



**PARENT &  
FAMILY  
SERVICES**  
VINCENNES  
UNIVERSITY  
[WWW.VINU.EDU/PARENTS](http://WWW.VINU.EDU/PARENTS)



# WELCOME GUIDE 2019 2020

# WELCOME TO THE FAMILY



Vincennes University is committed to parents, families, student mentors, and embracing each of you as valued partners in your student's educational process. We are excited that you have chosen to be part of the VU Family!

Vincennes University is a place where students have the opportunity to learn, grow, and realize their dreams. Both inside and outside the classroom - our resources abound - from free academic tutoring labs and individual tutoring (in almost every subject), to our Counseling Center, Student Success Center, and our VU Career Center. In addition, we offer many clubs and organizations to help your student find their place on campus.

Staying on track and staying connected has never been easier! Sign up for the monthly E-newsletter at [vinu.edu/parents](http://vinu.edu/parents). Join the conversation with other Trailblazer families on Facebook at [facebook.com/groups/vuparents](https://facebook.com/groups/vuparents).

One of the greatest challenges parents, families, and mentors face is how to support their student once they enter college. This guide is designed to provide information for VU Parents and Families about campus services. I highly encourage you to check out our online resources which include an academic calendar/handbook, campus phone numbers, list of student resources, and upcoming events for parents and families. I encourage you to attend New Family Orientation during Welcome Weekend in the fall, join the conversation on Facebook, sign-up to receive our monthly newsletter, and don't be afraid to contact me with questions. I can be reached at 888-852-3940, 812-888-5004, or [parents@vinu.edu](mailto:parents@vinu.edu). We share in your excitement and look forward to serving you in the next few years as this new chapter unfolds.

\*This guide has been published by the Office of Parent and Family Services\*

Visit: [vinu.edu/parents](http://vinu.edu/parents)

Contact Information: [parents@vinu.edu](mailto:parents@vinu.edu),  
812-888-5004, or toll free at 888-852-3940

[vinu.edu/parents](http://vinu.edu/parents)



## WE ARE VINCENNES UNIVERSITY

Founded in 1801, Vincennes University is Indiana's first college.

VU is accredited by the Higher Learning Commission and is a member of the North Central Association of College and Schools (NCA). VU maintains accreditation with the commission through participation in the Academic Quality Improvement Program (AQIP).

Vincennes University is known for its focused, quality education with students attending from all across the globe. VU helps students prepare for well-paying jobs through certificate programs, associate degrees, and bachelor degrees. Many students choose to invest two years of study at VU and then transfer to a four-year college. No matter what option your student pursues, starting at VU first can save thousands of dollars in tuition and housing costs.



The Vincennes Campus is located in the agricultural heartland of Southwestern Indiana. This quiet, peaceful, and safe campus provides students with all of the elements needed for a complete college experience including the Jefferson Student Union, Donald Bell Student Recreation Center, Aquatic Center, Residence Halls, Shake Learning Resource Center, clubs, organizations,

athletics, intramurals, and free tutoring labs – just to name a few.

Our motto is 'Learn in Order to Serve' and VU provides students with an ideal environment to achieve their academic goals. Small classes allow students to have the personal attention that is often only found at more expensive private colleges. This focused teaching environment seeks to foster students to achieve their full potential both personally and academically.

# TIPS FOR PARENTS AND FAMILIES

- 1.** Make sure your student knows that while change is exciting, it can also be quite stressful. Whether your student is a first-time freshman, transfer student, or a commuter, acknowledge the impact of this change.
- 2.** Engaged students tend to stay and finish their degree. Encourage your student to attend that special event or get involved in a club. Getting outside the classroom can help students feel connected to our vibrant campus life, and can be a great resume builder too!
- 3.** Chances are your student has a full plate with school, work, social activities, and other involvements. Talk about visits home, commuter schedules, and family visits to campus. It is important for all students to make connections.
- 4.** Learning to deal with their new freedom and independence is one of the biggest adjustments for students during their first year. You may also need to compromise on rules related to curfew, chores, meals, and visitors when your student is home. For commuters, it is important to allow them more freedom to stay longer on campus to study, catch dinner with a friend, or attend an activity.
- 5.** Promote an on-campus job. This will ensure regular engagement with faculty and staff. Your student will be involved with communication on campus and have a better opportunity finding their place within the student body. Students should attend the Job Fair which is held at the beginning of each semester by our VU Career Center.
- 6.** Classes can be delayed or canceled due to inclement weather. While this rarely happens, stay updated at [www.vinu.edu](http://www.vinu.edu) or 812-888-7979. Students can also sign up to receive E-text alerts via their MyVU account.
- 7.** Encourage your student to get to know his or her academic advisor. Many times this connection can lead to summer internships, networking opportunities, or just a person your student can talk with about goals. Scheduling classes early will also provide the best class selection options.
- 8.** Guidance and direction from you is never outdated. Just remember your student is coming into their own and will ultimately need to make their own decisions. How you respond can dictate how much they tell you in the future.
- 9.** Show your support! Attend Family Weekend, a sporting event, a theatrical production, and plan a visit with your student.

## CAMPUS POLICE AND SAFETY

Location: Vincennes University Police Department (VUPD) at Second and Center Streets, 812-888-5555

We understand your concern for the safety and security of your student while they are away at school. We take our responsibility serious to promote a campus environment that is safe for all. VU emphasizes crime prevention programs, victim advocacy, improved security measures, and enforcement as tools in creating an ideal academic environment conducive to education and personal growth.

However, we believe that safety is everyone's responsibility. If anyone



sees something suspicious, it should be reported to VUPD immediately. Many safety tools are already in place and VU continually assesses crime prevention programs and new technologies to keep your student safe. Resources include camera security-systems inside and outside buildings including residence halls, emergency call boxes with direct links to campus police, a 24/7 escort service, a student complaint form located under the Student Right to Know tab at [www.vinu.edu](http://www.vinu.edu), and the E-text Alert System. The E-text Alert System is available to all students. Students can add multiple contact avenues, including your information. Occasional test messages, emergency notifications including weather-related information, and class cancellations are reported

## INCLEMENT WEATHER INFORMATION

Weather awareness is always advisable for your safety. VU monitors the forecasts and conditions so if announcements are required, please be aware of VU weather reporting procedures. When Vincennes University delays or cancels classes and/or office hours due to dangerous weather and road conditions, announcements will be distributed using a variety of methods. By referring to this guide you will be assured of receiving this safety information in the most timely and accurate way. Every effort is made to release schedule adjustments with as much lead time as possible.



## E-ALERTS

Among the notification methods are optional E-Alerts. Your student can choose to receive these alerts in the form of text messages, MyVU emails, and/or voice messages. Students can sign up for E-Alerts, access their MyVU account, scroll to the bottom of the page, click "Sign Up for E-Alert," and provide the requested data. Current subscribers should log in to verify their information is up to date. Students can also add list a parent, guardian, or mentor in the E-text Alert Notification System for those wishing to receive these updates. Please note individual cell phone carriers differ and this may affect how quickly E-Text Alerts are received.

## UNIVERSITY-AFFILIATED INFORMATION SYSTEMS

We appreciate the cooperation of area radio and television stations and their respective web sites in posting VU announcements. As a reminder, University-affiliated stations and information systems include:

### Campus Weather Info Lines:

Vincennes Campus: 812-888-7979

Jasper Campus: 812-482-3030

Gibson County Center: 812-888-2888

**E-Text Alerts:** Students can sign up by going to MyVU, <https://myvu.vinu.edu>

- Facebook: official VU page [facebook.com/vincennesuniversity](https://facebook.com/vincennesuniversity)
- Facebook: official Parent and Family Services Group, [facebook.com/groups/vuparents](https://facebook.com/groups/vuparents)
- Twitter: official VU account, @VincennesU
- MyVU Campus Announcements: <https://cas.vinu.edu/login>
- VU Web page, [www.vinu.edu](http://www.vinu.edu)
- VU Web page: weather, [www.vinu.edu/weather](http://www.vinu.edu/weather)
- WFML 96.7 FM
- WVUB 91.1 FM
- WVUT-TV

## PARKING

While all students can bring a vehicle to campus, it is their responsibility to follow all parking regulations including obtaining a valid parking permit. Permits are \$30 and are good for the entire academic year. VU puts safety first and has placed the majority of parking lots on the perimeter of campus. Visitors may obtain a temporary parking permit from VUPD located at Second and Center Streets. Parking permits may be purchased in person at VUPD or online at: <https://vupd.thepermitsstore.com/>

## TRANSPORTATION

VanGo is our community transportation service. VanGo provides students with trips to Walmart on Tuesday and Friday. Students can also schedule alternative times to ride VanGo by calling 812-886-3381 for a small fee. Please note a valid VU Student ID is required.

## BUS SERVICE

Miller Trailways stops at Huck's on 6th street, which is in walking distance of campus, and provides services to many cities and states. Tickets are available online at [hoosieride.com](http://hoosieride.com).

## AREA HOTELS

Booking an area hotel has never been easier! Read reviews, see pictures, and book your hotel online at: <http://vinu.edu/web/parent-and-family-services/events>

For every hotel that is booked using this web link, the Parent Fund receives a 10% commission. The Parent Fund helps VU parents, families, and students in crisis situations.



## STUDENT HEALTH OFFICE: UNIVERSITY PRIMARY CARE CENTER (UPCC)

Location: Young Building,  
812-888-7777

Vincennes University has a student health office to serve the acute and minor health care needs of our students. Our goal is to help students maintain or improve their health, allowing students to reach their highest potential both in and out of the classroom.

The student health office is a by appointment only clinic available to residence hall students and to full time Vincennes campus commuter students. The fee is included in the room and board fee for residence hall students. Off Campus students may opt out each semester by logging into MyVU.

The Student Health Office, located on campus in the Young Building, is open Monday through Friday from 8:30 - 4:00. The Student Health Office is staffed with nurses and services are administered under the supervision of the University Primary Care Center (UPCC) staff. The University nurses are available for assessment of illnesses and injuries by appointment. They may provide over-the-counter medications, initial care and follow-up care of injuries, and tetanus/diphtheria injections following an injury when indicated. Chronic disease management, diagnostic tests, pre-existing conditions, vaccinations, procedures, and physicals are not covered under this plan. Services

needed beyond the scope of the Health Office, including but not limited to, prescriptions, x-rays or laboratory fees are the responsibility of the student. Services provided at the University Health Office do not replace the need for a primary care physician.

We recommend that all students have some type of health insurance to cover medical treatment. If you do not have coverage, it is recommended the student purchase health insurance from the company of your choice. Please note that the University does not offer a student group health plan.

## FINANCES

Students may view their financial aid and charges on their MyVU account. E-bills are sent through electronic billing notification via the student's designated email address. Upon e-mail notification, students are responsible for accessing their e-bill account each month to view their account balance and confirm payment due dates. The university holds students accountable for this information; therefore, students should check their designated email account regularly.

Are you feeling a little intimidated by the financial aid process? You're not alone. If you have a college-bound student, the good news is that you can get help - all you have to do is ask (and fill out the Free Application for Federal Student Aid, FAFSA, found at [fafsa.gov](http://fafsa.gov).)



Filing the FAFSA is the key to helping families manage the cost of college. Never assume you won't qualify. There are options for everyone. It's free to apply, so you have nothing to lose. The Financial Aid Office maintains a strong commitment to assist our students as they progress through the financial aid process. Need help? One of our staff members will be happy to work with you and your student. Students can stop by the Financial Aid Office located in the Welsh Administration Building or call 812-888-4361.

## SAVING MONEY

As we navigate new financial waters we hear the frequent comment that everything is more expensive. It is taking increasing talent to stretch incomes. VU offers a few suggestions to help students save money in these challenging economic times.

- Textbook Rental Program – Could result in up to a 60% savings. Remember: Books are an out-of-pocket expense.
- Used Books – These go fast so purchasing textbooks early is a good idea.
- E-books – Another opportunity to save. See the Old Post Bookstore for more details.
- Book Buy-Back Program – Turn books into cash at the end of the semester.
- Personal Finance Management (ECON 208) – Teaches students to be good financial decision makers.

## STEPS FOR ADDING AUTHORIZED PAYER(S)

Students can set up account(s) for authorized payers (parents, guardians, etc.) to make payments via Cash Net through their university account. Authorized payers can view account balances and will receive billing alerts via email.

To add an authorized payer: Log into MyVU account, Click on the student tab, Access SSB, Student and Financial Aid, Billing and Statement, My Account, and finally 'Add New' in Authorized Payers.

## BLAZER ONE CARD

The Blazer One Card is your students official ID, their meal card (for those with a meal plan), and/or Flex Dollars, and it can also be a debit card. The Blazer One Card can be an avenue for students receiving a refund. For more information, students should visit the Bursar's Office located in the Welsh Administration Building or call 812-888-4244.



# PARENT AND FAMILY FAQS

## **Q: What is a FAST PASS?**

**A:** Qualifying students may print a FAST PASS from their MyVU account during Welcome Weekend if they have excess financial aid after tuition, fees, and room and board are paid. The FAST PASS can be used to purchase textbooks and supplies at the Old Post Bookstore located in the Beckes Student Union (BSU). The FAST PASS can be printed at the bookstore and must be used the same day.

## **Q: Is the financial aid award on my students Blazer One Card?**

**A:** No. All financial aid is initially credited to their MyVU account. After meeting federal guidelines, refunds will be dispersed to the students Blazer One Card if applicable. Qualifying students should select their refund preference via their MyVU account. Refunds are traditionally issued four weeks after school starts.

## **Q: How do I receive my student's bill? When is tuition, housing, and other charges due to VU?**

**A:** VU sends bills directly to your students MyVU account. Paper bills are not mailed. Payments are due on the following dates: August 1, September 1, and October 1 for fall semester. Payments are due on the following dates: January 1, February 1, and March 1 for spring semester.

## **Q: What is the information release form?**

**A:** Due to FERPA (Federal Education Rights and Privacy Act), Vincennes University isn't allowed to release confidential student information. If students wish for their parent, guardian, or third party member to have access to their educational records, they must complete an information release form also known as a FERPA Waiver. Students must sign the form and make sure their Student ID (A#) is included. This form must be submitted to the Registrar's Office located in the Welsh Administration Building for processing.

## **Q: How can I access my student's grades, academic standing, tuition, and fees?**

**A:** The best way is to talk to your student. Keeping the lines of communication open are important. The disclosure of student records is governed by FERPA. Grades are not released over the phone or via email. Students can submit a transcript request to the Registrar's Office if they wish to release grades to a third party. There is a \$5.00 processing fee. The transcript request form is located here: <http://vinu.edu/web/guest/registrar-office>. Current students can access many parts of their educational records and conduct secure transactions with the university through their MyVU account. Unofficial transcripts may be printed for free from their MyVU account.

**Q: How does my student access their MyVU account?**

**A:** Students should have received a letter with their Student ID (A#), username, password, and instructions for logging into their MyVU account. If your student has misplaced this information, please have them contact the Management Information Center at myvuhelp@vinu.edu or 812-888-4332. Note: MIC will only give this information to the student.

**Q: Does my student need a parking permit?**

**A:** Yes. All students wishing to park on VU property must have a parking permit. Permits can be purchased for \$30 per vehicle at the Campus Police Office. Please note that parking is mainly on the perimeter of campus.

**Q: When will my student receive their housing assignment? Can my student request a roommate?**

**A:** Housing assignments are emailed to the student's designated email address in mid-July. Residence Hall assignments are made in order of application and deposit received. If your student and friend wish to room together each must make this request on their housing contract. (Make sure to include the requested roommates' full name and Student ID/A#).

**Q: There is a hold preventing my student from registering for classes. Why?**

**A:** VU utilizes holds to stop registration and other transactions when the student fails to fulfil a University obligation. While there are multiple reasons for holds, most holds reflect past due balances, disciplinary actions, and lack of immunization records on file. VU can only discuss a student's education records with parents or family members if the student has completed the information release form/FERPA Waiver. Students should contact the appropriate office to resolve any holds on their account.

**Q: Where can we find scholarship information?**

**A:** The VU Scholarship Application becomes available at: [vinu.edu/scholarships](http://vinu.edu/scholarships) each fall for the following academic year. The priority deadline for submission is January 15 prior to the fall semester. Students should still submit a scholarship application even if they miss the deadline as most scholarship awards are on-going.

**Q: What dining services are available on campus?**

**A:** Tecumseh Dining Center (TDC) is the primary eating facility on campus. Students who purchase a meal plan can use their Blazer One Card as their meal ticket at TDC. Anyone with specific dietary needs can speak with the campus chef. Students are able to enter using their meal plan on their Blazer One Card, cash, or credit/debit card. Other dining options include Simply To-Go, Jazzman's Café, and Jefferson Union Food Court. Students can use flex dollars, cash, or credit/debit card. Anyone wanting to check the status of their meal plan or flex dollars can swipe their Blazer One Card at TDC or contact Dining Services at 812-888-5841. More information can be found at [vinu.sodexomyway.com](http://vinu.sodexomyway.com).

## **Office of Parent and Family Services Mission**

The Office of Parent and Family Services is committed to serving students by providing assistance and support for the family unit through quality parent programs and communication tools as a means to facilitate student success.



### **Parent and Family Services**

888-852-3940 (Toll Free) • 812-888-5004  
parents@vinu.edu

facebook.com/groups/vuparents  
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