**Campus Services A–Z**

**Academic Ceremonies**
Kettler Hall, Room 157 • 260-481-6460
ipfw.edu/commence
Monday–Friday 8 a.m.–5 p.m.
Responsible for organizing various academic ceremonies:
- Honors Convocation, held each fall
- Commencement ceremony, held each spring
- Nursing Pinning ceremonies, held at the end of the fall and spring semesters

**Academic Internships, Cooperative Education, and Service-Learning, Office of (OACS)**
Neff Hall, Room 337 • 260-481-6939 • ipfw.edu/oacs
Monday–Friday 8 a.m.–5 p.m.

**Cooperative Education** - An academic-enhancement training program that allows students to gain work experience related to their major:
- Students are paid competitive wages and may receive academic credit
- Local employers offer co-op jobs in biology, chemistry, communication, English, mathematics, physics, engineering, technology, computer science, business, and organizational leadership and supervision
- Requirements: GPA 2.5 or higher, freshman requirements in major completed, currently enrolled, working toward a bachelor's degree

**Service-Learning** - A credit-bearing, educational experience in which students participate in an organized service activity that meets identified community needs.

**Academic Internships** - Any work experience that is related to your educational and career goals.
- Internships may be part-time or full-time, paid, or volunteer
- Available in many professional areas including: law corrections, probation, education, health, community services, government, private business, and many more

**Admissions**
Kettler Hall, Room 111 • 260-481-6812
ipfw.edu/admissions
Monday–Thursday 8 a.m.–6 p.m., Friday 9 a.m.–5 p.m.
First and third Saturday of each month 9 a.m.–noon, excluding holiday weekends
- Primary responsibility of IPFW Admissions is the recruitment and admission of new students
- Changing your major. Go to the department of your new major with a copy of your transcript
- Transfer credits are processed through the Admissions office. You must submit a transcript to receive credit
- Re-entering students not enrolled at IPFW, IU, or Purdue for more than one year must submit an application indicating re-entry
- Contact the Admissions office for an application

**Alumni Relations**
Steel Dynamics Keith E. Busse IPFW Alumni Center
1528 East California Road • 260-481-6807
alumni@ipfw.edu
Monday–Friday 8 a.m.–5 p.m.
(personnel available at events on nights and weekends)
- Sponsor STAT student organization (Students Today, Alumni Tomorrow)
- Organize Homecoming activities (Partner with Student Activities Board and Athletics)
- Homecoming pre-game party for students and alumni
- Host Fourth of July Rooftop Party
- Scholarships for children, step-children and spouses of IPFW graduates
- IPFW license plates and class rings

**Bursar, Office of the**
Kettler Hall, Room G57 • 260-481-6824
ipfw.edu/financial
bursar@ipfw.edu
Monday 8 a.m.–6 p.m., Tuesday–Thursday 8 a.m.–5 p.m., Friday 9 a.m.–5 p.m.
- Provides in-person and electronic customer service for student accounts
- Provides official billing notifications via email
- Accepts payments online, in person, by telephone, via U.S. mail, or night drop box (located in Kettler Hall, Room G57)
- Offers convenient deferred payment plan options for tuition and fees online
- Issues refunds by check or direct deposit. To sign up now for direct deposit, please visit my.ipfw.edu and click on the billing icon, then click on the create refund profile tab to enter your information
- Student account information available online 24/7 at my.ipfw.edu. Click on the billing icon for details
- Sells Citilink bus passes in-person. Visit our office with your student ID card
- Student organization account deposits and check requests
- Accepts payments for replacement Mastodon ID cards, traffic tickets, library fines, transcripts, etc.

**Business Office for Student Affairs and Student Activities**
Kettler Hall, Room G54 • 260-481-0723
Monday–Friday 8 a.m.–5 p.m.
- Conducts training sessions for treasurers of all student organizations
- Approves "Event Planning Forms" for student organization events
- Assists bursar's office with managing student account information
- Provides in-person and electronic customer service for student accounts
- Provides official billing notifications via email
- Accepts payments online, in person, by telephone, via U.S. mail, or night drop box (located in Kettler Hall, Room G57)
- Offers convenient deferred payment plan options for tuition and fees online
- Issues refunds by check or direct deposit. To sign up now for direct deposit, please visit my.ipfw.edu and click on the billing icon, then click on the create refund profile tab to enter your information
- Student account information available online 24/7 at my.ipfw.edu. Click on the billing icon for details
- Sells Citilink bus passes in-person. Visit our office with your student ID card
- Student organization account deposits and check requests
- Accepts payments for replacement Mastodon ID cards, traffic tickets, library fines, transcripts, etc.
organization checking accounts
- Assists student affairs departments with preparing purchasing, accounting, and human resources documents
- Assists Student Affairs with preparing and interpreting budgets

**Career Services**
Kettler Hall, Room 109 * 260-481-0689
ipfw.edu/career
Monday–Tuesday 8 a.m.–6 p.m., Wednesday–Thursday 8 a.m.–5 p.m., Friday 9 a.m.–5 p.m.
- Career counseling appointments for students and alumni
- Career assessments
- Assistance with choosing majors and careers
- Job search strategies
- Access to internship, work-study, and full- and part-time employment opportunities through JobZone
- Job fair prep sessions, job fairs, and networking events
- Résumé and cover letter critiques
- Mock interviews
- Campus interviews with area employers
- Resource check-out through Career Library

**CATV 5**
Helmke Library, Room B44 * 260-481-6582
catv-ipfw.org
Monday–Thursday 8 a.m.–11 p.m., Friday 8 a.m.–6 p.m.
- Create original solo or group video projects (show on CATV)
- Station provides equipment and facilities for production and editing for your programs that will air on CATV
- Work on CATV productions with our staff.
- Stop in and see the station!
- Production crew sign-up is located on station call board in the Helmke Library basement

**Center for Academic Support and Advancement (CASA)**
Kettler Hall, Room G23 * 260-481-6817 * ipfw.edu/casa
Monday–Friday 8 a.m.–5 p.m.
- SPOT Learning Center: Free one-to-one tutoring appointments and drop-in tutoring (Kettler Hall, Room G21, 260-481-5419; Monday–Thursday 8 a.m.–8 p.m., Friday 8 a.m.–4 p.m., ipfw.edu/casa/tutoring/tutortrac.shtml)
- Supplemental Instruction (SI): Peer-facilitated study groups that strive to increase students’ course understanding, performance, and grades

**Child Care Center**
2041 Reed Road, East State Professional Park,
Fort Wayne, IN 46805 * 260-424-8852
ipfw.edu/childcare * tlckidsfirst.com
Monday–Friday 6:30 a.m.–6:30 p.m.
Services include:
- Early education curriculum and care for children ages six weeks–12 years
- Before and after care for children ages 6–12
- Summer enrichment program for children ages 2–12
- Traditional preschool for children ages 3–5
- Hourly, part-time, and full-time care
- Occasional care (enrollment required)

**IPFW Collegiate Connection™**
Kettler Hall, Room 105 * 260-481-5478 * ipfw.edu/cconnect
Monday–Thursday 8 a.m.–5 p.m., Friday 9 a.m.–5p.m.
- Take college classes while still in high school—earn dual credit, college and high school
- Take more advanced courses or courses not offered at the high school level
- Explore a career direction
- Earn accredited transferable university credit
- Experience college
- Selection criteria: pass End of Course Assessments in English and Algebra, B grade point average, working toward Core 40 or Academic Honors diploma
- Parent/guardian approval
Financial aid available based on need and made possible by the support of the Lincoln Financial Group Foundation, PNC Charitable Trusts, and the Chancellor’s Collegiate Connection Scholarship Fund
The Communicator
Walb Student Union, Room 215 * 260-481-6584
ipfwcommunicator.org

Hours vary according to staff schedule
- Hands-on experience in journalism, design, and leadership
- Student-produced publication
- Writing critiques
- Design critiques
- Freelance opportunities
- Practical career experience

Comptroller
Kettler Hall, Room G03 * 260-481-6822
Monday–Friday 8 a.m.–5 p.m.
- Responsible for establishing and managing all budget and fiscal matters related to the university
- Responsible for interpreting and regulating the use of campus facilities and equipment
- Liaison between IPFW and Purdue West Lafayette regarding all insurance matters including student liability insurance
- Reviews and approves (or forwards for approval) all university contracts, fees, and rates for university activities.
- Monitors pre- and post-award activity on all university grant programs
- Manages all Bursar activity for the university
- Manages all activity within the Indiana-Purdue Research Foundation and the Indiana University Foundation

Continuing Studies, Division of
Kettler Hall, Room 145 * 260-481-6619
ipfw.edu/dcs

Monday–Friday 8 a.m.–5 p.m.
- Online learning/TV and video streaming courses
- Off-campus courses (Public Safety Academy, Kendallville Four County Coop, and other locations)
- Weekend College
- General Studies degrees (A.A.G.S. and B.G.S.)
- Concurrent Enrollment School-Based Program
- Professional Development for Educators
- Noncredit-Personal and Professional Development (courses for career advancement and personal enrichment)
- Educational travel
- Corporate training
- Small Business Development Center

Crossroads
Harshman Hall 1335 * 260-481-6595
ivytech.edu/northeast/crossroads

Ivy Tech North Campus
Please see the Crossroads website for office hours
- Begin a degree at Ivy Tech Community College–Northeast and complete it at IPFW
- Avoid some of the roadblocks experienced by transfer students—losing credits, time, and money—by working with an academic advisor who is knowledgeable in equivalent courses and transfer agreements
- Meet with the Crossroads advisor early in your academic career to get the most out of this opportunity

Dean of Students Office
Walb Student Union, Room 111 * 260-481-6601
ipfw.edu/dean * Monday–Friday 8 a.m.–5 p.m.
- Assists the campus community in understanding and upholding the IPFW Code of Student Rights, Responsibilities, and Conduct
- Directs students to the appropriate campus office regarding concerns or complaints which are claimed to violate rights established under Part I of the code
- Provides guidance for students regarding concerns or complaints which are claimed to violate other rights established under the code
- Works with the CARE Team to identify and assist students who are of concern
- Provides guidance on the procedures in appealing a grade
- Assists faculty and staff with questions or concerns regarding student behavior, student conduct, and appropriate referrals
- Oversees the Student Health Insurance Program
- Facilitates the Dean of Students Diplomats program
- Administers Family Outreach
- Hosts the LGBTQ Resource Center

Dental Hygiene Clinic
Neff Hall, Room 109 * 260-481-6575
ipfw.edu/dental-clinic

Call for hours and appointments
- Complete examinations, cleanings, fluoride treatments, and dental sealants
- X-rays including full-mouth, bite-wing, and panoramic
- All services are provided by Dental Education students and thoroughly checked by Dental Education faculty
- Patients of all ages are welcome, but appointments are required
- Appointments are scheduled in 4-hour blocks of time
- Many insurance plans are accepted, but insurance is not required
- Medicaid is accepted
Dining Services
Various buildings on campus
- Bon Bon’s Coffee Company located in the ETCS Building lobby
- Follet C-Store (Convenience Store) located in Walb Student Union, first and second floors
- Subway located in Kettler Hall, ground floor
- Pizza Hut located in Walb Student Union, ground floor
- YOYO located in Walb Student Union, ground floor
- JumBy’s JoInT Food Truck every other Tuesday
- Credit and debit cards accepted
- Refreshments available any time from vending machines in student lounges

Diversity and Multicultural Affairs, Office of
Walb Student Union, Room 118
260-481-6608 or 6921
ipfw.edu/odma * dmaservices@ipfw.edu
Monday–Friday 8 a.m.–5 p.m.
- Provides academic support, academic coaching, personal advising, and cultural and thematic programming for students of all cultural and ethnic backgrounds
- Administers the Academic Student Achievement Program (ASAP)
- Services include student and community outreach such as networking with local, state, national, and international professionals
- Maintains study tables during the week prior to final exam week
- Source of information for scholarships and internships available at IPFW
- African American Student Support Services (260-481-6604)
- Asian American Student Support Services (260-481-6608)
- Hispanic Student Support Services (260-481-6847)
- Native American Student Support Services (260-481-6608)
- First-generation and Nontraditional College Student Support Services (260-481-6608)

Financial Aid Office
Kettler Hall, Room 102 * 260-481-6820
ipfw.edu/financial
Monday–Thursday 8 a.m.–6 p.m., Friday 9 a.m.–5 p.m. (check during summer and holidays)
- Provides electronic and in-person customer services
- Assists students in locating funds for college costs
- Evaluates student academic records for academic progress
- Offers education opportunities for financial literacy
- Calculates eligibility for aid at enrollment and withdrawal
- Central source for campus and community scholarships
- Note: Students should file by March 10 of each year in order to have the most access to federal, state, and institutional dollars

Follett’s IPFW Bookstore
Walb Student Union * 260-481-0300
ipfw.bkstr.com
Monday–Thursday 8:30 a.m.–7:30 p.m., Friday 8:30 a.m.–3 p.m., Saturday 10 a.m.–1 p.m. Hours vary during summer, holidays, etc.
- One-stop shopping for all your college needs
- Home for all of your textbooks and course materials. Tons of options available in your IPFW Bookstore. Largest selection of new and used books that save you up to 25 percent. Ask about digital textbooks and textbook rental
- efollett.com: easy online ordering of textbooks (new, used, rental, and digital), academically priced software, general reference, nursing titles, and apparel, and gifts. Order for in-store pick-up or home delivery for a minimal fee.
- Buyback: get cash for books all year long—no matter where you bought them
- Academically priced software—save up to 85 percent
- General reading: classics, bestsellers, graphic novels, etc.
- Supplies: computers, calculators, pens, pencils, nursing supplies, binders, notebooks, portfolios, backpacks, laptop sleeves and cases
- Apparel: IPFW- and Mastodon-imprinted clothing
- Gifts: glassware, stuffed animals, desk sets, lanyards, blankets, mugs, and thermal beverage holders

Graduation Information
Kettler Hall, Room 107 * 260-481-6815 * ipfw.edu/registrar
Monday–Thursday 8 a.m.–6 p.m., Friday 9 a.m.–5 p.m.
You must submit an application for graduation by the posted deadline if you are finishing your degree by:
- Fall semester: Application deadline is June 1.
- Spring semester: Application deadline is November 1.
- Summer I: Application deadline is February 1.
- Summer II: Application deadline is February 1.

Health Insurance
Walb Student Union, Room 111 * 260-481-6601
ipfw.edu/dean
Mon.–Fri. 8 a.m.–5 p.m.
- All registered domestic students may choose to purchase health insurance sponsored by IPFW
- Brochure and application forms are available online or through the Dean of Students office

Honors Program
Walb Student Union, Room G25 * 260-481-6924
ipfw.edu/honors
Monday–Friday 9 a.m.–5 p.m.
- Enriched learning opportunities
- Great job and graduate school preparation
- Priority registration
- Peer advising
• Scholarship, research, and teaching assistant opportunities
• Complements any major
• Complete any course for honors credit
• Student lounge with computers
• Free membership in Honors Student Group
• Earn honors pin, certificate, and medal

Indiana-Purdue Student Government Association (IPSGA)
Walb Student Union, Room 225 * 260-481-6586
ipfw.edu/stugov
Monday–Friday 9 a.m.–6 p.m.
• Acts as the voice for students on issues and concerns
• Promotes student involvement opportunities
• Charters new student organizations
• Hosts free events and activities for all students
• Offers free legal advice through a legal services consultant
• Allocates money to various programs and groups annually
• Offers student travel funding
• Settles student organization disputes
• Provides calculator and iPad rentals each semester
• Offers student organization event funding

Information Technology Services
Kettler Hall, 2nd Floor, West Wing * 260-481-6030
ipfw.edu/its
Monday–Friday 7:30 a.m.–11 p.m., Saturday 8 a.m.–6 p.m., Sunday noon–10 p.m.
Summer 7:30 a.m.–10 p.m.
• IT support for IPFW faculty, staff, and students
• IT Help Desk for faculty, staff, and student questions
• IT infrastructure planning, installation, support, and IT security
• IT infrastructure services for routing, switching, and server technologies
• Desktop PC support for public labs, faculty, and staff workstations
• Classroom technology installation and support and research computing support
• Database administration support for enterprise-wide applications
• Application design and programming
• Faculty and staff coaching, training, and documentation
• Computer operations, including monitoring and processing

Information Technology Services Help Desk
Kettler Hall, Room 206 * 260-481-6030
ipfw.edu/its/help
Monday–Friday 7:30 a.m.–11 p.m., Saturday 8 a.m.–4 p.m., Sunday 11 a.m.–7 p.m.
• IPFW network account support–password resets and account troubleshooting
• IPFW wireless troubleshooting—see support time schedule at ipfw.edu/its/wireless
• IPFW student housing network support
• Support for campus open labs
• Blackboard assistance
• General IPFW computing-related questions

Institutional Equity, Office of
Kettler Hall, Room110N * 260-481-6106
ipfw.edu/offices/equity
Monday–Friday 8 a.m.–5 p.m.
Works with the IPFW community to implement and uphold policies and practices consistent with federal and state mandates as well as existing university policies regarding equal access, employment, and educational opportunity for all persons, without regard to:
• Race
• Religion
• Color
• Sex
• Age
• National origin or ancestry
• Marital or parental status
• Sexual orientation, gender identity, or expression
• Genetic information
• Disability
• Veteran status

International Education (International Student Services)
Walb Union, Room145 * 260-481-6034
ipfw.edu/iss
Monday–Thursday 8 a.m.–5 p.m., Friday 9 a.m.–5 p.m.
• Maintains admissions process for undergraduate international students
• Issues the Certificate of Eligibility (I-20) for the F-1 visa interview
• Maintains the Department of State SEVIS data for all F-1 students
• Conducts foreign transcript evaluations for prospective students
• Serves as liaison between IPFW and USCIS
• Advises on other visa issues
• Assists new and prospective students with immigration documents
• Provides workshops for IPFW faculty and staff
• Recruits new international students to IPFW
• Serves as advisor to the International Student Organization
**International Programs/Study Abroad Opportunities**
Wálb Union, Room 145 • 260-481-6494
ipfw.edu/offices/iss/international-programs
- IPFW students have more than 400 outstanding study abroad opportunities available through IPFW, Indiana University, and Purdue University
- Students can choose between Spring Break, Summer, Semester, and academic-year programs
- Opportunities are available in Europe, Asia, Africa, Australia, South America, Canada, Mexico, and the Caribbean
- Some programs are geared toward specific majors, but many are available to all majors
- For some programs, some knowledge of a foreign language is required, but for many programs, the language of instruction is English
- Depending on the program, students will live with a family, in a dormitory, or in an apartment
- In most cases, financial aid can be applied to study abroad programs
- Special scholarships for regional campus students may be available
- Program credits earned on IU or Purdue programs will appear on transcripts as Indiana University or Purdue University course work, not as transfer credit
- OIP offers weekly study abroad information sessions. Check the calendar at ipfw.edu/offices/iss/international-programs/global.html for schedule

**IPFW Athletics**
Athletics Center • 260-481-6643 • gomastodons.com
Monday–Friday 8 a.m.–5 p.m.
- 16 NCAA Division I sports programs that compete in the Summit League Conference
- Men's and women's basketball
- Men's and women's soccer
- Men's and women's tennis
- Women's volleyball
- Men's and women's golf
- Baseball
- Softball
- Men's and women's cross country and women's indoor/ outdoor track and field
- Men's volleyball competes in the Midwestern Intercollegiate Volleyball Association Conference
- Wellness and intramural sports offices
- For updates of sporting events schedules, visit gomastodons.com

**IPFW Larson Ticket Office**
Athletics Center, Room 126 • 260-481-6555
ipfw.edu/offices/special-events/boxoffice
Monday–Friday 12:30 p.m.–6:30 p.m.; on event days the office is also open 1 hour prior to show
- In addition to the Larson Ticket Office, the IPFW Box Office operates satellite locations in the the Rhinehart Music Center, Williams Theatre, and Studio Theatre that are open for event ticket sales only
- Ticket sales for athletic contests in the Gates Sports Center, music concerts in the Rhinehart Music Center, theatre performances in the Williams and Studio Theatres, and special events in Auer Performance Hall and Rhinehart Recital Hall
- Discount RAVE Movie Passes and Philharmonic Student Memberships
- Forms of payment accepted are cash, check, VISA, Mastercard and Discover

**IPFW Recreation and Wellness**
Gates Sports Center • 260-481-6655
gomastodons.com
Intramurals • 260-481-6617
ipfw.edu/intramurals
Wellness • 260-481-6647
Monday–Thursday 5:30 a.m.–10 p.m., Friday 5:30 a.m.–8 p.m.,
Saturday 8 a.m.–5 p.m., Sunday noon–8 p.m.
- The Student Recreation Center is the site for fitness and wellness services for all IPFW students
- Nautilus and free weights
- Cardio equipment (Life Fitness exercise bikes, EFX elliptical trainers, treadmills, rowing machines)
- 1/9th mile indoor running track
- Three racquetball/wallyball courts
- Three full-sized basketball courts
- Personal fitness and wellness assessments and personal training
- Intramural and recreational sports programs and office
- Wellness and fitness office

**IPFW Health and Wellness Clinic**
Wálb Student Union, Room 234 • 260-481-5748
Please call to schedule an appointment
ipfw.edu/clinic
Monday–Friday 8:30 a.m.–4:30 p.m.
Our staff works with local physicians to meet your healthcare needs and to compliment the services of your primary healthcare provider, with services offered including (but not limited to):
- Minor illness
- Minor injury
- Minor skin condition
- Wellness and prevention
- Immunizations
- Allergy injections
- Physicals
- Travel physicals
**IU Credit Union Branch**

**Teller Office**  
Kettler Hall, Room 198F  
260-481-6263  

**Loan Office**  
Kettler Hall, Room G35  
260-481-6273  
iucu.org  

Monday–Friday 9 a.m.–4 p.m.  
- Deposit and check cashing services for members  
- Personal, auto, home equity, and mortgage loans  
- Certificates and investments  
- Membership open to students, staff, faculty, and all residents or employees in Indiana  
- IU Credit Union and National City Bank ATMs are located in Walb Union  
- The IU Credit Union is a full-service financial institution located right on campus for your convenience

**Library, Walter E. Helmke**

Helmke Library  
260-481-6505  
library.ipfw.edu  

Monday–Thursday 8 a.m.–11 p.m., Friday 8 a.m.–6 p.m.  
Saturday 8:30 a.m.–5:30 p.m., Sunday noon–11 p.m.  

- Virtual tour of the library at guides.library.ipfw.edu/librarytour  
- Laptop and iPad checkout services funded by Indiana–Purdue Student Government Association (IPSGA)  
- The second floor IPFW Learning Commons and Writing Center  
- Beautiful, wired study space on the bridge connecting the library to the Student Services Complex  
- Group study rooms by reservation  
- Friendly user assistance at the Service Desks on the 1st and 2nd floors  
- On- and off-campus access to databases, e-books, and e-journals  
- Subject and course guides at guides.library.ipfw.edu/to point you to library databases and resources  
- IUCAT online catalog access to millions of books and much more  
- Document Delivery Services to bring you library materials that the library does not own  
- ReservesEXpress available 24/7 for course readings at rex.lib.ipfw.edu

**Mastodon Advising Center**

Kettler Hall, Room 109  
260-481-6595  
ipfw.edu/mac  

Monday–Tuesday 8 a.m.–6 p.m., Wednesday–Thursday 8 a.m.–5 p.m., Friday 9 a.m.–5 p.m.  
(Summer) Monday 8 a.m.–6 p.m., Tuesday–Friday 8 a.m.–5 p.m.  
- Provides academic advising for conditional, deciding, ESL, exploratory, and guest students  
- Educates you on degree requirements (academic progress, grade standards, and minimum requirements for graduation)  
- Explains course sequences and how specific courses fit into your program of study  
- Provides help in understanding the General Education requirements and selecting courses  
- Recommends helpful campus resources and services  
- Recommends services for self-assessment, major exploration, and career planning  
- Provides information about campus clubs, organizations, and activities  
- Assists with monitoring student’s academic progress  
- Assists in course registration  
- Coordinates the National Student Exchange program  
- Provides advising for students enrolled in the Crossroads program

**Mastodon Cards**

Walb Student Union Information Desk  
260-481-6611  
ipfw.edu/idcards  

Monday–Friday 7 a.m.–6 p.m.  
- Official university identification card for IPFW students, faculty, staff, alumni, and associates  
- The first Mastodon Card is free, but a $20 fee is charged for any card replacement  
- Certain identification and IPFW Network ID (username/login) are required (see website for details)  
- Current semester enrollment is required to issue a student card  
- Mastodon Cards are automatically valid with each semester registration (retain your card for future IPFW use)  
- Required for Helmke Library, Gates Center, registrar, and bursar services, as well as student activities and athletic events  
- Photocopy savings are automatic when using your Mastodon Card with campus copiers  
- Mastodon Cards are issued with your name, photo, bar
• Visit the Mastodon Card website for many other discounts and services available with your card
• Mastodon Cards take less than five minutes to issue from photo to finished card

Music
Rhinehart Music Center, Room 144
260-481-6714 × ipfw.edu/vpa
Monday–Friday 8 a.m.–5 p.m.

• The Department of Music awards Indiana University degrees in music, as well as a minor in music. A resident faculty of distinguished musicians, scholars, and artists—including outstanding performers from the Fort Wayne Philharmonic, along with more than 20 associate faculty—provide the finest in musical instruction and guidance
• Unique degree offerings, superb ensembles, and a spirit of excitement combine to provide an excellent environment for musical and professional growth.
• Private instruction in all instruments and voice is provided by artist faculty.
• Small classes foster a friendly environment with opportunities for considerable interaction between faculty and students throughout the curriculum. This personal attention is also true of academic and career advising.

National Student Exchange (NSE)
Mastodon Advising Center
Kettler Hall, Room109 × 260-481-6595
nse.org; ipfw.edu/nse
Monday–Tuesday 8 a.m.–6 p.m., Wednesday–Friday 9 a.m.–5 p.m.
(Summer) Monday–Thursday 8 a.m.–5 p.m., Friday 9 a.m.–5 p.m.

• Spend a semester or a year of study at one of just under 200 different colleges and universities
• Choose from locations in the United States, its territories, and Canada
• Remain enrolled at IPFW and pay regular IPFW tuition and fees
• Broaden your cultural and educational horizons during your sophomore or junior year
• Credits earned on exchange count as regular resident credit toward your IPFW major
• Make an appointment today at ipfw.edu/mac

Personal Counseling Services (IPFW/Parkview Student Assistance Program)
Walb Student Union, Room 113 × 260-266-8060
ipfw.edu/counseling
Monday–Friday 8 a.m.–4:30 p.m.

• Offers free and confidential short-term services to all currently enrolled IPFW students
• Facilitates referrals to community agencies for long-term service needs
• Offers group, individual, and couples counseling
• Works with a variety of concerns, including but not limited to: depression, anxiety, relationship issues, substance abuse, and eating disorders
• Available for consultation and outreach services

Physical Plant
Ginsberg Hall, Room 103 × 260-481-6832
Monday–Friday 7 a.m.–5 p.m.

• Work order request center
• Emergency maintenance services
• Custodial services
• Safety issues
• Campus signage
• Salvage and storage
• Space information

Printing Services
Printing Services/Warehouse, Room 104 × 260-481-6801
Monday–Friday 8 a.m.–5 p.m.

• Color or black and white copies
• Résumé printing
• Wide format printing
• Printing for student organizations: banners, posters, flyers
• Full bindery service
• Save your files into PDF format
• Email small files to printsrv@ipfw.edu
• Self-serve copiers in all buildings

Registrar
Kettler Hall, Room 107 × 260-481-6815
ipfw.edu/registrar
Monday–Thursday 8 a.m.–6 p.m., Friday 9 a.m.–5 p.m.

• Provides official and unofficial IU and Purdue transcript services
• Administers, coordinates, and conducts registration and related procedures
• Reports student and course data to IU and Purdue main campuses
• Administers fee-assessment and residency policies for tuition purposes and responding to related appeals
• Collects, processes, and reports final grades
• Processes degrees as recommended by the faculty and awarded by IU and Purdue trustees
• Provides student information for Commencement and distribution of diplomas
• Certifies enrollments, degrees, demographic information, and statistical data
• Coordinates enrollment certification for military students to Veterans Administration
• Publishes the Undergraduate Bulletin, Graduate Bulletin, and Schedule of Classes
• Administers records retention, security, and release policies

Research, Engagement, and Sponsored Programs, Office of
Kettler Hall, Room 252  260-481-4101
ipfw.edu/resp
Monday–Friday 8 a.m.–5 p.m.
• Offers research funding for undergraduates
• Coordinates annual student research symposium
• Provides assistance to faculty in securing internal and external research funding

Resource Center
Walb Student Union, Room 111A (Dean of Students office suite)  260-481-6167
Facebook: The Resource Center at IPFW
Call for office hours
• Provides support services to lesbian, gay, bisexual, transgender, or questioning (LGBTQ) students
• Assists LGBTQ students with personal and academic concerns
• Provides consultation to faculty and staff on LGBTQ student and community issues
• Leads and collaborates on campus-wide educational programs and training about gender identity and sexual orientation issues
• Provides educational services and programs to educate the campus community regarding LGBTQ issues
• Offers educational resources on LGBTQ issues, LGBTQ scholarship information, advocate thank-you cards, and volunteer opportunities

Safe Zone
University-wide
• Support program for lesbian, gay, bisexual, transgendered, or questioning (LGBTQ) students
• A “Safe Zone” office sign on campus indicates that at least one individual in the office has completed a Safe Zone training workshop and will be positive, supportive, and affirming

School of Education, Student Information Center
Neff Hall, Room 243  260-481-6449
ipfw.edu/educ/students
Monday–Friday 8 a.m.–5 p.m.
• Professional staff provides academic advising, teacher testing, student teaching information, and licensing information
• Specific information available includes teacher testing materials, School of Education teacher education programs, and teaching licensure in Indiana and other states
• Employment opportunities

Services for Students with Disabilities
Walb Student Union, Room 113  260-481-6657
ipfw.edu/ssd
Monday–Friday 8 a.m.–5 p.m.
• Provides appropriate academic modifications and services under the ADA
• Provides reader and sign-interpreter services when appropriate
• Offers special test-proctoring services
• Provides academic support to ensure equal access for students with disabilities

Special Events
Walb Student Union, Room 125  260-481-6612
ipfw.edu/special-events
Monday–Friday 8 a.m.–6 p.m. (other times by appointment)
• Event planning, scheduling, and preparation of the Alumni Center, Rhinehart Music Center, Walb Student Union, the International Ballroom, and outdoor facilities for campus activities and private rentals

Student Housing Information
Housing Office  260-481-4180  ipfwstudenthousing.com
Hours vary
• IPFW Student Housing provides apartment-style living for students
• Each apartment is furnished and has a fully equipped kitchen, microwave, garbage disposal, and dishwasher
• Private bedrooms are individually keyed for privacy and set up with high-speed Internet and cable
• Amenities include 24-hour computer labs, community lounge, fitness room, and laundry facilities

Student Life Office
Walb Student Union, Room 210  260-481-6609
ipfw.edu/stulife
Monday–Friday 8 a.m.–5 p.m.
• Promotes co-curricular and extracurricular programs
• Coordinates the new student orientation program (NSO)
• Recognizes student organizations and serves as a planning resource for events
• Offers leadership training and retreats
• Creates and authorizes the co-curricular transcript (CCT) program
• Facilitates community engagement programs
• Serves as a liaison between university administration and student organizations
• Administers the MAP-Works retention program

Student Recreation Center
Walb Student Union, Room 225
ipfw.edu/ipsga
Monday–Friday 9 a.m.–6 p.m. (fall and spring semesters)
• Great place for students to relax or meet friends between classes
• Adjacent to Taco Bell and Pizza Hut food court
• Mastodon Card required for use
• Shuffleboard, billiards, and table tennis equipment can be checked out from Walb Student Union, Room 225
• Shuffleboard, billiards, table tennis, and Pop-A-Shot electronic basketball games—FREE!
• Board games and playing cards—FREE!
• Coin-operated video arcade games
• Available for private rental during weekends and summer months

Studio M
Walb Student Union, Room 220 4 260-481-0114
ipfw.edu/studiom
Monday–Thursday 9 a.m.–11 p.m., Friday 9 a.m.–9 p.m.
Saturday 11 a.m.–8 p.m.
Multimedia assistance with:
• Audio and video editing stations
• 2D/3D graphics authoring
• Interactive media creation
• Web authoring
• High-definition video cameras available for checkout
• Digital SLR camera available for checkout

Testing Services
Kettler Hall, Room 232 4 260-481-6600
Monday–Thursday 8 a.m.–7:30 p.m., Friday 8 a.m.–5 p.m.
Saturday 9–11 a.m.
• Foreign Language placement tests
• Placement testing for incoming freshmen and transfer students
• Proctor site for IPFW and other Distance Learning Courses
• Business K200, K211 and K212 course test out
• Law School Admission (LSAT), SAT, PRAXIS, MAT, CLEP National Testing Center
• Prov National Test Center

University Police
Support Services Building
Emergency: 911
Paying: 260-481-5424
Non-emergency: 260-481-6827
ipfw.edu/police
• Open 24/7 (ticket payments 7:30 a.m.–3:30 p.m., payment drop box available 24/7)
• Traffic regulations are available at various locations around campus in pamphlet racks
• Permits for persons with disabilities are available at the University Police Department
• Permits are required in all staff and faculty lots, obtainable from University Police
• Some (but not all) staff and faculty lots change to open parking after 5 p.m.—read the signs in each lot carefully
• Parking is allowed in dock areas for a maximum of ten minutes for loading and unloading of vehicles
• Parking meters are enforced Monday–Friday, 7 a.m.–11 p.m.

Call University Police at 260-481-6827 for the following services:
• Vehicle jump starts and vehicle unlocks
• Personal escorts anytime

For emergencies, call:
• 911

Emergency Notification Messages:
• Go to my.ipfw.edu to register for campus alerts
• Alert Contact Information will allow the university to notify you of campus situations that may impact you
• In deciding what number to use as your Alert Contact Information, you may wish to consider possible scenarios that could be relayed to that telephone:
  o Weather conditions have closed campus
  o Utility problems have affected all or specific parts of campus
  o A hazardous material incident is affecting campus
  o A hostile activity is affecting the safety of people on campus
• Once registered, your Alert Contact Information will not be used for any other purpose.
• Messages delivered to you will always be brief and informative, and will provide you with directions to ensure your safety

University Relations and Communications (Marketing, Publications, and Web)
Support Services Building 4 260-481-6808
ipfw.edu/urc
Monday–Friday 8 a.m.–5 p.m.
URC is the marketing, public relations, and communications unit for the university. We provide a full range of services for IPFW clients. Marketing specialists, media relations
specialists, writers, designers, photographers, and Web and social media experts partner with you to help meet department goals, strengthen the IPFW brand, and achieve the university’s mission.

In addition to marketing know-how, we also add value through our knowledge of IPFW and higher education.

We can offer help with:

- Strategic marketing and communications
- Brand identity and key messages
- Media relations
- Web design and development
- Copywriting and editing
- Creative design services
- Photography
- Social media and emerging technologies

**Veterans’ Services**

Kettler Hall, Room 104A  260-481-0517
ipfw.edu/military

Monday–Thursday 8 a.m.–5 p.m., Friday 9 a.m.–5 p.m.

- The school certifying official certifies the actual enrollment, tuition, and fees of service members and veterans who are eligible to receive GI Bill Education benefits; reports changes in the enrollment to the V.A., and works with the Bursar’s office to manage the funds paid to the university and the student.
- The Office of Military Student Services assists students with the transition and reintegration issues of returning service members by helping them with the GI Bill application process, Army National Guard and Air National Guard tuition assistance, Indiana National Guard Supplemental Grant, credit transfers, military transcripts, referrals for disability/adaptability issues, and training for faculty and staff.

**Vice Chancellor for Student Affairs and Enrollment Management**

Kettler Hall, Room 172  260-481-6844  ipfw.edu/vcsa

Monday–Friday 8 a.m.–5 p.m. (evenings by appointment)

- The Vice Chancellor for Student Affairs and Enrollment Management is responsible for all activities, services, and programs within Student Affairs as well as general matters pertaining to student life at IPFW.
- The office is responsible for general matters pertaining to student life.
- The office provides assistance in understanding IPFW policies and other university matters.
- Assistance is also provided to students who may experience problems with programs, services, or other aspects of their experience at IPFW and with issues that present challenges to the student success at IPFW.

**Walb Student Union Information Desk**

Walb Student Union, Room 127 (Lobby)
260-481-6611  ipfw.edu/safety

Monday–Friday 7 a.m.–6 p.m.

- Issues Mastodon Cards
- Distributes campus keys
- Fleet management
- General information questions and customer service desk
- Provides refunds for Walb Student Union vending machines
- Provides fax service
- Provides IPFW class and sports schedules, campus and city maps, bus schedules, etc.
- Maintains Campus Fire, Camera, and Access Control systems.

**Williams Theatre**

Williams Theatre, Room 124A  260-481-6551
Box Office: 260-481-6555
TDD: 260-481-4105
ipfw.edu/theatre

Monday–Friday 8 a.m.–5 p.m.

(When the box office is not open, email schultz@ipfw.edu)

- Nationally acclaimed IPFW Department of Theatre maintains two theatre spaces with a production schedule of four to six plays each academic year.
- Admission to regular student shows for students with an official IPFW University ID is free. Students who are interested in working on a show as a crew member, usher, or in the costume shop and/or scene shop are encouraged to contact the Theatre office at 481-6551.
- Throughout the year, Studio Showcase features productions ranging from full length plays and original scripts to dance presentations, monologues, and one-acts centered on popular themes. Studio Showcase allows student and faculty theatre artists the opportunity to realize minimalist productions of theatrical works in the Studio Theatre in Kettler Hall. IPFW students with an ID, along with theatre season Flex-Pass holders, will be admitted free of charge to any of the presentations in the Studio Showcase. All other tickets are $5.
- The IPFW Department of Theatre offers a variety of barrier-free services at the theatre such as handicapped parking and spacious lower-level seating. We also offer sign-language interpreter services during the second Sunday matinee performance in Williams Theatre and the Soundmate Personal Listening System for patrons with hearing loss. The box office is equipped with a Text Telephone Device (TDD) that allows patrons who cannot speak or hear to make ticket reservations.
Women and Returning Adults, Center for
Walb Student Union, Room 120 • 260-481-6029
ipfw.edu/cwra
Monday–Friday 8 a.m.–5 p.m.
• Individual appointments
• Social and educational workshops
• Students With Families series
• Provides information about scholarships for nontraditional students and women
• Newsletter
• Omicron-Psi Honor Society for adult students
• Campus and community resource information and referrals
• Safe Zone (ipfw.edu/safezone) is a support program for lesbian, gay, bisexual, transgendered, or questioning (LGBTQ) students
  o A “Safe Zone” office sign on campus indicates that at least one individual in the office has completed a Safe Zone training workshop and will be positive, supportive, and affirming

Writing Center
Learning Commons, Helmke Library, 2nd Floor
260-481-5740
ipfw.edu/writing
Monday–Thursday 9 a.m.–8 p.m., Friday 9 a.m.–2 p.m., Sunday 1–5 p.m.
• Provides free one-on-one, group, and online writing consultation
• Has laptops available for library checkout (at the Learning Commons desk) for writing and researching papers and presentations
• Helps experienced and beginning students improve their papers for any class
• Consultants help writers brainstorm, focus, organize, and develop their ideas
• Consultants help writers learn how to revise for clarity and style, edit for correctness, and reference sources responsibly
• The Writing Center website (ipfw.edu/writing) provides contact information and links to explanations of our services, handouts, and other writing resources on the Web
• The Writing Center is part of the Center for Academic Support and Advancement (CASA)