds available to purchase textbooks, supplies, food and other items needed throughout the semester. To take advantage of the Jagtag EZ Deposit your student must opt-in to the option while they are registering for classes at Orientation. Because of this timing, it is important to research and discuss the EZ Deposit option prior to attending orientation to decide if it is an option that will work for your student.

Learn about forms of financial assistance

- Families are encouraged to attend financial aid and money matters programs during orientation. Be aware that your student 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 your student chooses to accept a student loan offer or a promissory note, other documents must be completed. For more information, contact the Office of Student Financial Services at (317) 372-4162 or visit iupui.edu/~finaid.

PRIOR TO CLASSES STARTING

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 financial and/or academic records, students must select family members as a “designated third party.” To do this, students will go to One.IU and search ‘set up 3rd party access.’ 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 your student engages in drinking or not, these courses empower students to make well-informed decisions about alcohol, help to 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 online exercise**

- To help students manage college expenses and make a 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 earn 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 moneysmarts.iu.edu.

**Purchase or rent textbooks**

- Students can visit the campus bookstore, Barnes & Noble at IUPUI, located in the Campus Center to purchase or rent textbooks and school supplies. When going to purchase textbooks, students need to have a class schedule from One.IU. 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.
Sign up for direct deposit

- With direct deposit, financial aid or any other refundable credits can come directly to your student and bypass printing and mailing. Once your student has signed up for direct deposit, each time IUPUI authorizes a refund, the money is transferred directly to your student’s account. For more information or to sign up, please visit bursar.iupui.edu.

Purchase a parking permit

- A parking permit is required to park on campus. Parking rules and regulations are enforced at all times. After your student is registered for classes, be sure to order a permit online before classes start. Permits for the fall semester go on sale mid-July and take about 10 days for delivery. You have several options to choose from but 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 to students. Visit parking.iupui.edu for more information or email permits@iupui.edu.

Purchase a meal plan

- IUPUI Food Services offers a variety of food locations on the IUPUI campus, including national chains such as Einstein Bagels, Chick-fil-A, Hissho Sushi, and Papa John’s Pizza. The main dining hotspot, Tower Dining, located at 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 dishes. IUPUI offers comprehensive and cost-effective meal plans to save money. Meal plan options for both residential and commuter students offer generous discounts off of general pricing. Elective meal plans can be purchased during class registration as an optional fee or online at mealplans.iupui.edu. For University Tower, Ball Hall and North Hall residents, meal plans are required and automatically assigned after signing a housing contract. Required meal plans will be charged to your student’s bursar account. Elective meal plans can be charged to your student’s bursar account or paid by credit card. Financial aid awards, scholarships, and student loans can be applied to help cover your student’s meal plan. For more information, contact IUPUI Auxiliary Services at (317) 274-2700 or visit mealplans.iupui.edu.
Pay tuition and fees

- Your student may view bills, grant third party access, and make payments at One.IU. To review or pay the bill, please visit one.iu.edu and search for the “View/Pay Bursar Bill” application. Student bills are always due on the third Tuesday of the month. Please be aware that in order for federal financial aid money to pay non-institutional charges (like a parking permit) on your student’s Bursar account, you must have Title IV authorization on file. Without this authorization, non-institutional fees will not be covered by your student’s financial aid. This would mean that your student could receive a financial aid refund, but still have an outstanding balance left on the account to be paid out of pocket. For more information, please visit bursar.iupui.edu or call (317) 274-2451.

Purchase renter’s insurance if living off campus

- Depending on the off-campus living arrangement, your student should consider renter’s insurance. In the unfortunate event that something like a fire or burglary were to occur, protecting property with renter’s insurance can help with a smooth recovery. Most insurance companies offer renter’s insurance but if your student needs help getting started, visit salliemaesinsurance.com/renter.

Complete immunization compliance form

- Students who are not living on-campus will need to read and complete the immunization compliance form through One.IU account (Student Center, 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 that require immediate attention. On a student’s One.IU account, there is an option to add family member contact information which will ensure families receive emergency alerts. To add this information, students should log into One.IU and click on the IU-Notify tab to sign up for this service.

Attend New Student and Family Welcome

- Join us Saturday, August 20 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 your student’s IUPUI email in July. For more information, visit families.iupui.edu.
Welcome to the IUPUI Family

Encourage your student to attend Weeks of Welcome 2016

- A great way for students to get excited about college is by attending Weeks of Welcome (WOW) during the first weeks of the semester. WOW 2016 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 www.iupui.edu.

Get involved as a Jaguar parent or family member

- IUPUI Jaguar Family Association is a free and easy way for families to stay connected to IUPUI news and information. As a member of this organization, you receive an e-newsletter three times a semester as well as invitations to campus events. To join the association or for more information, contact the Coordinator of Parent, Family, and New Student Programs, at jagfam@iupui.edu, visit families.iupui.edu, or connect with us on Facebook at IUPUI Jaguar Family Association.

Watch for your Family Calendar

- Parents and families of first year students will receive a IUPUI Family Calendar during New Student Orientation. The calendar is full of information about 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 to request a calendar.

Save the date for the Family Regatta Breakfast in September

- The Family Regatta Breakfast will take place on September 24, 2016, 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.