



2021-22 PARENT & FAMILY

WELCOME

GuideBook

800.742.9198 • VINU.EDU



WELCOME TO THE VU Family

Vincennes University
is committed to
parents, families,
and student mentors.

Please accept this Welcome Guide as a piece of a campus-wide effort to provide excellent service to you and your student. We embrace each of you as valued partners in your student's educational process and are excited 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. Resources are available inside and outside of the classroom from free academic tutoring labs to Counseling Center to the Career Center. We have a student-focused group of faculty and staff who want to help your student succeed. In addition, VU offers many clubs and organizations to help your student find their place on campus.

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. For more information check out our online resources which include a university calendar designed specifically for parents and families of VU students, list of student resources, upcoming events, and more!



Warm Regards,
— VU Parent and Family Services

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

VISIT

www.vinu.edu/parents

CONTACT INFORMATION

parents@vinu.edu

812-888-5004

888-852-3940 (Toll Free)

We Are Vincennes University

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

Accreditation

VU is accredited by the Higher Learning Commission (HLC). VU maintains accreditation with the commission through participation in the Standard Pathway process.

Focused, Quality Education

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 another four-year university while others choose to pursue their baccalaureate degree with us. No matter what option your student pursues, VU is a wonderful place to learn, grow, and realize their dreams.

Inviting Campus

The Vincennes campus is located in the agricultural heartland of Southwestern Indiana. This quiet, peaceful campus provides students with all of the elements needed for a complete college experience. Some of the areas and ways students may spend their time are: Jefferson Student Union, Donald Bell Student Recreation Center, Aquatic Center, Residence Halls, Shake Learning Resource Center, clubs and organizations, athletics, intramurals, and free tutoring labs.

Personalized Experience

Our students go further faster. VU provides an ideal learning environment where students can achieve their goals. Small class sizes allow the personal attention that is often only found at more expensive private colleges. This focused teaching environment fosters students to reach their full potential both personally and academically.



Stay Connected & Stay Social

Staying on track and staying connected has never been easier!
Join the conversation with other Trailblazer families on Facebook
at facebook.com/vuparentandfamilyservices.

TRAIL BLAZER

Share your #TrailBlazer story.



Facebook: Official VU Page
facebook.com/vincennesuniversity



Instagram: Official VU Account
@vincennesu



Twitter: Official VU Account
@VincennesU



TikTok: Official VU Student Activities
@vustudentactivities1



LinkedIn: Official School Account
[linkedin.com/school/vincennes-university/](https://www.linkedin.com/school/vincennes-university/)

FINANCIAL AID

Checklist

The more accurately you complete the FAFSA and any follow-up documents we request, the more quickly we can determine your award. All federal aid, including student and parent loans, all state aid, and many scholarships are tied to the FAFSA.

☐ Student – Register for a FSA ID [🕒 Now](#)

Student, go to studentaid.gov to create an FSA ID username & password. As you do so, click the “Show Text” box and record your username, password, and challenge questions answers. You’ll need these in the future. Please take the time to verify your email and mobile phone number.

☐ Parent – Register for a FSA ID [🕒 Now](#)

Parent, go to studentaid.gov to create an FSA ID username & password. As you do so, click the “Show Text” box and record your username, password, and challenge questions answers. You’ll need these in the future. Please take the time to verify your email and mobile phone number.

☐ Log On & File the FAFSA [🕒 After Oct. 1, 2021](#)

Log onto studentaid.gov to file your 2021-2022 FAFSA. You will use 2020 income & tax return information. Use the IRS data retrieval tool if possible.

☐ Indiana FAFSA Deadline [🕒 By April 1, 2021](#)

Indiana residents, file the 2021-2022 FAFSA or renew your FAFSA to be eligible for State of Indiana grants and benefits. April 15 each year is the absolute deadline.

☐ Check for FAFSA Results [🕒 1 or 2 Weeks After You File](#)

Check your Student Aid Report (FAFSA results) on studentaid.gov and check the comments at the end that list any issues you need to take care of.

☐ Indiana Grant & Scholarship Tracking [🕒 As It Arrives](#)

Indiana residents can check their status related to state grants and scholarships on ScholarTrack—scholartrack.in.gov. First-time users have to create an account.

First correspondence from VU Student Financial Services will be by postal mail. After that, we send emails to notify you of documents we need or changes that have been made. Promptly return any documents we request and follow directions carefully. Incomplete documents cause delays.



HAVE QUESTIONS OR NEED MORE INFO?

Find more information at <https://www.vinu.edu/web/financial-services/welcome> or contact the Financial Aid Office at fa@vinu.edu or 812-888-4361.

► Vincennes University’s college code is 001843. All campuses of VU—Vincennes, Jasper, ATC, ASL, Military Education Program, and Distance Education—use this number.

FAFSA

<https://studentaid.gov>

SCHOLARTRACK

<https://scholartrack.in.gov>

VU FINANCIAL AID OFFICE:

www.vinu.edu/fweb/financial-services/welcome
fa@vinu.edu | 812-888-4361 or 800-742-9198 | 812-888-4261 (fax)

ADMISSIONS E-MAIL:

Main Campus — vuadmit@vinu.edu | 812-888-4313 or 800-742-9198
Jasper Campus — vujcadmissions@vinu.edu | 812-482-3030 or 800-809-8852

Tips for Parents & Families

01.

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.

02.

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!

03.

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.

04.

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.

05.

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.

06.

Classes can be delayed or canceled due to inclement weather.

While this rarely happens, stay updated at www.vinu.edu or 812-888-7979. Students can also sign up to receive E-text alerts via their MyVU account.

07.

Encourage your student to get to know their 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.

08.

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.

09.

Show your familial 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) | corner of Second and Center Street | 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 seriously to promote a campus environment that is safe for all. VU emphasizes crime prevention programs, victim advocacy, advanced security measures, and law enforcement personnel as tools in creating an ideal academic environment conducive to education and personal growth.

The staff of the Vincennes University Police Department are professionally trained to provide campus security, parking services, and crime prevention seminars for the campus community. Their daily objective is to work in a partnership with the community and provide the highest quality of professional police services.

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 at www.vinu.edu, and the E-text Alert System. The E-text Alert System is available to all students. Students can add multiple contact telephone numbers, including your information. VU strives to maintain a safe and secure learning environment for all students.

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 such as E-alerts, MyVU campus announcements, vu tv & radio stations.

Be assured Vincennes University works to provide safety information in the most timely and accurate way possible. 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 through their MyVU account by clicking “Sign Up for E-Alert” at the bottom of

the page and then providing the requested data. Current subscribers should log in to verify their information is up to date. Students can also 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>

MYVU CAMPUS ANNOUNCEMENTS

<https://cas.vinu.edu/login>

VU WEB PAGE

www.vinu.edu

VU WEATHER WEB PAGE:

www.vinu.edu/web/guest/severe-weather

VU TV & RADIO STATIONS

WVUT-TV | WFML 96.7 FM | WVUB 91.1 FM

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:** Purchase in person at VUPD or online at <https://vupd.thepermitstore.com/>

The Vincennes Campus map which includes various parking lots is located under the ‘Campus View’ there is a link at the bottom of the page at: vinu.edu.

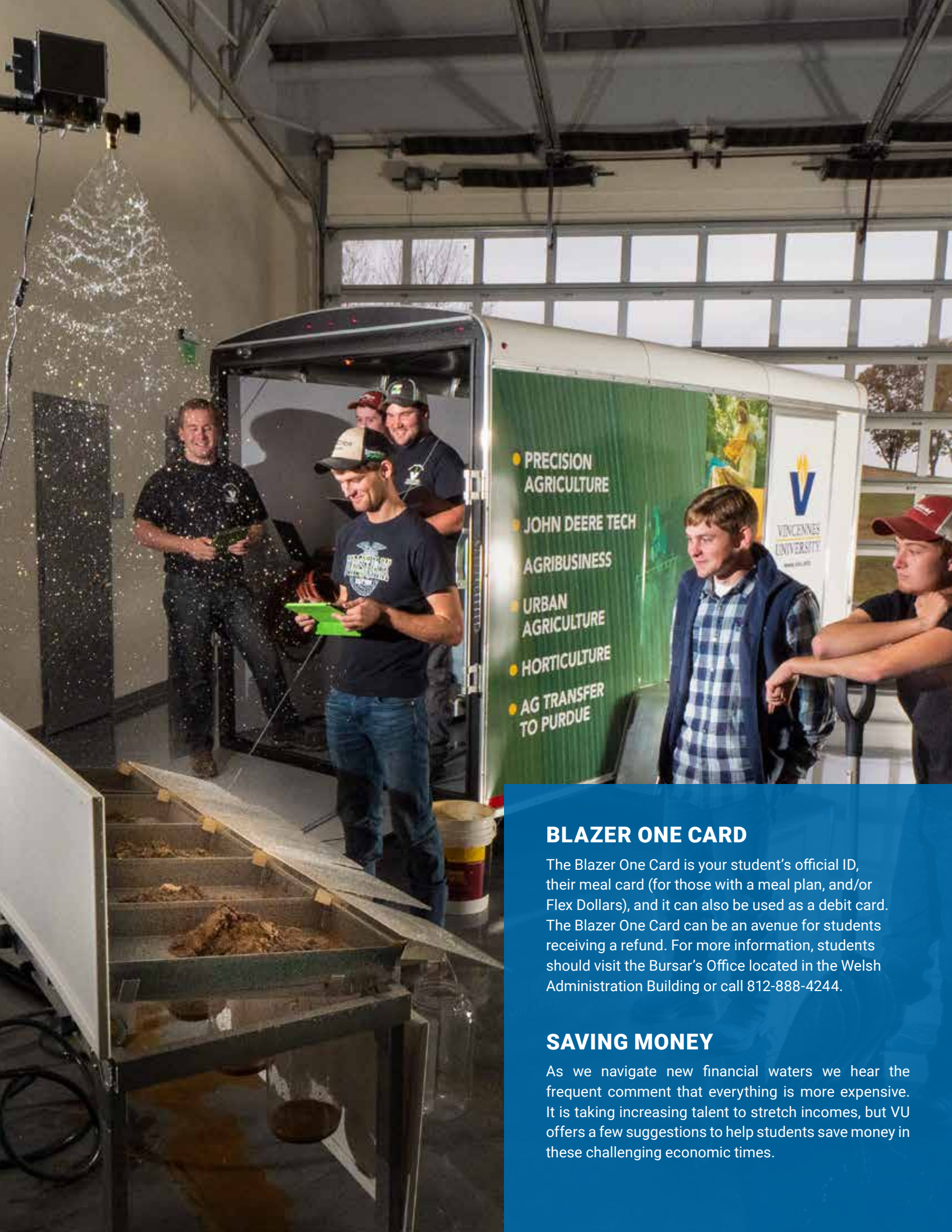
BUS SERVICE

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.

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 at least 24 hours in advance for a nominal fee.





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 pm. The Student Health Office is staffed with both nurse practitioners and nurses that 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.

Student Financial Services

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 studentaid.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.

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 preferred email account regularly.

BLAZER ONE CARD

The Blazer One Card is your student's official ID, their meal card (for those with a meal plan, and/or Flex Dollars), and it can also be used as 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.

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, but 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: Textbooks are considered 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.

Financial Literacy

Encourage your student to attend Financial Awareness Seminars held every semester by the VU Career Center.

ADDING AUTHORIZED PAYERS

Students can set up an account for an authorized payer for their parent, guardian, family member(s), etc. Authorized payers can view account balances and will receive billing alerts. To add an authorized payer, students should log into their MyVU account, scroll down to the Student section, click "Student Self Service", then student tab, then billing & statement, scroll down to the 'Do You Want Help Paying' box, click on 'Send a payer invitation.'

PARENT & FAMILY FAQS



❓ What is the student information release form or FERPA waiver?

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 a student 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.

❓ What dining services are available on campus?

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, The Coffee Shop, 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.

❓ How can I access my student's grades, academic standing, tuition, and fees?

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: 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.

❓ How does my student access their MyVU account?

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 Information Technology at IThelpdesk@vinu.edu or 812-888-4332. Note: IT will only give this information to the student.

❓ There is a hold preventing my student from registering for classes. Why?

VU utilizes holds to stop registration and other transactions when the student fails to fulfill 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.

❓ Is the financial aid award on my students Blazer One Card?

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.

❓ What is a FAST PASS?

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.

❓ Does my student need a parking permit?

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 or online at vupd.thepermitstore.com. Please note that parking is mainly on the perimeter of campus.

❓ When will my student receive their housing assignment? Can my student request a roommate?

Housing assignments are emailed to the student's preferred 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#).

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

VU sends bills directly to your students MyVU account. Paper bills are not mailed. Payments are due on the following dates: August 14, September 14, and October 14 for fall semester. Payments are due on the following dates: January 8, February 8, and March 8 for spring semester.

❓ Where can we find scholarship information?

The VU Scholarship Application becomes available at 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 ongoing.



I am a
**#TRAIL
BLAZER**



Parent and Family Services

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

facebook.com/vuparentandfamilyservices

vinu.edu/parents