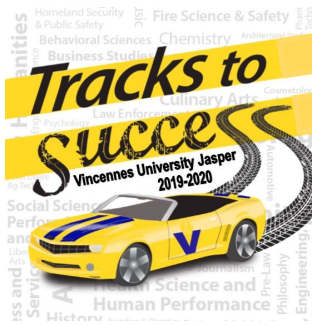


Important Contacts

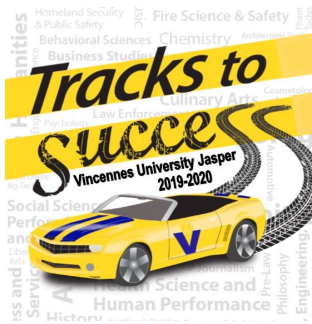
VU Jasper Admissions	812-481-5918
VU Jasper Administrative Office	812-482-3030
Academic Center for Excellence	812-481-5914
Bookstore	812-481-5912
Bistro (campus restaurant)	812-481-5916
Continuing Education	812-481-5937
Counseling Services	812-481-5917
Distance Education Proctor	812-481-5946
Financial Aid	812-482-3030
Library (includes make-up testing)	812-481-5923
Security	812-888-5555 5555 from a campus phone
Student Activities	812-481-5941
VU Jasper Toll Free	800-809-8852
Administrative Office Fax Number	812-481-5960



Important Dates

Fall Semester 2019

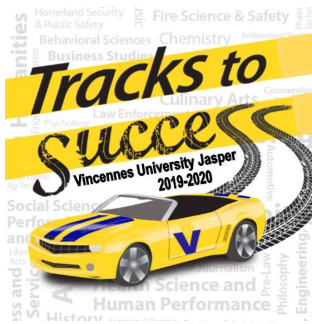
Classes Begin	Monday, August 19
Drop and Add	Monday-Friday, August 19-23
Labor Day (No classes/University closed)	Monday, September 2
Last day for students to withdraw from first 8 week courses without permission	Friday, September 20
Midterm Examinations	Monday-Friday, October 7-11
Begin Advising and Registration for Spring	Monday, October 21
Last day for students to withdraw without permission	Friday, October 25
Last day for students to withdraw from second 8 week courses without permission	Friday, November 15
Last day for faculty to withdraw students for non-attendance	Tuesday, November 19
Thanksgiving Break (No classes)	Tuesday-Sunday, November 26-December 1
Final Examinations	Monday-Friday, December 9-13



Important Dates

Spring Semester 2020

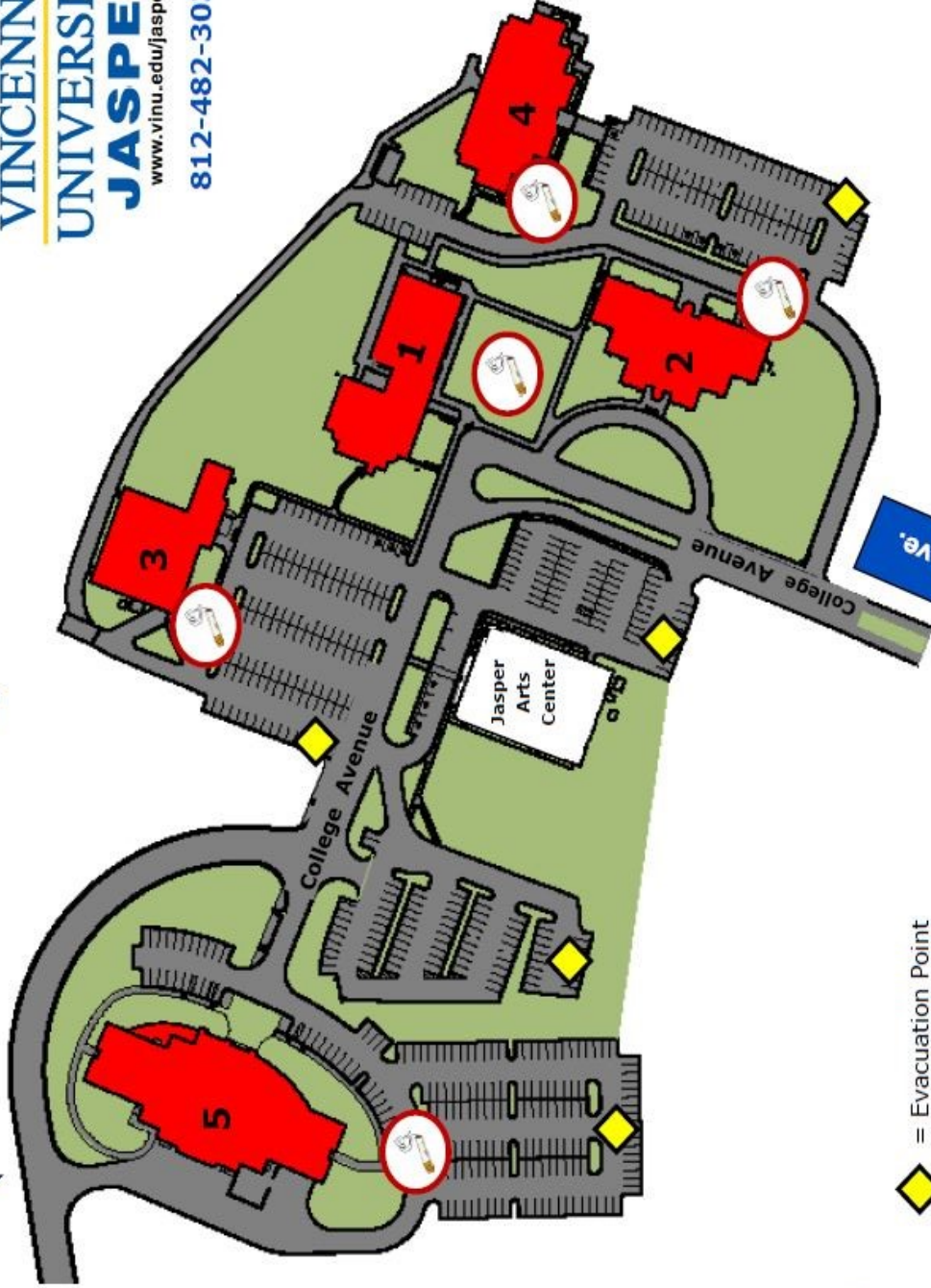
Classes Begin	Monday, January 13
Drop and Add	Monday-Friday, January 13-17
Martin Luther King Day (University closed/No classes)	Monday, January 20
Last day for students to withdraw from first 8-week courses without permission	Friday, February 14
Midterm Examinations	Monday-Friday, March 2-6
Midterm Break (No classes)	Monday-Sunday, March 9-13
Begin Advising and Registration for Fall and Summer	Monday, March 16
Last day for students to withdraw without permission & Graduation Application Deadline	Friday, March 27
Good Friday (No classes/University closed)	Friday, April 10
Last day for students to withdraw from second 8-week courses without permission	Friday, April 17
Last day for faculty to withdraw students for non-attendance	Friday, April 24
Final Examinations	Monday-Friday, May 4-8
Commencement Jasper Campus	Saturday, May 9



Important Dates

Summer Semester 2020

Intersession	Monday, May 11- Monday, June 1
Memorial Day (University closed/No classes)	Monday, May 25
Summer I and 10-week classes begin	Wednesday, May 27
8-week classes begin	Monday, June 8
Last day for students to withdraw from Summer I without permission	Friday, June 19
Independence Day (University closed/No classes)	Friday, July 3
Summer I ends after last class	Tuesday, June 30
Summer II classes begin	Monday, July 6
8-week classes end	Friday, July 31
Last day for students to withdraw from Summer II without permission	Wednesday, July 29
Summer II and 10-week session ends after last class	Friday, August 7



BUILDING LOCATIONS

1— Administration Building

- Administrative Offices
- Bookstore
- Student Services
- Student Lounge
- VUJ Foundation
- Class Schedule Building Code: #433C

2— Habig Center

- Admissions
- Academic Center for Excellence (ACE)
- Library
- Science Department
- Business, Law Enforcement, and Information Technology Departments
- Student Lounge
- Class Schedule Building Code: #51HC

3— Ruxer Student Center

- The Jasper Bistro (Food Service)
- Gym and Weight Room
- Walking Track
- Class Schedule Building Code: #48RSC

4— Jasper Campus Classroom Building (JCCB)

- Lecture Hall
- Student Activities Office
- Student Game Room
- Virtual Hospital
- Student Lounge
- Nursing, Humanities, and Social Science Departments
- Class Schedule Building Code: #52JCCB

5— Center for Technology, Innovation and Manufacturing (CTIM)

- Theater
- CAP Program
- Math Department
- Continuing Education Department
- Student Lounge
- Class Schedule Building Code: #44CTIM



Vincennes University Jasper...

is a community dedicated to personal and academic excellence and growth. Choosing to join this community obligates each member to a standard of ethical behavior as stated in our student creed.

Student Creed

As a Vincennes University student, I commit to a
code of civilized behavior.

I will practice personal academic integrity; I will respect the
dignity of all persons, including myself;

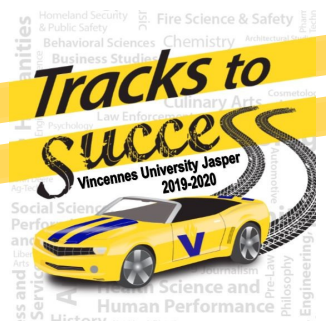
I will respect the rights of others;

I will not condone bigotry;

I will strive for the openness to learn from differences
in people, ideas, and opinions.

I will demonstrate concern for others, their feelings, and their need for
conditions which support their work and development.

Allegiance to these ideals requires me to refrain from behavior
that threatens the freedom and respect every individual deserves.

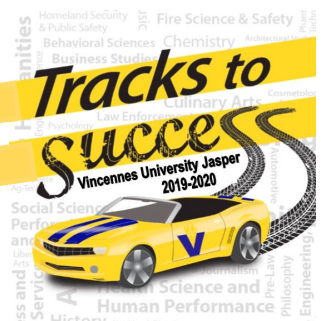


Student Activities

VU Jasper supports a wide range of student clubs and organizations that make a substantial contribution to the social and academic life of our students. The Student Activities office supports this institutional objective to provide a campus environment conducive to the student's personal development by providing various opportunities to develop leadership, pursue personal interests, and find social expression.

Clubs and Organizations:

- ◇ Student Government Association
- ◇ Campus Activities Board
- ◇ Student Nursing Organization
- ◇ Phi Theta Kappa Honor Society
- ◇ Behavioral Sciences Club
- ◇ ...and more!



Get Connected, Stay Updated, & Become Involved

Find and like us on
Facebook at Vincennes
University Jasper

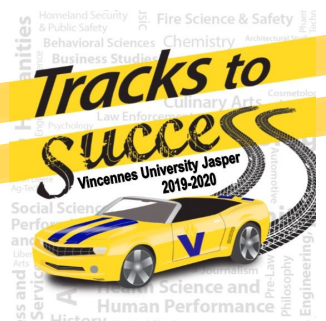


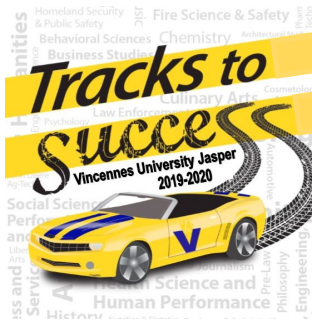
Follow us on Instagram:
VU_Jasper



shutterstock.com • 420838831

To receive texts about
Campus Activities:
Text @VUJS to 81010



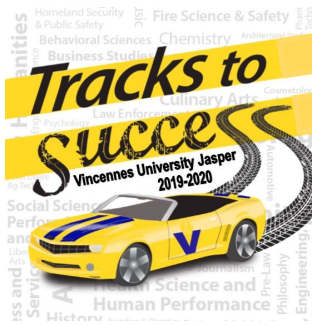


FREE Counseling Services for VUJ Students

Bob Vogler

Licensed Clinical Social Worker

To schedule an appointment,
call 812-482-3030 or
email bvogler@vinu.edu



What is MyVU?

You should have received information from the Management Information Center (MIC) with your MyVU username and password. If you have not, click on MyVU in the upper right hand corner of the VU Jasper home page, then click on [Need Username/Password Help](#) to get it sent to you via email.

How to access:

- www.vinu.edu/jasper → click on MyVU → enter username & password

What you can access:

A. Personal Information

- Answer a Survey
- View Address and Phones
- View/Update E-mail Addresses
- View Emergency Contacts
- Social Security Number Information
- Release of Information Authorization
- Update Ethnicity and Race
- Preferred Email Designation/Confirmation
- Need .edu email?
- Need A Number?

B. Student

1. Registration

- Select Term
- Check Your Registration Status
- Week At A Glance
- View Student Schedule (used the most)
- Student Detail Schedule (includes instructor email address)

- Registration Fee Assessment
- Withdrawal Information
- Registration History

2. Student Records

- View Holds
- Midterm Grades
- Final Grades
- Unofficial Academic Transcript
- Account Summary By Term
- Account Summary
- 1098T Tax Notification
- View Student Information
- View VU Course Catalog
- View VU Class Schedule
- Student Accounts

3. Billing & Statements

- Click here to make payment using Visa, MasterCard, Discover or e-check

4. FAST PASS Bookstore Voucher


- Check here to see if you qualify for a Vincennes University bookstore voucher

5. Blazer OneCard Address/Photo Confirmation

- Click here to confirm your photo ID and the address your VU ID card (Blazer OneCard) will be mailed to. **This step cannot be completed until after class registration.**

C. Blackboard

1. My Blackboard

- Distance Education Start Dates
 - Student Resources
 - Blackboard Technical Support
 - My Announcements
 - Tools
 - Course Lists
- 

D. DegreeWorks

1. Student View

- Test Score Placement
- Degree Requirements
- Optional Course Requirements
- University Core Curriculum
- Core Area Electives
- Intensive Requirements
- In-Progress

2. What If (to explore degree requirements if you would change your major)

- What-If
- Choose Degree (ex: Associate in Science)
- Choose the Effective Catalog (most recent academic year)
- Choose Major
- Select "Process What-If" Button

E. Financial Aid

1. Financial Aid Status

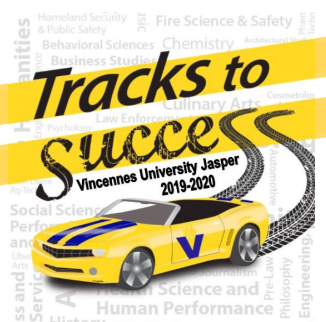
- Cost of Attendance
- Awarded
- Academic Transcript
- Academic Progress
- Account Summary
- Financial Aid History

2. Eligibility

- Student Requirements
- Academic Progress
- Holds

3. Award

- Award for Aid Year
- Decline Award Offer
- Award Payment Schedule
- Award History
- Loan Application History



4. Email University Financial Aid

5. General Financial Aid

- Financial Aid Application
- Financial Aid Links
 - 1) Download Financial Aid Forms
 - 2) Federal Aid Application or Renewal Application
 - 3) General Scholarship Search Tools
 - 4) Government Services
 - 5) General Financial Aid Information
 - 6) National Student Loan Data System
 - 7) Department of Education Information
 - 8) Mapping Your Future

Example on how to view your schedule on MyVU :

Log into MyVU; Go to the **Quick Links** Tab; Under **Academic** click on **Your Class Schedule**; Select Term; Submit.

Example on how to view your grades on MyVU:

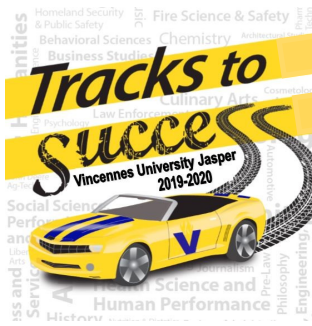
Log into MyVU; Go to the **Quick Links** tab; Under **Contact Information, etc.**, select **Student Self Service**; Click on **Student Records**; Click on **Final Grades**; Select Term; Submit.

Example on how to find academic advisor & major on MyVU:

Log into MyVU; Under **Contact Information, etc.**; Click **Student Self Service**; Click on **Student** tab; Click on **Student Records**; Click on **View Student Information** – it will show advisor, major, etc.

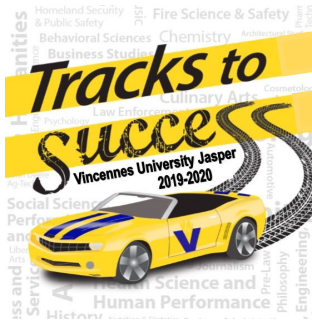
Example on how to view Jasper class schedule online:

Go to vinu.edu/class-schedules; Scroll down and select “**Click Here to View Class Schedule**”; Select term and click “**Submit**”; Under “**Subject**” highlight all departments; Select “**Jasper**” from “**Campus/Delivery**” section; click “**Class Search**” button. This will pull up all courses offered at Jasper for the selected semester.



Checklist - Student Financial Services

- ___ File your FAFSA - www.fafsa.gov.
- ___ Review your address on your MyVU account. Update in the Administration Office if it has changed since applying.
- ___ Watch for a mailed or emailed missing information letter.
- ___ Complete any missing documents.
- ___ Check your financial aid status on your MyVU account.
- ___ Complete and submit any missing or incomplete documents.
- ___ Make sure final high school transcripts are sent to VU.
- ___ Attend START VU Jasper orientation session & register for classes.
- ___ Take student ID picture for Blazer OneCard.
- ___ Review student bill and aid package in your MyVU account
- ___ Accept student loans (if needed).
 - ___ Accept full or partial loan amount on MyVU.
 - ___ Complete Entrance Counseling at www.studentloans.gov.
 - ___ Complete Master Promissory Note (MPN) at www.studentloans.gov.
- ___ Apply for parent PLUS loan (if needed).
 - ___ Complete application at www.studentloans.gov.
 - ___ Complete master promissory note if approved.
- ___ Set up parents/authorized payers for bills on MyVU.
- ___ Activate Blazer OneCard.
- ___ Review bill and aid package.
- ___ Pay bill by 1st day of the month that classes begin - either full amount or 1/3 of balance left after financial aid amount.



Helpful Financial Aid Websites

Federal and State Financial Aid

- **FSA ID – <https://fsaid.ed.gov>**
Create your FSA ID username & password. Student and a parent should each have one.
- **FAFSA – www.FAFSA.gov** – Free Application for Federal Student Aid
Toll free for FAFSA help & questions: 1-800-433-3243
- **STATE – www.in.gov/che**
Click on **ScholarTrack** under “Online Services” for your state award status & college choice
- **LOANS – <https://studentloans.gov>**
Master promissory note, entrance counseling, parent PLUS loan applications
- **NSLDS – https://nslds.ed.gov/nslds_SA/**
National Student Loan Data System – you will need your FSA ID to access information.
- **USEFUL INFORMATION – www.studentaid.ed.gov**
- **RELIABLE SCHOLARSHIP SITE – www.fastweb.com or www.finaid.org**

Vincennes University (FAFSA School Code 001843)

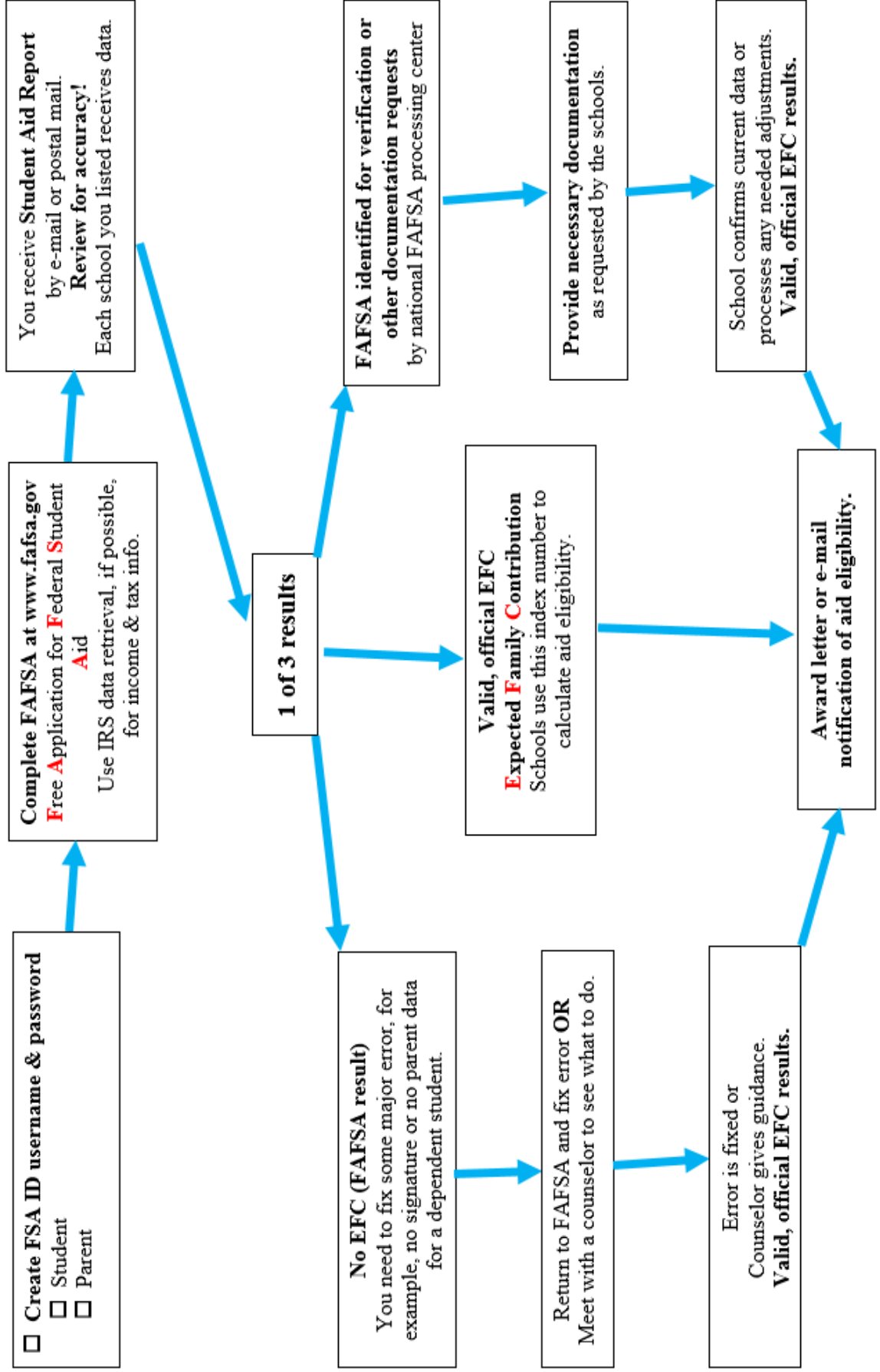
VU Financial Aid Office: 812-888-4361/FAX: 812-888-4261

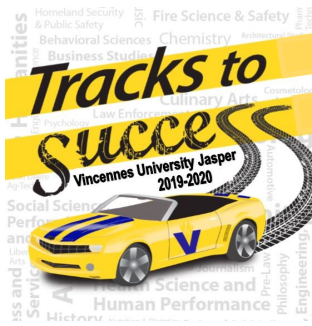
Jasper Office: 812-482-3030

www.vinu.edu/financial-services



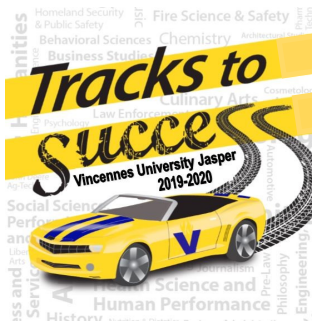
FAFSA Flowchart





Financial Aid Timeline

- **Accepted aid pays to account: 7 days before semester starts.**
*Assuming all requirements are met and you are not a first-time borrower.
Additional amounts pay as late-start classes begin.*
- **Books can be charged to your account: Thursday before semester starts.**
Assuming you have excess aid with all requirements met.
- **Being withdrawn from classes for nonattendance or dropping classes during first 4 weeks of semester can cause aid reductions.**
- **Pell “census date” or lock-in date: 5th Monday of the semester.**
*Enrollment level on this date determines Pell grant level except for MEP.
Drops/withdrawals after this do not reduce Pell grant amount.*
- **First-time borrower loans pay to account: 30 days from first day of semester.**
Assuming all requirements are met and student is still enrolled in at least 6 credits.
- **Being withdrawn for nonattendance or withdrawing from all classes:**
If this happens before 60% of the semester has passed, we have to recalculate aid eligibility. VU has to return partial aid to the U.S. Department of Education – resulting in a student bill owed to VU.
- **End of semester: If you earn no credits (all Fs and Ws), VU may have to recalculate aid.**
Professors report last date of attendance. If this is before 60% of semester has passed, we have to recalculate aid eligibility. VU may have to return partial aid to the U.S. Department of Education – resulting in a student bill owed to VU.



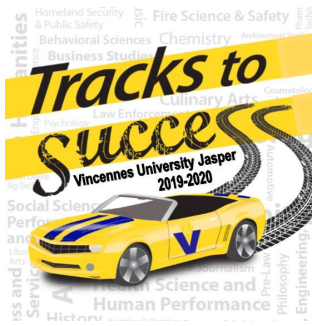
What is a FAST PASS?

A FAST PASS is a document that allows you to use your **credit balance** on your account to purchase books and, in some cases, supplies at the campus bookstore. These charges will appear on your student account. You must either have a credit balance on your student account or be a first-time borrower with sufficient aid monies to pay your account with an excess left for books. First-time borrower money disburses 30 days from the start of class. First-time borrowers may use up to the budgeted amount, as shown on the award letter, for books only. **NOT ALL students who receive financial aid will have a credit balance to qualify for a FAST PASS.**

If you have any outstanding requirements for financial aid, you will **not be allowed** to use the FAST PASS. If you are in verification, not meeting standards of academic progress, do not have final high school transcript on file, have incomplete prior grades or any other issue that will hold up the disbursement of aid, you will **NOT** be able to use the FAST PASS until all issues have been resolved. If you are a first-time borrower and need to use your loans for your credit, you must accept your loan on your MyVU account and complete a master promissory note and entrance counseling as required by the U.S. Department of Education.

A FAST PASS is printed from your MyVU account. After you log in, scroll down on the “My Access” column on the left and look for the link for “FAST PASS.” The link is usually active the Thursday morning prior to the beginning of class through the Tuesday evening of the second week of classes. Please take this time to purchase your books. If you wait and want to purchase books after this time, your refund may be delayed.

Please note: if you have a third party authorization for your books, be sure the proper paperwork has been submitted by your provider. This is the responsibility of the student.



Financial Aid Refunds

Refunds begin processing two weeks after the start of your classes. **Refunds are available only to students whose financial aid exceeds the amount of their charges.**

Do not borrow more loans just to get a refund for things you want but really do not need.

You can watch for your refund on your MYVU account. You will see a code on your account that states “Refund” and it will bring the account to zero. We send our refunds to a company called BankMobile. You must have activated your preference on **blazeronecard.com** in order to receive your refund in the way you want. Please note, you must complete any of BankMobile’s requirements to be able to have your money ready. If you choose the VibeAccount (Blazer OneCard), be sure you have verified your identity. If you are having trouble with this process, please let us know. If you choose another bank account, be sure you have provided the correct banking information.

You may see some of your Pell or SEOG grant reversed from your account prior to refunds. We allow you to use these financial aid credits for your books, but the U.S. Department of Education requires us to reverse any aid for courses which you are not currently attending. This process takes enrollment hours down to attending hours. VU will reverse the aid at the beginning of the second week. Do not be alarmed; you will receive the additional money once you are attending the class that starts later. You will still see this amount in the authorized column of aid on your MyVU bill and financial aid account.

All you need to know about refunds!

Look for your Refund Selection Kit. It looks like this:



Once it arrives, simply follow these steps to make your refund preference selection:

1. Visit BlazerOneCard.com
2. Enter your Personal Code
3. Select how you'd like to receive your money

Your options for receiving your refunds are:

ELECTRONIC DEPOSIT TO ANOTHER ACCOUNT

Money is transferred to another account the same business day BankMobile receives funds from your school. Typically, it takes 1 – 2 business days for the receiving bank to credit the money to your account.

ELECTRONIC DEPOSIT TO A BANKMOBILE VIBE ACCOUNT

If you open a BankMobile Vibe account (upon identity verification), money is deposited the same business day BankMobile receives funds from your school.

Q&A's

What kinds of money might I receive from VU?

The most common type of money BankMobile disburses to students are funds left over from financial aid awards, loans or grants after tuition has been paid. Students receiving these funds have usually requested this additional support to help with books and living expenses. Other types of money may include reimbursement for tuition overpayment or a dropped class. BankMobile uses the term "refund" but VU may have another name for these funds, such as a disbursement, residual or a stipend.

Why am I getting a Personal Code?

You will use your Personal Code to make your refund selection at BlazerOneCard.com.

How will I get a Personal Code?

You will receive your Personal Code in the mail at your primary address on file with VU. Just look for the bright green envelope and please make sure your address is up to date.

How is my money delivered?

Delivery of refund money is a multi-step process. First, VU draws funds from the respective loan and/or grant provider and applies it to your student account. Once this information is verified, it is sent to BankMobile. Once the specific refund information is received, it is processed and disbursed according to your selection.

Can I change my preference for receiving money from VU?

Yes. Just log in to BlazerOneCard.com and select "refund preferences" from the "Refund" menu option. Once on the page, simply make your new selection and click the "Update Preference" button to complete the process. Be aware that your new selection will only affect future money you receive from VU.

How will I know when my money has been sent?

BankMobile will send you an email to the address you entered during setup. You can also view the status online at BlazerOneCard.com.

Why am I getting a card?

This card will serve as your official Student ID. Please keep this card for on-campus use. Additionally, if you make your refund preference selection and choose the BankMobile Vibe account, the card will be activated for use as a Debit MasterCard® and linked to your Vibe account.

What is the BankMobile Vibe account?

Designed exclusively with students in mind, BankMobile Vibe is a checking account that offers the power to bank anywhere, anytime. Plus, there's no monthly fee for students.

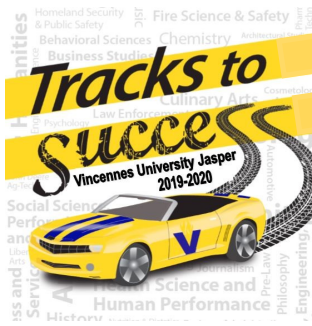
If you choose to open a BankMobile Vibe account, it is

important to note that the BlazerOneCard Debit MasterCard is not a credit card but rather a Debit MasterCard linked to your BankMobile Vibe account.

What if I have additional questions?

You can get easy answers anytime by using our online FAQ database. You can also call the number on the back of your card.





Student Complaint Policy

The Complaint:

The complaint is a written concern or formal document of student dissatisfaction related to lack of fairness or denied access to what is deserved; the student complaint may reflect concerns about University personnel, services, or processes that should be investigated, clarified, and resolved.

Informal Complaints may be addressed to any staff, faculty or supervisor, as appropriate to the concern. If the informal process does not resolve the concern, students may submit a formal complaint. A verbal complaint that is resolved will not be tracked.

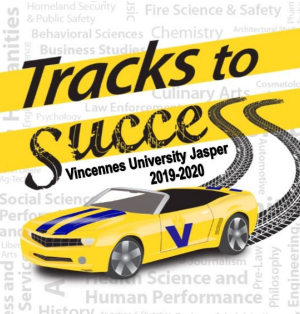
Formal Complaints are defined as those written and signed by the student. Complaints received by the student are regarded as written and signed when they are sent on the student's preferred University e-mail address or come to the Dean of Students Office for assistance. If a complaint is submitted without a student's name, the complaint will not be considered. Formal complaints will be tracked to ensure action has been taken.

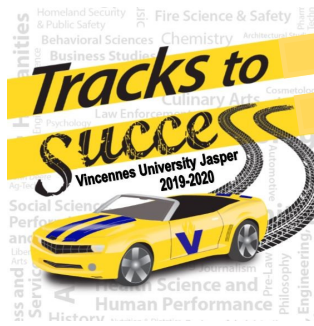
When initiating a formal complaint, the following steps should be followed:

- Be sure you have attempted to resolve the issue by speaking directly with the individual(s) or office(s) involved.
- Complete and submit a VU Student Complaint Form (these should be submitted online or to the Dean of Students Office).
- When the complaint is received it will be forwarded to the appropriate individual to review and address the issue.
- The formal complaint procedure is set up to take no more than 50 business days. To have remedy under the formal complaint process, complaints must be filed within 30 days of the incident. Complaints filed more than 30 days after the incident will not be accepted.
- After your concern has been addressed, you will receive correspondence documenting the receipt and review of your complaint. Notice of the formal complaint will be in writing within five business days of the receipt of the decision from the hearing process.

All formal complaints must be submitted within 30 days of a particular incident using the VU Student Complaint Form: both Academic and Non-Academic Forms are available online and through the Dean of Students Office – <https://www.vinu.edu/web/dean-of-students-office/student-complaint>. Please consult the VU catalog for information regarding issues or concerns that are not covered by the Student Complaint Policy, such as sexual harassment or grade appeal. Student-to-student complaints are addressed in the Student Code of Conduct and the ResLife Handbook. For guidance, students may also contact the Dean of Students Office.

SPECIAL NOTE: Sometimes VU students find they are particularly pleased with how something has been handled for them, how they were assisted by a particular staff or faculty, the positive experience they had in a specific class, or some other activity at VU. As a student you should know that the same “Student Complaint Form” that is used to lodge a concern, can also be used to provide a written compliment or note of appreciation. In this case, the process for submitting the form is the same as for filing a formal complaint.





Frequently Asked Questions

Q: Does VUJ have an attendance policy?

A: Yes, a student may be dropped from a class for non-attendance regardless of what the student is earning in the class. According to the University Catalog, students benefit most from the people and facilities through proper and adequate class attendance. Consequently, missing class for any reason is an absence. When absences result from an approved and required University activity, they will not be counted against a student, and the work missed may be made up. Also, students who miss class hours totaling twice the number of credit hours awarded for the course, or the equivalent of two weeks of class instruction, are eligible to be dropped from class. For more information, see the University Catalog or your Professor.

Q: Is academic tutoring free?

A: Yes! FREE tutoring is available in almost every subject. The Academic Center for Excellence (ACE) has professional and peer tutors to help students succeed in college. Contact the Academic Center for Excellence in the Habig Building at 812-481-5914 to make arrangements.

Q: Where can I find a work-study job?

A: There are many work-study positions available on campus. Eligibility for work-study is determined by FAFSA. If you qualify for work-study, visit the Administrative Office to inquire about open positions. Students can work in offices across campus such as the Library, Academic Center for Excellence, The Bistro, Admissions, Student Services, and the Ruxer Student Center.

Q: What is there to do here?

A: Plenty! The Student Activities Office offers something for everyone from educational, inspirational, to social and physical. Check your email, VUJ social media, and flyers around campus for student activity updates. Make sure to visit the Student Activities Office and game room located in the JCCB building.

Q: Is there a place to eat on campus?

A: Absolutely! In addition to many snack and vending machines throughout campus, The Bistro offers a variety of a la carte items and daily lunch specials between 10:30 am and 1:30 pm. The Bistro is located in the Ruxer Student Center across from the Indiana Baseball Hall of Fame.

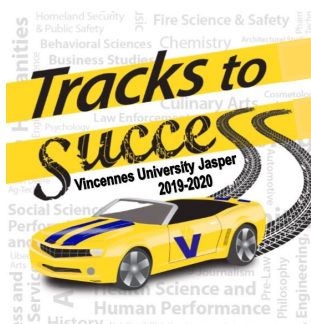
Q: Where do I buy my books?

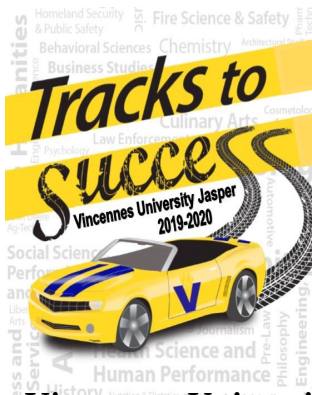
A: The VUJ Bookstore is located in the lower level of the Administrative Building and is open from 8:00 am – 6:30 pm Monday through Thursday, and 8:00 am – 4:30 pm on Fridays. The Bookstore offers textbook rental programs, digital textbooks, and traditional textbook options. The VUJ Bookstore is the official source for Vincennes University Jasper apparel, mugs, hats, and required class supplies. The VU Jasper Bookstore accepts cash, check, Discover, Visa, and MasterCard for bookstore purchases.

How do I schedule my classes?

A: You will be assigned a faculty advisor. She/He will assist you in scheduling the courses required for your major. When scheduling classes, keep the following tips in mind:

- Use DegreeWorks as a tool to prepare for your appointment with your academic advisor. Select classes that fit your schedule and degree.
- Watch for abbreviations (T=Tuesday and R=Thursday).
- Space out your classes based on the amount of reading/ work that is required.
- Most science classes have a lecture and a lab - schedule accordingly.
- Be sure not to overlap class start and end times.





Glossary of Terms in Higher Education

Vincennes University Jasper Buildings:

CTIM- Center for Technology, Innovation and Manufacturing

JCCB- Jasper Campus Classroom Building

JC- Administration Building

HC- Habig Center

RSC- Ruxer Gym

Academic Advisor: A member of faculty who helps and advises students purely on academic matters.

Academic Standing: A student's academic standing is determined by the Grade Point Average (GPA) or quality point average earned each semester in relation to their cumulative attempted quality hours. Students who do not meet the minimum GPA required will see a decline in their academic standing.

Academic Year: Usually extends from late August/early September through late May/early June. Depending on the institution, it may be divided into terms of varying lengths: semesters, trimesters, or quarters.

Accreditation: Approval of colleges and universities by regional accrediting bodies and nationally recognized professional associations.

Add/Drop: A process at the beginning of the term when students can change their course schedules, adding or dropping classes with the instructor's permission.

Associate Degree: The degree awarded after a two-year period of study, which can be either terminal (vocational) or transfer (the first two years of a bachelor's degree).

Attendance Policy: Students are required to attend each class. If a student misses the equivalent of two weeks of class instruction, the student may be dropped from the course by their instructor.

Bachelor's Degree: The degree awarded upon completion of approximately four years of full time study in the liberal arts and sciences or professional subjects.

Board of Trustees: The policy making and governing body of a college.

Bursar: The person or office who manages the finances at a college. Students pay the bursar for room, board, tuition and fees.

Catalog: The university catalog includes a list and description of degrees and courses offered, student policies & procedures, and other matters relevant to the operation of a university. The Vincennes University catalog is available online at www.vinu.edu/catalog.

Certificate: College certificate programs prepare students to obtain the professional certifications they need to gain employment or advance in their careers. Most certification programs take a year to complete.

Class Levels: Freshman, completion of 1-30 credit hours; Sophomore, 31-60 hours; Junior, 61-90 credit hours; Senior, 90 + credit hours.

Code of Conduct: Establishes standards of student behavior for students and student organizations at the University.

Concentration: An area of emphasis within a major. Concentrations do not appear on diplomas, but are printed on the academic transcript.

Core Requirements: Compulsory courses required for completion of the degree.

Co-requisite: Two classes that must be registered for and taken during the same semester.

Example: BIOL 100 and BIOL 100L (lab) must be completed in the same term.

Course: Regularly scheduled class sessions of one to five hours (or more) per week during the term. The courses offered by an institution are usually assigned a name and a number for identification purposes.

Credits: The units that institutions use to record the completion of the courses of instruction (with passing grades) that are required to complete an academic degree. Credits can also just be called hours.

CRN (Course Reference Number): A unique 5 digit number that identifies a particular course and section offered for the term. *Example*: English Composition I- **16575 (CRN)** – ENGL 101 – JO1

Dean: Director of highest authority within a certain professional school or college of a university.

Degree: Diploma or title conferred by a college, university, or professional school upon completion of a prescribed program of studies.

Degree Planner: A plan that outlines the courses you should take each semester to complete your degree. Your planner is located in your MyVU account in DegreeWorks.

DegreeWorks: Serves as a tool for class registration. Students are able to see what courses are required for their degree, when they are offered, and track their progress toward degree completion.

Direct Subsidized loan: Loan offered through financial aid that must be paid back to lender with interest. Interest does not accrue as long as student remains enrolled at least half-time or for the first six months after you leave school.

Direct Unsubsidized loan: Loan offered through financial aid that must be paid back to lender with interest. Interest accrues as soon as loan is released to the student.

Disability Services: Accommodations are available to qualified students with disabilities who initiate the process. To discuss special academic accommodations, you will need to meet with the Director of Student Services at the Jasper campus.

Electives: Courses that students may choose to take for credit toward their intended degree, as distinguished from courses that they are required to take.

Faculty: The members of the teaching staff of an educational institution.

Family Education Rights and Privacy Act (FERPA): A federal policy that prevents any administrative department and all university personnel from discussing a student's confidential information (academic, financial or otherwise) without first receiving written permission from that student.

FAST PASS Bookstore Voucher: A student may be eligible to use financial aid toward textbook costs in any Vincennes University bookstore if they are awarded more aid than their tuition costs. FAST PASS vouchers are available the Thursday before the semester starts.

Federal Work-Study: Students may qualify through financial aid for an on campus work-study job. Money is earned by hours worked and does not have to be repaid.

Financial Aid: A general term that includes all types of money, grants, loans, and work-study programs offered to a student to help pay tuition costs and living expenses.

Free Application for Federal Student Aid (FAFSA): Current & prospective college students must prepare this annually in order for the university to determine eligibility for student financial aid. You should complete it online at www.FAFSA.gov. To be considered for state aid, you will need to complete it before April 15th every year.

Full-Time: A student who carries at least a minimum number of credits in a term. To be considered full-time during a semester, a student must be enrolled in at least 12 credit hours.

Grade Point Average (GPA or Quality Point Average/QPA): An average academic score based on a 4-point scale of points earned by the letter grade received and the total number of credit hours attempted. (A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, D = 1.0, F = 0, WF = 0)

Graduate: A student who has completed a course of study, either at high school or university level. A graduate program is generally open only to students who have completed an undergraduate program. A graduate program leads towards a master's or doctorate.

Grants- Type of financial aid that does not have to be repaid. Eligibility is determined through FAFSA.

Independent Study: Studying a subject for credit without traditional classroom instruction.

Interdisciplinary: Programs or courses that span two or more academic areas.

Liberal Arts: A term referring to academic studies of subjects in the humanities, the social sciences, and the sciences. Also called “liberal arts and sciences” or “arts and sciences”.

Major: The subject in which a student wishes to concentrate for an undergraduate degree.

Master’s Degree: Degree that follows the Bachelor’s degree. It usually is a two-year program, although in some areas programs may be shorter (only one year) or longer (up to three years). It may require the completion of a thesis or presentation of a final work (in studio arts’ programs, for instance) or directed practical training.

Midterm Exam: An exam administered after half the academic term has passed, which cover all course material up until that point.

Minor: A subject in which the student takes the second greatest concentration of courses.

Orientation: Programs that help new students become familiar with a school before classes begin.

Petition to Graduate: Document that students must complete with their academic advisor to ensure they have all degree requirements met. This form is required in order to graduate and should be completed by midterms during the student’s last semester.

Pre-requisite: Program or course that a student is required to complete/pass before being permitted to enroll in a more advanced program or course.

Provost: A college’s chief academic officer.

R - R on a college schedule typically means that a class is taking place on a Thursday.

Example: Monday-M Tuesday-T Wednesday-W Thursday-R Friday-F

Registration: Process through which students select courses to be taken during a quarter, semester, or trimester.

Satisfactory Academic Program (SAP): This is a requirement used by Financial Aid to determine that students are making reasonable academic progress each semester towards completing a degree program. The criteria include GPA, PACE (which outlines a minimum completion percentage of hours attempted), and limits to the maximum time frame for enrollment. Each college may have their own SAP criteria.

Scholarship: A study grant of financial assistance, usually given at the undergraduate level that may be supplied in the form of a waiver of tuition and/or fees.

Section Number: A number used to distinguish the same class taught on different days, times, location, or by a different instructor, which provides more opportunities to take the same class. *Example*: ENGL 101 (Course #) - JO1 (Section #)

Selective Readmission: When a student is academically disqualified, they must complete a readmission review form to be considered for selective readmission. If a committee approves, normal policy will be waived and the student can be readmitted.

Semester: Period of study approximately 15 to 16 weeks in duration, usually half of an academic year. Typically called Fall & Spring semesters.

Support Services: Services on a college campus designed to help students. Often colleges have support services in various areas including: academics, health, social, financial aid, and career services.

Syllabus: An outline of topics to be covered in an academic course.

Transcript: A certified copy of a student's educational record containing titles of courses, the number of credits, and the final grades in each course. An official transcript also states the date a degree has been conferred.

Transfer: The process of moving from one university to another to complete a degree.

TSAP (Transfer Single Articulation Pathways): An agreement among several Indiana state educational institutions that apply all the credits earned for the student's associate degree toward the related baccalaureate degree so that the student may begin the baccalaureate degree as a junior status student. Students must complete at least 30 credit hours at a 2.0 GPA (although some 4 year institutions require higher for admission).

Tuition: The money an institution charges for instruction and training (does not include the cost of books).

Undergraduate: A student enrolled on a bachelor's or associate's degree program.

Withdrawal: The administrative procedure of dropping a course or leaving an institution.

