Indiana University
Alumni Student Recruitment

http://www.indiana.edu/~iualumsr/

2004-2005

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**NEW!!! Updates for 2004-2005**

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Thank you for representing Indiana University as an Alumni Student Recruiter! Alumni Student Recruiters provide an invaluable service for Indiana University and the Office of Admissions as we work to recruit the best and brightest for IUB’s freshman class.

A few key updates that you should know going into the next recruitment cycle:

**Honors College:** The Honors College criteria will remain the same as last year. Students will automatically be invited to participate in the Honors College and to apply for Honors College scholarships, if they have:

- a combined score of 1350 on the SAT, or a 31 composite score on the ACT
- rank in the top 5% of their graduating high school class

Students can also be invited into the Honors College after their first semester at IU, if they have a 3.6 G.P.A. in 14 credit hours of IU course work. Students or parents with specific questions should be directed to the Honors College: [http://www.indiana.edu/~iubhonco](http://www.indiana.edu/~iubhonco) or 812-855-3555.

**Priority Dates for Applications:** IU still operates as a rolling admissions process, meaning that we are receiving, reviewing, and making decisions on applications on a rolling basis and do not have a “set in stone” application deadline. However, we have some set Priority Dates for new applications – the dates that we strongly recommend that students apply by:

- **November 1st:** Priority Date to be considered for the maximum amount of scholarship opportunities a student may be eligible for.
- **February 1st:** Priority Date to be considered for the maximum amount of financial aid a student may be eligible for.
- **April 1st:** Final Priority Date for admission. Applications received after this date will be reviewed on a space-available basis.

It will be very important to share these dates with students, **and to encourage them to apply online**, when they ask about when they should apply for admission. We do not have early decision.

Thanks again for your help and contributions to IU! This training manual is full of information to assist you when representing Indiana University at a recruitment event – please read on!

Sincerely,

Sarah Thompson
Senior Assistant Director of Admission
Coordinator, Alumni Student Recruitment
Section I:

Alumni Student Recruitment Program
Introduction: Alumni Student Recruitment

The Alumni Student Recruitment program at Indiana University was created in response to alumni desire to help their alma mater, and the University’s need for ambassadors. The purpose of this program is to extend the reach of the Office of Admissions through the volunteer recruitment efforts of enthusiastic, well-trained, and knowledgeable alumni throughout the world.

Roles of the Alumni Student Recruiting Volunteer

The Alumni Student Recruiter assists the Office of Admissions by representing Indiana University Bloomington at various recruitment events and activities, and by identifying and maintaining contact with prospective students from the geographic area and community.

As an Alumni Student Recruiter, you are the Office of Admission’s representative in your community. This important role requires you to be familiar with our professional recruitment practices and adhere to them at all times.

Specific Responsibilities

- Stay informed of basic admissions information.
- Participate in alumni student recruiting programs.
- Assist in coordinating events.
- Provide feedback to the Office of Admissions and Alumni Association regarding recruitment materials and activities.

Training

The Office of Admissions and the IU Alumni Association recognize the importance of providing training workshops and resource materials. Any time an alumnus is on campus, they can schedule a training session. In addition, special regional training sessions are offered throughout the year. Additionally, a newsletter is mailed twice a year – in the spring and in the fall and a training manual is provided in print and on the website. Attending one of the 40 Previews offered around the country each fall is another great way to be trained and brush up on important information.

Staying In Touch

Maintain contact with the Coordinator for Alumni Student Recruitment via mail, email, FAX, or phone. Also, be sure you join the IU Alumni Association each year and maintain contact with your local club.

Office of Admissions Contact Information

Address
300 North Jordan Avenue
Bloomington, IN 47405

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812-855-0661 (main)
812-856-4575 (coordinator)

Fax
812-855-5102

Internet Site
www.indiana.edu/~iualumsr

Email
iualumsr@indiana.edu
Overview of Recruitment Opportunities

There are numerous ways to get involved as an Alumni Student Recruiter. College Fairs, Previews, and Student Send-offs are just a few ways to help recruit prospective IU students in your area.

**College Fairs/College Nights**

These programs are designed to give prospective students and families a chance to gather literature about many colleges and speak to admissions representatives in a single evening program. Fairs are usually large two-hour functions held at a high school or community center. Each institution is assigned a table where a representative stands to answer questions and display information.

*For further information see page 5.*

**Preview Nights**

These one-hour programs are offered by the Office of Admissions across the country, often in a hotel meeting room or ballroom. A team of admissions officers and current students travel to these sites where they present a Powerpoint presentation, discuss admissions standards, and conclude with a question/answer session. Alumni serve as hosts, assist with registration, distribute information, and also have the opportunity to share information about upcoming club events.

*For further information see page 7.*

**Student Send-offs**

Many IU Alumni clubs host a summer event for newly admitted students and their families. These informal picnics, socials, etc. are where current students, new students, and alumni are able to meet and socialize. The Office of Admissions tries to send a representative to send-offs to answer any questions students may have.

*For further information see page 9.*
Find Out What is Happening in Your Community!

Alumni Student Recruiters are encouraged to **identify prospective students** in their community by sending names and addresses to the Office of Admissions. You may learn of these names from casual conversations at work or from clipping articles from the local newspaper.

Also, high school guidance counselors can be contacted to learn the dates of important college fairs and other recruitment events. Volunteers should forward this information to the Coordinator for Alumni Student Recruiting. If the Office of Admissions believes that a certain event is worth attending, we will do it. Sometimes we do not attend fairs because of costs…but there are other ways to help with recruiting in your community!

**Informal Representation**

You can be just as effective of an Alumni Student Recruiter by doing informal recruitment as you can by helping out at formal recruitment opportunities! Some of the best interactions with students and parents are informal – with people you know in your community, at work, at school, etc. You can assist IU simply by serving as a resource in your area and by being a positive ambassador for IU on a regular basis.

**Responsibilities of the Office of Admissions: How we can help you.**

The Office of Admissions will work in partnership with the Alumni Student Recruiters to provide the following support:

- Regular on-campus and special regional training sessions
- Recruitment materials to be distributed at programs
- Updates on policies, programs, and campus facilities
- Support from the Bloomington office (answers to questions and concerns you have as a recruiter)
- Bi-annual newsletter
- Alumni Student Recruiters Website
Attending a College Fair

One very valuable service provided by Alumni Student Recruiters is assisting members of the IU Admissions staff at college fairs, or representing IU at college fairs that a member of the IU Admissions staff cannot attend.

**Preparation**

- Invitations to college fairs **must** come to the Office of Admissions. The Coordinator for Alumni Student Recruitment will arrange for alumni coverage and will respond to the host. You will be notified of events by either the Coordinator of Alumni Student Recruitment or by the local Recruitment Coordinator in your area.
- If you agree to cover a college fair, we will send you a copy of the invitation, along with other necessary information. **Mark the date on your calendar.**
- Materials for college fairs are sent to volunteer recruiters several weeks prior to the event. Sent materials include brochures, table banner, etc.
- Before going to the fair, please read all of the information carefully. It is important to review the Alumni Student Recruiters Handbook and the recent admissions materials as well. **Most questions can be answered by the materials right in front of you!**
- Dress appropriately. Neat, professional dress should be worn. Comfortable shoes will save aching feet later!

**Arrival and Set-Up**

- Plan to arrive at least 30 minutes before the program starts. Read travel directions provided by the school, and remember that parking can be challenging at times. Check in when you arrive, and locate the assigned IU table.
- Most college fairs are an open “shopper” format. Tables are set up in a large area (often a gymnasium) and students and parents move from table to table to obtain brochures and ask questions.
- Don’t crowd too many representatives behind one table, but remember to stay behind the table and not in the aisles.

**Talking with Students and Parents**

- Conversations are usually short, and concern very basic information. Start by sharing the “poster/profile piece” of the university.
- Don’t “steal” students from other tables. The interested ones will come. **Stand** behind your table, even if a chair is provided, to advertise approachability.
NEW!!!

- Students will no longer fill out contact cards at the Indiana University booth. Instead, make sure each student leaves the booth with a “Discover IU Online” brochure and let them know to register online as a prospective student (and this will get them on our mailing list, etc.). The three brochures that we provide for students to pick up at the IU table include: IU “Search Poster”, “Discover IU Online,” and the “Amazing Place/Wow” brochure. It is important to encourage each student to:

  1. Apply online
  2. Schedule a campus visit

Departure

- We prefer that our representatives stay until the completion of the program, even if other representatives working around you leave before the designated time.
- Complete the fair evaluation if provided (there is also an IU evaluation on which you should ask questions and give comments).
- Thank the host school, and leave your name and address as a local contact person (business card is fine, too). It is appropriate to leave the high school extra brochures and your business card.

Wrap-Up

- Return the banner and all unused materials in the postage-paid envelope immediately. Include the completed IU evaluation and any other input you may have.
- THANK YOU for your time, energy, and enthusiasm!

Important!

Immediately return the evaluation form, banner, and any unused materials to IUB. It is important to do this right away, as we need to reuse the banners and materials for other events after yours.
Assisting with Previews

IU Previews are one-hour recruiting programs where teams of representatives from IU offer an overview and PowerPoint presentation to students and their families. The “teams” consist of an admissions director(s) and current IU students. Previews are generally held at hotel banquet facilities, community centers, or high schools. A typical Preview evening includes:

- Welcome by the IU Alumni Club representative
- PowerPoint presentation done by the admissions director and current students where possible
- Information about admissions, housing, finances, etc.
- Question and answer period

Who is invited?

Invitations are extended 6-8 weeks prior to the program to all students on the IU mailing list within 50 miles of the site. Previews are held in markets across the country. The geographic areas for these programs have been determined by studies of past application and matriculation. Our schedule seeks to cover all areas in which we have a significant volume of present students and/or the potential for strong student enrollment in the future.

While we would like to cover more areas (and do more fairs), resources are limited. We also would like to avoid the psychological impact of a low-attended event, giving the impression that few people are interested in IU. Preview dates and times are announced in the summer. You can see the most recent listing of IU Previews (and other recruitment events around the country) at: [http://www.indiana.edu/~iuadmit/events/](http://www.indiana.edu/~iuadmit/events/)

How can you help?

- Identify facilities where the programs might be held
- Provide alumni hosts to greet and welcome students as well as assist with registration
- Ask the Alumni Club to provide financial support to help sponsor an event in the area
- Provide refreshments (punch, soda, coffee/tea, cookies, fruit, etc.) to serve at the Preview

Guidelines for Preview Locations

- The location should be one that comfortably seats the expected attendance, is “neutral” (e.g. not a rival high school or ritzy country club) in terms of perception, familiarity, accessibility, convenience (especially if several communities are involved), and has plentiful (free if possible) parking.
- “Theatre style” seating is desired, and equipment should include a projection table, electrical outlet with extension cord, screen, lectern with light, and microphone/public address system.
- Light refreshments are a plus, set up outside the room about 30 minutes prior to the program.
The Program Day

- **Arrive early!** Assist with set up, registration, greeting, refreshments, etc.
- A few cautions:
  - Confine your personal conversations to general comments about the campus and feelings about how it helped prepare you for your career.
  - Refer specific questions (residence hall life, academics, etc.) to the campus representatives.
  - Do not “hard sell” any particular position—the program is designed to be general in its scope.
Hosting a Student Send-Off

Each summer, many alumni clubs choose to host a Student Send-Off event for incoming freshmen students, returning IU students and parents, and local alumni. This can be very productive in bringing together students, families, and IU alumni in their home area, and reinforces the decision made by students and their parents to attend IU.

It is important to give the proper message and signals at your meeting. The goal of the Send-Off is to help each student have a positive experience at IU, starting in their home community.

**Things To Do**

- On the invitation, encourage parents to attend. (IU Alumni Association prints and mails – you provide the information.)
- Give good directions.
- Include a contact telephone number and name for questions.
- Encourage attendance by reducing the formality of the event (e.g. “Drop by and see us from 6 to 8 pm”).
- Have a name tag table and two greeters to welcome guests.
- Design event activities to include all guests.
- Design activities with the social aspect in mind. Let people mingle.
- Encourage the new and returning students (if space permits) to meet. (These names and addresses can be obtained from the Alumni Association.)
- Make everyone feel welcome and comfortable.
- Make it a free event – invite the students and parents as your guests.

**Things Not To Do**

- Avoid portraying (on the invitation or at the event) the image of the university as a “party school.” While there are ample social opportunities, the academic mission should be displayed first and foremost.
- Don’t plan a formal program for this event. A brief welcome is sufficient.
- Avoid encouraging returning students or alumni to tell their “war stories.” Also avoid dwelling on the size of the campus and student body. Instead, emphasize cultural and community experiences.
- Avoid trying to answer a question about IU that would best be answered by a member of the university staff. Sometimes an admissions representative will be at the Send-Off; otherwise, encourage students to contact the Office of Admissions for answers to specific questions.
- Plan the event at the same time as a significant community event.
Program Ideas

- Cookout
- Picnic
- Breakfast/Brunch
- Pizza Party
- Make-your-own sundaes party

...or whatever would work best in your community

Sample Invitation

Who: The IU Alumni Club of St. Louis invites you and your parents to meet alumni and other students in the St. Louis area who will be, or are attending IU.

What: A cookout

When: Saturday, August 2

12 noon-2 pm (lunch, announcements, and introductions)

Where: Forest Park, Shelter A, take highway 40 to the…

Contact Information

If you are interested in hosting a Student Send-off, contact Margaret Hamilton-Williams at the Alumni Association at 812-855-3975 or mahamilt@indiana.edu.

Each Alumni Club hosting a Student Send-off will receive a packet from the Alumni Association including a sheet of announcements to share with new students, a few give away items, etc.
Interaction: Tips and Guidelines
As Alumni Student Recruiters, you are IU’s best resources!

Do’s for Alumni Representatives

Do...

- Be friendly, attentive, and smile. The best thing you can do is to convey your enthusiasm for IU Bloomington with those who come to talk to you. They are more apt to remember an impression of IU than the details you discuss.
- Enjoy the fact that you are sharing your alma mater with prospective students and their families. However, try not to resort to talking about “old times on campus.” Their interest in even recent history will not be great. Stress your feelings about the university and the preparation it provided for your life right now.
- Realize that IU is not for everyone.
- Realize that the way you represent yourself is the way you are representing Indiana University. You are IU in the eyes of the students and their families.
- Know the basics (admissions requirements, costs, facts).
- Make sure the students and the families know you are an alumni representative.
- Make sure that if you say you will get back to someone that you do.
- Dress professionally (or in accordance with the community) when representing IU. Business casual attire is appropriate.

Dont’s for Alumni Representatives

- Don’t be afraid to say you don’t know the answer to a question. Have the student contact the Office of Admissions or the specific school/department directly.
- Don’t say negative things about other institutions. Discuss IU’s strengths, not other schools’ perceived weaknesses.
- Don’t guarantee admission, or even speak to specific possibilities. Only the Office of Admissions can make admissions decisions.
- Don’t use a specific student as an example. All conversations about admissions must remain confidential.
Interacting with Prospective Students and Their Families

It is important to remember that the impression a student or family gets when speaking with you may be their first impression of the university. It is our goal to provide the most accurate information possible so that the students and their families will be able to make an informed decision about which college or university to attend.

Indiana University has a great deal to offer students, but IU may not be right for everyone. For this reason, it is best not to solicit interest in IU, but rather answer questions to those who are already interested. Keep in mind that we are looking for students with the proper preparation to succeed at IU.

Visiting the campus should be strongly encouraged! Whether you are volunteering in-state or outside of Indiana, we would like you to promote a campus visit.

Tips on Interacting with Families

- Establish eye contact.
- Be approachable. It is easier to talk to people who look like they’re enjoying themselves. A smile and a handshake may help make them feel more comfortable.
- Be honest. Do not tell a student or parent what you think they want to hear. Accuracy is a must!
- Answer their questions. Stay focused on their interests.
- Make each person attending feel important.
- Have fun!

Questions You Can Ask Prospective Students

Occasionally students are hesitant in asking questions. The following are things to ask students to help initiate a dialogue.

- What made you consider Indiana University?
- What are you thinking about majoring in?
- Have you ever visited the campus?
- What other colleges and universities are you considering? What are you looking for in a college?
- What are your general impressions of IU?
- What do you do in high school now?
Section II:

The Admissions Process
An Overview of the Year in Admissions

2004-2005

August
- Alumni Club Student Sendoffs held
- Classes begin at IU (Monday, August 30)
- Previews begin and continue through October

September
- Fall College Fairs begin and continue through November
- Office of Admissions staff travels nationwide through November

October
- *Heaviest month for college fairs-alumni recruiters’ busiest time!*

November
- Application priority date for maximum scholarship consideration – **November 1**

December
- First Honors College awards sent

January
- 1\(^{st}\) Music Audition Weekend
- Spring College Fairs/College Nights begin and continue through May

February
- Application priority date for maximum financial aid eligibility – **February 1**
- 2\(^{nd}\) Music Audition Weekend

March
- FAFSA priority date (federal financial aid) – **March 1**
- 3\(^{rd}\) Music Audition Weekend

April
- Final application priority date – applications received after this date will be reviewed on a space-available basis – **April 1**
- Notification of federal aid awards
- Invitations for Summer Registration-Orientation sent to students who have paid the $100.00 enrollment deposit
- *Spring college fairs held-busiest month*

May
- Enrollment Deposit ($100.00 for first-year students) due – **May 1**
- Guaranteed on-campus housing application deadline – **May 1** (encourage students to apply for housing as soon as admitted)
- Invitations for Summer Registration-Orientation continue to be mailed
- Alumni Club INDIANA DAYS (combined with recruitment receptions)

June
- Summer Registration-Orientation begins (continues through mid-July)

July
- Information updates for training manual and new publications
Recruiting Freshmen: The Admissions Process

It is not your role or responsibility as an Alumni Student Recruiter to discuss a student’s admissibility with them. However, there are some key things that you should know about the admissions process and be able to share with students.

The Admissions Process

IU reviews applications individually, and on a “rolling” basis, meaning that processing occurs as the applications come to the office. Students are considered based on their academic records.

There is no “early decision” at IU. However, high school juniors can apply and be admitted following their sixth semester of high school. Students complete the (very simple) application and give it to their counselor, who forwards it to the Office of Admissions when a transcript is available. Students are encouraged to apply on-line at www.indiana.edu/~iuadmit.

Generally, a student will receive a decision from the Office of Admissions in approximately 3-5 weeks. (Sometimes grades are requested from first semester of the senior year.) We recommend that students apply in the late summer or fall of the senior year. Applications are processed, and admission decisions are mailed, in the order that they are received and complete.

The Application Process

In 2003-2004 IU processed more than 20,000 applications! About 80% of applicants met standards. (We find that most students that do not meet IU standards do not apply – they self-select themselves out of the process; so most students who apply know that they meet our academic standards)

Freshmen Applications

An application is ready for review at IU when the following items have been received:

• The Undergraduate Application (online or paper)
• An official high school transcript (sent directly from the high school and embossed with the seal of the school, an original ink stamp, or signature of the certifying school official).
• The counselor signature form (if application is submitted online).
• The $50.00 application fee (online with credit/debit card or checks made out to “Indiana University” if applying by paper)
• SAT/ACT test scores, if not on the transcript. A photocopy will suffice.

* Starting with students graduation in 2006 (juniors you will speak with this year), students will be required to complete the new writing component of the SAT and ACT to be considered for admission.

While IU does not require essays or letters of recommendation, everything in a file will be read.
Freshman Admissions Time Line

Although IU does have a rolling admissions process, there are priority dates:

Priority Dates for Admission:

**November 1:** Date we recommend that students apply by in order to be considered for the maximum amount of scholarship opportunities that they may be eligible for.

**February 1:** Date we recommend that students apply by in order to be considered for the maximum amount of need-based financial aid that they may be eligible for.

**April 1:** Applications received after this date will be reviewed on a space-available basis. Processing generally takes 3-5 weeks; however, sometimes grades from part of the senior year are requested. A decision letter is sent after this information is collected.

All admitted students who wish to matriculate (attend) are asked to mail a nonrefundable $100 deposit on or before May 1. This will be credited to the fall semester expenses.
Recruiting Freshmen: Admissions Standards

Admissions Standards

IU has competitive admission requirements and reviews applications with emphasis on preparation and academic performance throughout high school. (Note: Just meeting the minimum requirements does not guarantee admission.)

It is important to stress that IU looks at a combination of factors when making admissions decisions. You can share minimum standards, but only Admissions staff members can assess a students’ admissibility.

As is listed on our IU Search Poster brochure, the average freshman in our current class successfully completed 19-20 year-long academic courses in high school. The average IU freshman scored an 1108 on the SAT or 25 on the ACT. Students are strongly encouraged to apply for admission if they:

• have been taking 4-5 academic classes each year
• earned above-average grades in those classes (solid A/B average)

Other factors we look at include class rank, strength of academic program, grade trends, and SAT or ACT results.

We consider every application on its individual merits and don’t use formulas to make admissions decisions. There is not a given GPA number or test score that we share that either guarantees admission or prevents admission. Students who have improved their performance while taking a serious academic program are strongly considered for admission. Students who may not be ready for IU’s academic challenge are given several options to consider, including possible transfer to IU in the future. See www.indiana.edu/~iuadmit/freshmen for more information.

Grade Trends

Students should demonstrate strong and steady or ascending – NOT sporadic or descending – grade trends.

Class Rank

Indiana residents – typically upper half of graduating class
Nonresidents – typically upper 30%

*High schools and competitiveness at schools varies greatly, and we take that into consideration in our decisions.
**Senior Year Program**

Students are expected to take a challenging senior year program (typically 3-4 solid academic courses in at least three different subject areas). Also, although only 3 years of high school math are required for admission to IU, we strongly encourage all students to take math in their senior year.

**Standardized Tests**

Students must take either the SAT or ACT. There is no minimum score required to be considered for admission. However, we always encourage students to do the best that they can on standardized tests. High test scores could mean scholarship opportunities or an invitation to the Honors College program or school-specific direct admit programs. (For more information on the Honors College program, see page 24). In addition, if a student takes the SAT more than once, we will always give them the highest score they earned. If they did better on English the first time and Math the second time, we will combine those two highest scores.

*Students applying for the fall 2006 semester will be required to submit the writing portion of the SAT or ACT. How the results will be used in the admissions process is yet to be determined.*

***Again, none of these factors for admission stand alone, they are all considered together as a package and an admissions decision is made based on the combined information***
Transfer Students: The Admissions Process

It is unlikely that you will meet with a transfer student at a college fair, but some general information to keep in mind in case you do:

Transfer students (students who have completed at least 12 credit hours of college work) have a separate application.

The priority date for submitting the application and supporting materials for the fall semester is **February 1**; for the spring semester it is **November 1**.

**Transfer Applications**

Transfer applicants must submit:
- The **application** (online only)
- The **$50.00 fee**
- Their official **high school transcript** (if they have less than 26 transferable credit hours)
- **Official transcripts** of any and all college work.

Transfer applications are reviewed individually. If an applicant has completed less than one full year (26 credits) of college work, the admissions committee will rely on the high school record to determine admissibility.

If a student would have been admissible from high school there is no minimum number of college credits required for transfer, just a satisfactory GPA. If a student would not have been admissible from high school, IU requires a minimum of 26 transferable credit hours to have been completed, with an appropriate GPA, and no grade below a “C” in the most recent semester.

To see which classes would most likely transfer to Indiana University from other schools, students can use the Credit Transfer Service Website:

**http://cts.admissions.indiana.edu**

In general, Indiana University expects above average performance in the prior college coursework. Applicants should contact the Office of Admissions for details or see the following website: **http://www.indiana.edu/~iuadmit/transfer/**
International Students: The Admissions Process

International Issues

International Admissions and International Services work with current international student groups to communicate with prospective and newly admitted students and provide information about IU. The goal is to provide an entry point to the university and make students and parents feel that IU is a warm and welcoming place for international students to live and study.

International Admissions has also provided lists to the Alumni Association for the past three years in order to help facilitate international student recruitment. We continually encourage U.S. students and faculty who are studying overseas AND current international students and alumni to provide feedback to IU about the most effective methods to continue IU’s worldwide presence.

International Admissions: Requirements and Standards

Indiana University is fortunate to have a strong and diverse community of international undergraduate and graduate students. We have over 3,000 international students on campus, representing more than 130 countries.

An international student is any student who does not hold U.S. citizen or immigrant/permanent resident status in the United States. There are many international students already studying in U.S. high schools, some because their parents are working in the U.S., others through the auspices of exchange programs, such as the Rotary Foundation.

International students studying in U.S. schools must meet the same academic criteria as their U.S. counterparts. Some students may have begun secondary study in another country, and are concluding it in the U.S. In such instances we need either the U.S. counselor or the foreign schools to send overseas documents as well.

Residency Questions

Students in Indiana high schools are often considered nonresidents for admission and tuition purposes unless both parents reside and work in Indiana, so Indiana Alumni Student Recruitment Volunteers must be aware of nonresident admission requirements. Questions regarding residency should be directed to the Registrar’s Office.

Financial Concerns

Although International students are not eligible for state or federal financial assistance, they can apply for merit scholarships by meeting the same criteria as other applicants. International students should not complete the FAFSA, but may be asked to complete the same scholarship applications (such as the Honors Division scholarship applications) as their U.S. counterparts.

Before international students may obtain visa documentation the U.S. Immigration and Customs Enforcement (ICE) requires them to document sufficient funds to pay for a full 12 months of expenses in the United States. Students with questions about their visa status should be referred to International Admissions.
The Application Process

International students are encouraged to apply online in order to expedite the application process. The online application is used by both U.S. and international students, with extra sections for internationals concerning ICE and visa requirements. To access the online application, please visit http://app.applyyourself.com/?id=iu-bla. Moreover, feel free to discuss participation in IU’s academic, social, recreational, and cultural programs with international students in your community.

International students can arrange campus visits or an overnight stay through the HOST programs and obtain applications and other information by contacting the International Admissions Office.

<table>
<thead>
<tr>
<th><strong>International Admissions Contact Information</strong></th>
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<tr>
<td><strong>Address:</strong> International Admissions</td>
</tr>
<tr>
<td>300 N. Jordan Avenue</td>
</tr>
<tr>
<td>Bloomington, IN  47405-7700</td>
</tr>
<tr>
<td>U.S.A.</td>
</tr>
<tr>
<td><strong>Telephone:</strong>  (812) 855-4306</td>
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<tr>
<td><strong>Fax:</strong>  (812) 856-5378</td>
</tr>
<tr>
<td><strong>E-mail:</strong>  <a href="mailto:intladm@indiana.edu">intladm@indiana.edu</a></td>
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</table>
Frequently Asked Questions: International Students

Do students have to take the TOEFL (Test of English as a Foreign Language) to be admitted?

The TOEFL is not required of any student UNLESS they want to major in music or would like to be considered for limited merit scholarships or invitation to our Honors College. The Kelley School of Business strongly recommends (but does not require) the TOEFL exam for any prospective student interested in Business.

Do international students take the SAT I or ACT, even if English isn’t their first language?

Yes. The admissions committee will take into account the fact that English is not a student’s first language when reviewing SAT I or ACT verbal scores. Particular attention is paid to scores in the mathematics sections of these examinations. Most successful applicants obtain a math score of at least 540 on the SAT I or 23 on the ACT.

Can students receive credit for “A” level exams or International Baccalaureate exams?

Students may receive credit for external national exams such as the British “A” levels completed after 13 years of education, but we do not award credit for “AS” level exams. Credit may also be awarded for International Baccalaureate higher level examinations graded five or higher, as well as for the Royal School of Music Grade 8 certificates and U.S. AP exams.

Does IU have an intensive English program?

Yes. Students interested in English language study only should contact the Center for English Language Training (CELT) at Memorial Hall 313, Indiana University, Bloomington, IN 47405-6701, USA; telephone (812) 855-6457; e-mail: iep@indiana.edu; fax (812) 855-5605.

Can international students receive financial aid?

Outside of merit Faculty Awards and highly competitive awards from the Honors College, IU cannot offer financial assistance to international undergraduate applicants. Students on nonimmigrant visas are not eligible for the state or federal financial assistance programs offered through the Office of Student Financial Assistance.

Modest merit scholarships may be available to highly qualified freshman applicants through IU’s Honors Division or from specialized funding within certain departments. To be considered for merit scholarships, students should submit their completed application for admission and all supporting materials to IU no later than December 15 for the fall semester.

What services does IU provide for international students?

IU’s International Center assists newcomers on arrival and offers a wide range of programs to ease adjustment to the campus and community. The Office of International Services has foreign student advisers who provide advising and visa documentation services. For more information, please visit their website at http://www.indiana.edu/~intlserv.
School of Music: The Admissions Process

Indiana University’s School of Music is consistently ranked among the nation’s best. Over 1600 students are enrolled in the School each year in a variety of programs, from ballet to voice to everything in between!

School of Music Admissions

In addition to applying to the University through the Office of Admissions, students interested in music must also apply to the School of Music directly to request a music audition. The School has a separate office just for admissions and students should be aware of both processes. If a student is admitted academically to the University through the Office of Admissions, and passes his/her music audition through the School of Music, the student is eligible to enroll in the School of Music.

When a student submits an application to our office and indicates an interest in music we code the student’s file so that Music can view the student’s application information. It is then the student’s responsibility to contact Music for further information about the process of applying to their program.

The Audition Process

Most applicants must complete an audition in order to be considered for admission. The School of Music has three audition weekends on campus each year. Typically for fall admission there is one weekend in each of the months of January, February, and March. Students should call the School of Music for the upcoming audition dates. Music does not travel or offer “regional auditions.” Students unable to come to campus may send an audio tape, CD or video for the faculty’s review.

Spring Applicants

Students wishing to be admitted for the spring semester must set up an ad hoc audition/interview time with the faculty directly.

Music Audition Information and Applications

Please visit [http://www.music.indiana.edu/admissions/pdf/auditionapp.pdf](http://www.music.indiana.edu/admissions/pdf/auditionapp.pdf) to obtain an application or request information from Music Admissions, or to learn specific repertoire requirements for specific instruments. Voice and Guitar applicants must submit pre-screening tapes before they will be invited to interview on campus.
**Audio Recording Applicants**

Audio Recording applicants must be admitted to Indiana University and enter as University Division students. They will be considered for admission to the degree program once they have completed a set of pre-requisite courses.

**Music Education Applicants**

Music Education applicants must come to campus for a live interview. The Music Education faculty will not perform phone interviews. These applicants may send a tape of their classical audition, but must complete an interview on campus with the Music Education faculty.

**Frequently Asked Questions: School of Music**

*Does Indiana University have a Musical Theatre degree?*

Currently this program does not exist. However, the School of Music has completed research to investigate the possibility of adding this program to the list of degrees offered by the School of Music. Proposals have been submitted for approval to the administration of the University.

*What are some of the performance opportunities available to students?*

Opportunities include 12 choral ensembles, 6 orchestras (including Baroque Orchestra and Chamber Orchestra), 4 concert bands, 4 jazz bands, Marching Hundred, Singing Hoosiers, and others. The Music School is among the best in the world for opera studies and produces 8 full length productions each year (3 in the fall, 3 in the spring and 2 in the summer). All ensembles are open by audition to any student, including non-music majors.

**You can also direct students to contact the School of Music directly:**

Indiana University  
School of Music  
Bloomington, IN 47405

[Musicadm@indiana.edu](mailto:musicadm@indiana.edu)  
812-855-7998
Other Important Information: The Admissions Process

Honors College

Indiana University’s Honors College is one of the top-ranked honors programs in the country. If a student is talented and motivated, honors studies can offer intense, personal learning experiences built around innovative seminars, honors sections of traditional courses, independent study, and fieldwork or research.

The criteria for an automatic invitation to the Honors College and the opportunity to be considered for a merit scholarship are:

- Be admitted to IU
- Minimum SAT 1350 or ACT 31 OR
- Top 5% rank in high school class (students from unranked schools can be recommended by Admissions if they meet the other criteria and have grades in the A/B range)
- Completion of 20 or more year long academic courses by graduation

Further questions about the Honors College can be directed to: 812-855-3555 or to http://www.indiana.edu/~iubhonor/.

Advanced Placement, Credit, and Exemption

Students with strong preparation in certain subject areas may be able to earn exemption from basic-level IU courses, placement in advanced courses, and/or IU credit. In order to earn this credit, students must take the AP exam at their school, have the appropriate score, and have the information sent to the Office of Admissions. The Office of Admissions has a brochure outlining the criteria for awarding these credits, as well as having it available on the web at http://www.indiana.edu/~iuadmit/freshmen/as_ap.shtml

Visiting the Campus

We strongly encourage students to visit the campus. Students can participate in a variety of activities while on campus:

- **Campus Tours.** During the academic year, tours are available Monday through Friday daily, as well as Saturdays at 10:00 a.m and noon. Tours are also available during the summer.
- **Individual appointments** with admissions counselors or group sessions are available.
- **Overnight stay.** The HOST program offers an overnight stay with a current IU student.
- **Appointments with specific departments** can also be arranged.

All students may schedule appointments online at http://www.indiana.edu/~iuadmit/visit/ or by calling 812-855-3512.
**Freshmen Applications and Bulletins**

The freshmen application and viewbook are available to students in late spring of their junior year of high school. The viewbook provides a comprehensive overview of the university’s facilities, academic programs, activities, and costs. Students wishing to receive information about IU before their junior year should contact the Office of Admissions.

Note: By registering online as a Prospective student (students receive all of this information at college fairs, etc.), a student will automatically be entered into our contact system and will receive mailings, updates, and e-communication about Indiana University in general, and their interests in particular.
IUB School Information

Generally, all undergraduate students should be directed to the Office of Admissions. However, if a student is interested in a particular school, they can contact the following offices:

**College of Arts and Sciences**
http://www.indiana.edu/~college/
812-855-8931

**Kelley School of Business**
http://www.bus.indiana.edu/
812-855-0611

**School of Education**
http://education.indiana.edu/
812-856-8001

**School of Health, Physical Education, and Recreation (HPER)**
http://www.hper.indiana.edu
812-855-1561

**School of Informatics**
http://informatics.indiana.edu/
812-856-5754

**School of Journalism**
http://www.journalism.indiana.edu/
812-855-1701

**School of Law**
http://www.law.indiana.edu
812-855-4765

**School of Library and Information Science**
http://www.slis.indiana.edu/
812-855-2018

**School of Music**
http://www.music.indiana.edu/
812-855-7998

**School of Nursing**
http://www.indiana.edu/~iubnurse/
812-855-1736

**School of Optometry**
http://www.opt.indiana.edu/
812-855-1917

**School of Public and Environmental Affairs (SPEA)**
http://www.spea.indiana.edu/home
812-855-2840

**Graduate School Admissions**

The Office of Admissions does not handle admission to graduate programs. Students should be referred to the appropriate academic department.
Recruitment: Ethical Standards

As a member institution of the National Association for College Admissions Counseling (NACAC), the Office of Admissions at Indiana University Bloomington is committed to the Principles of Good Practice for this professional organization.

Please be aware that failure to abide by national and state recruitment regulations can result in a grievance filed against Indiana University Bloomington.

Note the following excerpts from the 1993 Statement of Principles of Good Practice:

“High schools, colleges, universities, other institutions and organizations, and individuals dedicated to the promotion of formal education believe in the dignity, the worth, and the potentialities of every human being. They cooperate in the development of programs and services in post-secondary counseling, admission, and financial aid to eliminate bias related to race, creed, gender, sexual orientation, age, political affiliation, national origin, and disabling conditions. Believing that institutions of learning are only as strong ultimately as their human resources, they look upon counseling individual students about their educational plans as a fundamental aspect of their responsibilities.”

College and University members will:

- Exercise appropriate responsibility for whom the institution involves in admission, promotional, and recruitment activities (including their alumni, coaches, students, faculty, and others…) and educate them about the principles outlined in this statement.
- Provide information and training to representatives to enable them to speak forthrightly, accurately, and comprehensively in representing their institutions to counseling personnel, prospective students, and their families.

Representatives will:

- State clearly the admissions standards of their institution
- State clearly all priority dates for application
- Furnish data describing the currently enrolled freshman class
- Not use disparaging comparisons of secondary or post-secondary institutions
- Conduct conversations with students and parents in a professional manner, remaining behind or on the sides of tables, NOT in the aisles in front of the tables
- Display the informational materials provided by the institution (the display should be in good taste – trinkets such as key chains are prohibited)
- Refrain from recruiting students who are enrolled, registered, have declared their intent or submitted a contractual deposit with other institutions
Playing Fair: NCAA Regulations

As an alumni volunteer you meet the NCAA’s definition of a “representative of the University’s athletic interests.” Representatives may not be involved in any way, by contrast or intervention in the recruitment of prospective student-athletes.

However, NCAA regulations DO provide a limited exception which allows off-campus recruiting contacts to be made by an institution’s regular admissions program representatives when such a program is directed at all prospective students, including non-athletes.

Thus, you may have contact with prospective student-athletes provided that contact is part of regular Alumni Volunteer duty. Please do not form special friendships with, or take a particular interest in a prospective student-athlete (e.g. provide transportation, take to an IU function, have over for dinner, etc.). While you might consider such behavior to be merely friendly, your actions could result in the student being ruled ineligible for athletics participation at IU.

If a prospective student-athlete had questions about a specific intercollegiate sport at IU, you should refer him/her to the appropriate coach for information. It is permissible for a prospective student-athlete to contact a coach; therefore, you may provide the coach’s office phone number and/or address, or refer them to the IU Athletics website for more information at http://iuhoosiers.com/index.html

Please keep in mind that these requirements remain in effect after a prospective student-athlete has signed a National Letter of Intent.

If you have any questions, please contact Jennifer Hooker Brinegar, Compliance Coordinator, at Assembly Hall, IU Bloomington, (812) 855-0451.

The basic rule: Do not treat a prospective student-athlete differently than any other prospective student.
Section III:

Indiana University
Some Hoosier Facts

- Today, IU Bloomington has approximately 39,000 students. Students from all 50 states and 136 foreign countries are represented.

- IU won the 2003 Theodore M. Hesburgh Award, presented to the university judged to have the most effective faculty development program that enhances undergraduate teaching and learning.

- IU Bloomington has 1,766 full-time faculty.

- There are 19 libraries on the Bloomington campus. These include the Main Library, the Lilly Library, residence hall libraries, and libraries housed in academic buildings.

- The Lilly Library is ranked as one of the most outstanding rare-book collections in the country. Among its treasures are the New Testament of the Gutenberg Bible, four Shakespeare folios, a first printing of the Declaration of Independence, and George Washington’s letter accepting the presidency of the United States.

- The campus has 1,861 acres of land.

- IU has more than 130 undergraduate majors, 326 degree programs, and offers more than 4,000 courses of instruction.

- The average class size is 34 students. More than 80 percent of our classes have fewer than 40 students.

- The IU Art Museum was designed by I.M. Pei and Associates (the same firm that designed the entrance to the Louvre in Paris, and the addition to the National Gallery in Washington, D.C.).

- IU’s School of Music was recently rated as having the number one graduate program in the U.S.

- IU’s Student Union is the largest in the world!

- IU teaches more than 40 different foreign languages.

- IU teams have been successful in both Big 10 and NCAA competition through the years, winning a total of 22 national titles in men’s basketball, soccer, wrestling, swimming and diving, and cross country. IU’s five basketball national titles are the 3rd most in the nation.

- More than 1,000 IU students study abroad each year, making us 8th in the nation for the number of students participating in international study abroad programs.
Academic Opportunities at Indiana University

At IU, we make it easy for students to customize their college experience right from the start. A number of opportunities allow students to complement their academics in a variety of ways.

**Intensive Freshman Seminars (IFS)**

IFS provides an head start in university life. For the three weeks in August, participating students live in an IU residence center and take a 3-credit seminar that will count towards graduation. Summer 2004 topics include: “Funk & Pharos: Communicating Culture Through Dress,” “Liberty & Its Enemies,” “The Literature of Notorious Crimes: From Witchcraft to Terrorism,” along with 15 others.

**Freshman Interest Groups (FIGs)**

FIGs offer an innovative way to become introduced to college life. 20-25 freshmen in a FIG live close to each other on campus and take three or four of their first-semester courses together. Each FIG has its own upper-division peer instructor who lives nearby and helps participants link to IU’s academic, cultural, and social opportunities. All freshmen admitted for the fall will receive information about the FIGs program. Some FIGs include “The Business of Sport,” “Medicine and Ethics,” and “Looking at Gender.” There are over 50 different FIGs from which to choose.

**Overseas Study**

IU operates more than 80 overseas programs in 16 languages (including English) and in 33 countries. There are programs in nearly every field of study. Students can participate in summer programs as early as the freshman year. Semester or year-long programs normally require a student to be a junior or senior.

**Honors College**

IU’s Honor College is one of the top-ranked honors programs in the country. If a student is talented and motivated, honors studies can offer intense, personal learning experiences built around innovative seminars, honors sections of traditional courses, independent study, and fieldwork or research.

**Flexibility in Meeting Requirements**

In fulfilling IU requirements, size gives students choices. IU offers more than 4,000 courses in more than 130 undergraduate programs every semester.
Frequently Asked Questions: Academics

Why should students attend a major research institution like IU?

Research complements the teaching/learning process and provides tremendous educational benefits to our students. At IU, undergraduate participation is a key component of many faculty research efforts. The various departments provide funding to encourage student involvement, while public and private grants help build and equip IU’s cutting-edge facilities, which range from the new CAVE three-dimensional virtual reality environment to the School of Music Library. Through abundant research opportunities, our faculty are kept at the forefront of innovation and discovery. We are proud of IU’s reputation as one of the nation’s leading educational institutions in research and undergraduate teaching.

How do IU’s undergraduate programs rank nationally?

Approximately 50 of our academic programs rank among the top 20 in their field nationwide. Twenty-four rank among the top 10.

What if a student is undecided on a major - will this create a problem?

Absolutely not. In fact, nearly one-quarter of freshmen come to IU as exploratory students. And of those students who have chosen a major before enrolling, over 70 percent change their major at least once (and often two or three times) during their IU career.

Because most students have been exposed to only a few of the more than 100 different academic areas available at IU, we encourage them to explore our diverse offerings. Unlike many other institutions, IU does not admit students directly to a major or school (exceptions: business, HPER, honors and music). Instead, students start out in University Division (UD) where they get expert advising to either confirm their major choice or help investigate their alternatives. UD has a special program, Exploratory Student Services, designed especially to help undecided students find the best options for them.

*The major sources for rankings of individual schools, departments, and academic programs are the Gourman Report volumes on undergraduate programs and graduate programs; US News and World Report; and studies done occasionally by professional journals and trade publications or by the professional societies of individual disciplines. For more information on academic excellence at IU:

http://www.indiana.edu/~iuadmit/about/academics.shtml
I have already chosen a field of study, but IU doesn’t admit directly into a major. Now what?

Students with a particular academic interest can take courses in that field during the freshman year. In some areas, such as biology, they may become involved in research or other projects. However, most of the courses they take will be liberal arts courses, because all of our majors require a solid foundation in the arts and sciences. As mentioned earlier, not only exploratory students, but also freshmen with an intended major, often change their minds a few times before discovering where their true interests lie. Professional academic advisors help students keep their options open.

How large are the classes at Indiana University?

Probably not as large as one might imagine. In the fall semester of the 2003-2004 school year, fewer than 6 percent of the undergraduate classes at IUB had more than 100 students. And many courses include small discussion groups and/or labs for more personal attention. The average class size at Indiana University is 34 students.

Of course every college, regardless of size, has some large lectures. In those cases, we strongly recommend that students sit close to the front, ask questions, and take advantage of the professors’ office hours and e-mail to discuss their understanding of the material and their progress in the course.

Who will be teaching freshman classes?

IUB has a historic dedication to undergraduate education. The overwhelming majority of lectures, classes, and presentations are handled by full-time faculty. Some of our finest professors, including the IUB chancellor, teach freshman courses. The remainder, generally courses with many small sections, may use graduate assistants who are under the supervision of full-time faculty. Typically, faculty give the lectures and graduate assistants handle the small discussion groups that accompany most lectures.

What kind of training do these graduate assistants receive?

Under the direction and supervision of the Office of the Dean of the Faculties, graduate assistants are screened and carefully trained. A number of techniques are used, such as direct supervision, ongoing evaluations, and videotaped teaching practice for instant replay. Obviously, strong oral and written proficiency in the English language is required.
Does IU offer any overseas study programs?

Study abroad is a wonderful way to enhance the college experience, and IU offers more than 80 overseas programs. These include year-long, semester, or summer programs in countries all over the world. IU’s Office of Overseas Study is staffed by professionals who help students select the program that best suits their needs.

Over 600 students each year study abroad. Students do not need to be foreign language majors to participate. IU awards direct credit so students can continue to make normal academic progress toward a four-year graduation. Financial aid can be applied to program costs.

Are students able to get the courses they want or need in order to graduate? Is it possible for a student to graduate in four years?

Course availability is generally not a problem at IUB. Occasionally, class sections do close, or fill up. But with more than 4,000 courses offered to undergraduates yearly, students can always put together a viable schedule each semester. For most programs, there are many ways to fulfill specific graduation requirements. For example, to meet a literature requirement, one student may enroll in a Shakespeare class, while another may choose a course in contemporary African American literature.

Most students carrying a standard course load should have no problem completing their graduation requirements in four years. We believe this is due to IU’s commitment to course availability and to the emphasis that is placed on academic preparation rather than standardized test results. Because most freshmen have taken four to five academic courses each semester in high school, they come to college prepared to continue this course load, which is necessary to meeting an eight-semester timetable.

Of course, not all students find that the traditional four-year limit meets their needs. Decisions to carry a double major or to change majors late in a college career may entail extra time as an undergraduate. To make planning easier, advanced advising technology allows students to instantly calculate the effect different course choices will have on their timetables.

Where in the world do you want to go?

IU Overseas Programs

- Australia
- Austria
- Brazil
- Canada
- Chile
- China
- Czech Republic
- Costa Rica
- Denmark
- Finland
- France
- Germany
- Ghana
- Grand Cayman Island
- Greece
- Hungary
- Ireland
- Israel
- Italy
- Japan
- Mexico
- Netherlands
- Peru
- Russia
- Spain
**What computer resources are available to students?**

More than 80 percent of IU students have their own computers, and each year that number grows. If a student wants to buy a computer, IU provides recommendations and computer specifications. Students receive this information after admission, and it’s also available on the Web (http://computerguide.indiana.edu).

For students who don’t bring computers, IU has Intel, Macintosh, and UNIX workstations in Student Technology Centers and computer labs in over 75 locations around campus. Use of the equipment – including printing – is already covered by the Student Technology Fee. That fee also covers classes on using computers, consultation, an e-mail account, and Internet access. In addition, lots of useful software is available for a nominal fee through IU’s licensing agreements with Microsoft and other vendors.

*The new Main Library Information Commons is up and running, 24 hours a day, seven days a week. This technology and information center includes 250 individual and group-configured computer workstations, wireless networking, a multimedia production lab, a career reference center, and round-the-clock consultants to answer your computing questions.*

**Does IU offer an honors program?**

Approximately 10 percent of the freshman class is part of IU’s Honors College. In addition to being considered for special scholarships, honors students have the option of participating in special programs, seminars, research grants, and internships. They also may choose to enroll in honors classes, which generally have 12 to 20 students. Because of the intensity of these classes and the generally challenging nature of the IU curriculum, we recommend no more than one honors course per semester. Some students use this program as an adjunct to their education, while others pursue an honors degree in the discipline of their choice. Students admitted to IU Bloomington who rank in the top 5 percent of their class OR have a minimum SAT of 1350 or a 31 ACT composite score will automatically be invited to join the Honors College and to apply for Honors College scholarships. Students also have the opportunity to be invited to join the Honors College after the first semester of their freshman year, based on their IU academic performance.

**Does IU give college credit to freshmen for high school courses?**

Some high schools offer courses to their students for both high school and college credit. Students enrolled in these courses, or in courses at a nearby college, may have an official transcript sent to the IU Office of Admissions for evaluation. Students may also take advanced placement, achievement, or IU departmental tests to determine if they are eligible for college credit. Advanced credit is granted as well for national external examinations (such as the British A-levels, completed after 13 years of primary-secondary schooling) and for higher-level International Baccalaureate examinations. A brochure outlining advanced placement/credit opportunities and procedures is available from the Office of Admissions.
Support Services Across Campus

Academic Support

Every student has an academic advisor, first in University Division and then later in their field(s) of study. Advisors are available to assist with course planning, pre-requisite requirements for particular classes or schools, and other academic concerns.

The Student Academic Center also offers workshops in study skills, test taking, time management, and others that are offered throughout the year. Tutoring in numerous fields of study are also available to students.

In addition, there are Academic Support Centers in three housing neighborhoods on campus – Forest, Teter and Briscoe – as well as a very popular Writing Tutorial Service on campus.

Career Counseling & Job Placement

From the beginning to the end of a student’s academic career at IU, career resources are available. The Career Development Center offers career exploration courses and workshops, major and career counseling, internship and career fairs, and a huge Career Resource Library.

IU has over 15 career centers and placement offices to assist students in all fields of study. Tens of thousands of interviews happen on campus each year, with recruiters representing government, business, schools, and not-for-profit groups.

Health and Well-Being

The IU Health Center offers quality personal care and a convenient location, along with a number of preventative services. Students can receive medical attention from board-certified doctors and nurse practitioners, along with lab tests, X rays, pharmacy services, physical therapy, and psychological counseling.

Other support services at IU include:

- Optometry
- Speech and hearing
- Disabled student services
- Gay/lesbian/bisexual/transgender issues
- Alcohol/drug information
- Student activities
- Student ethics
- Student advocates
- Student legal services
- Women’s affairs
- African American affairs
- Asian American affairs
- Latino affairs
- Veterans’ affairs
- International students
Frequently Asked Questions: Support Services

What about internship programs?

Many IU students spend a semester or a summer in an internship related to their academic area. Internships give students the chance to observe and work in a professional setting; many offer college credit. Our Career Development Center provides students with counseling and listings of available internships, as do most departments and schools on the IU campus.

How does IU help students find jobs after graduation?

Each of IU’s major schools has a placement office that works with students on an individual basis to locate employment opportunities. In addition, many students choose to take advantage of placement offices other than the one that serves their school. Any student can, for example, use the Kelley School of Business Placement Office by enrolling in the school’s one credit hour course, which gives general information as well as instructions on resume writing and job interviews. John Byrne, former writer of Business Week, describes IUB’s business placement office as “the absolute best recruiting function of any business school in the world.”

Many students also take advantage of internships and cooperative education arrangements, some of which are paid. These programs provide students with experience in their field that may result in valuable contacts, as well as an edge in the job market. Professional staff at the Career Development Center offer individual career counseling, workshops and seminars on resume writing and interviewing, and job placement assistance to all IU students.
Residential Programs and Services

Indiana University has made a point of ensuring that there’s plenty of room – and plenty of benefits – for students who wish to live on campus. Starting in the fall of 2003, all new students are required to live on campus. Research has shown that students who live on campus are more connected to the university and do better academically. There are 11 residence centers at IU.

Campus dining services offer diverse hours and a wide variety of dining options. Such options include:

- Traditional cafeterias
- Food courts (featuring Sbarro, Starbuck’s, Dunkin’ Donuts, and more)
- Specialty (McDonald’s, International Bakery, Wellness Center)

A debit point system, with several different options, allows students to eat anywhere on campus, including an option for locations in the Union and Library. One point is the equivalent of $1.00.

IU has a large professional staff to help with all aspects of housing life. Each floor has a resident assistant, or RA who can help students.

Residence Center Options

Information about on campus housing comes with the letter of admission. The housing application is available online at http://www.rps.indiana.edu

Housing is guaranteed if students apply by May 1, but preferences are assigned in application order. The processing fee for housing is $40.00.

Encourage students to apply for housing as soon as they are admitted in order to secure their priority date.

Other Housing Options

Other housing options include the Greek system (about 18% of the undergraduate population) and off-campus apartments and houses.

Special Opportunities in the Residence Halls

- Freshmen Interest Groups (FIGs)
- Thematic Floors
- Collins Living-Learning Center
- Academic Communities
- Briscoe Wellness Center

All residence centers have:

- Academic advising
- Regular IU classes
- Student government
- Laundry facilities
- Kitchenettes
- Nonsmoking
- Internet hookups
- Cable TV
- Recreation facilities
- Social programs

Many residence centers have:

- ATMs
- Exercise rooms
- Air conditioning
- Sun decks
- Traditional dining
- Food courts
- Convenience stores
- Music practice rooms
Frequently Asked Questions: Housing

How do students apply for housing? How does the housing process work?

Students who are accepted to IU receive information about housing options and instructions on how to apply online for housing with their letter of admission. Admitted students are guaranteed housing for the following fall if they have paid their $100 enrollment deposit and submitted their housing application by May 1 of the senior year of high school.

When the online housing application is submitted it will be filed in the order received. The housing assignment process begins in the spring before the applicant’s freshman year. The housing office first looks for an accommodation that will meet any expressed preferences such as a single room, limitations on visiting hours, or a particular residence neighborhood. The housing contract is sent after the $100 enrollment deposit is paid. Students who have decided to attend IU and wish to accept the contract should return it with the specified housing prepayment of $400.

Students have no problem getting housing at IU; our residence center system, widely regarded as one of the Nation’s finest, is also one of the Nation’s largest. However, students who have a preference for a particular neighborhood should file applications early, since they are processed in the order received.

Are freshmen required to live in the residence halls? Are there advantages to living on campus?

Yes. All first year students are required to live on campus. Studies show that students who begin their college career in the residence centers have an easier time making the social and academic transition from high school to college. This is because our residence centers provide services and programs designated for undergraduate students.

Each floor in the residence centers is assigned a resident assistant (RA) – a junior, senior, or graduate student who lives on the floor and serves as a “big brother” or “big sister” to the residents. They plan programming to help students meet other students and get involved. The RAs have been given extensive training enabling them to provide useful information about the university to the residents, as well as help them in dealing with emotional or adjustment issues that may arise during the school year. Students who bring problems to the staff generally find support and assistance; those who “suffer in silence” do so by choice.

An academic advisor maintains an office in each of the undergraduate residence centers, making it very convenient for students to receive academic counseling. Many residence centers contain classrooms where undergraduate classes are offered. Each center has a branch of the IU Main Library, study lounges, easy access to the Internet, laundry facilities, and many other amenities to make life simpler for residents.
What is the best residence neighborhood to pick?

“Best” is a relative term. Specific facilities or special academic programs described in the application packet may make a particular residence center “best” for students desiring those facilities or programs. For example, students with an interest in music may want to select a residence center with a music practice room, while students with an interest in international affairs may prefer Foster International.

Since freshmen may have classes all over campus, proximity is not a factor. All of our undergraduate residence centers are coed by wing, floor, or tower, with men and women sharing the eating, laundry, and library facilities in each center.

How are roommates assigned?

Under federal law, assignments are “blind” in that we know very little about the individual characteristics of each applicant. Assignments are therefore made at random with attention to expressed preferences. Students who would like to room together should request each other as roommates and list their housing preferences in identical order. It helps if the applications arrive together. If they arrive separately, the assignment will be made on the basis of the date when the first application was received.

What if roommates don’t get along?

This happens less frequently than people imagine. If it does happen, however, students often make their own arrangements to exchange rooms, under housing office supervision. After the second week of class, they may also ask Residential Programs and Services staff to help them make a switch.

Do a lot of students join Greek organizations?

About 18 percent of IU’s undergraduates choose to join a fraternity or sorority. There is no pressure to do so, since students have numerous other activities to choose from to meet their academic, social, and financial needs.

A formal recruitment program is required for students interested in joining a Greek house. Women with a grade point average of at least 2.5 for the first semester of their freshman year may join a sorority during the second semester, and may move into the sorority house the following semester (however, many sororities have their own guidelines and require higher GPAs). It’s possible for men to move directly into a fraternity house when they enter IU, though most wait until their sophomore year.
Summer Orientation, Advising, and Registration

Attending an orientation program is required to attend IU. Although a program is offered in the fall, it is most common and recommended to attend the summer program. Summer Orientation, Advising, and Registration runs from mid-June through mid-July. The two-day program includes placement testing, advising, and registering for fall classes, as well as helpful programming for students and parents, geared toward helping them with the transition from high school to college.

Programs for parents are scheduled concurrently with those of students, and are designed to familiarize families with programs and campus life. Administrators, faculty, and current students are available to share their perspectives as well.

A registration form for the Summer Orientation, Advising, and Registration program will be sent to students who pay their $100.00 enrollment deposit. These invitations will begin going out to students in mid-April and will continue to be sent as students pay their enrollment deposits.

What if a student cannot attend orientation during June or July?

If a student is unable to attend orientation during June or July, an additional orientation and registration session is offered in August just before the start of the fall semester. However, students will need to fill out a petition form in order for their request to attend the August program to be considered.

Course availability at that time varies somewhat from year to year depending on enrollment and course preference. The University tries to estimate what the demand will be and in most years there is an adequate selection of courses available for August registration. While attending earlier will give students more choice in the courses they can select, those unable to attend summer registration can certainly put together a schedule in August.

What about move in for the fall?

All freshmen move-in to their residence halls on Wednesday, August 25, 2004. This day kicks off the second phase of orientation – Welcome Week. For 5 days, students will participate in a variety of activities to get them as acclimated to IU as possible before classes start on Monday August 30th – academically, socially, culturally, and even just to feel more aware of the physical layout of campus.
Tuition, Financial Assistance, and Scholarships

Tuition

Students pay a flat fee for tuition each semester. The fee entitles students to register for 12 to 17 credit hours per semester. At the time of printing, fees for 2005-2006 had not been set. Increases have averaged in the 4 to 6 percent range over the last few years. To help students plan, 2004-2005 academic year expenses are listed below.

<table>
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<th>Estimated expenses for the 2004-2005 academic year</th>
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<tr>
<td>Indiana Resident</td>
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<tr>
<td>Tuition and fees (24-34 credit hours)⁴</td>
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<tr>
<td>Room and board (full meal plan)</td>
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<td>Books and supplies</td>
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<td>Miscellaneous⁵</td>
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<td>Transportation</td>
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<td><strong>Total</strong></td>
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</table>

1 Most degree programs require students to average 15.5 credit hours per semester in order to graduate in the traditional eight semesters.
2 This includes personal expenses (laundry, phone service, movies, etc.) but not travel expenses, which vary according to distance, frequency, and means of travel.

Students who will need a non-immigrant visa for the 2004-2005 academic year must add $5,300 for estimated cost increases, mandatory health insurance, and living expenses during holiday breaks.

Financial Assistance

The Office of Student Financial Assistance (OFSA) handles grants, loans, and work-study jobs. The majority of undergraduates at IU receive some form of financial assistance – more than $200 million last year. Applying is free, and a single application will cover most of the financial programs IU participates in. Financial aid consists of scholarships and grants (non-repayable), loans (which must be repaid in the future), and work-study employment.

The FAFSA (Free Application for Federal Student Aid) should be sent in between January 1 and March 1 of the senior year.

Scholarships

Merit scholarships come from a number of sources. Some do not require an application; for others, students are invited to apply. For a complete listing of merit-based scholarships, see the brochure entitled “Investing In Your Future.” The awards include: Kelley Scholars Program, Faculty Scholarships (for nonresidents), Freese Awards (for residents) Honors College scholarships, Math and Science Scholarships, Minority Achievers Program, Residence Scholarships, ROTC, and Valedictorian Awards (Indiana residents).
Frequently Asked Questions:
Tuition, Financial Assistance, Scholarships

Why does IU include miscellaneous expenses in citing costs? Other schools don’t, and it’s sometimes confusing.

College expenses consist of two parts:

- Fixed expenses such as tuition, fees, and room and board, which are clearly outlined in all of our cost information.
- Miscellaneous expenses such as books, laundry, entertainment, snacks, telephone, and transportation.

Many of these would also arise at home, but we feel that it’s important to include these estimates to give a truer picture of what attending college might cost.

Do you offer any freshman scholarships not based on family income?

Most of IU’s merit scholarships are awarded by departments to successful sophomores, juniors, and seniors. The few freshman merit scholarships, usually $1,000-$6,000/year and renewable, are generally awarded by the Honors College, the Hudson Holland Scholars program, or the Scholarship Clearing House. Admitted students may be considered for other scholarships based on information from their applications.

Students who rank in the top 5 percent of their graduating class OR have at least a 1350 SAT composite or a 31 on the ACT will be invited to apply for Honors College scholarships. The MAP/MASS programs will invite students in the top 20 percent of their class who have at least a 3.0 on a 4.0 grade scale and have scored at least 1000 on the SAT or 25 on the ACT.

Students can get details about these awards from the Office of Admissions. In addition, there are some “special interest” scholarships for freshmen in music, journalism and Jewish studies. Students are also encouraged to contact individual academic departments or browse the IU Scholarship Directory on the Internet
http://www.indiana.edu/~sfa/resources/undergrad_award.html

What forms need to be on file to be considered for all government and IU financial aid?

Students need to file the Free Application for Federal Student Aid (FAFSA) by March 1. If students have filed all forms on time, they should receive an answer to their aid application before May 1. Note that only U.S. citizens and permanent residents are eligible to apply for federal and state financial aid.
What are the chances for students to work part time?

Excellent. More than 13,000 undergraduates currently have part-time jobs, both on and off campus. IU’s Student Employment Office assists students in locating jobs throughout the year. In the fall and spring, the office sponsors “Jobs Fairs” that bring employers and students together in a pleasant, pressure-free atmosphere. All U.S. citizens and permanent residents are eligible to participate, regardless of financial need. Students on nonimmigrant visas must consult with the Office of International Services before work can be accepted.

When do students pay the bill?

Students who take advantage of the regular registration periods (mid-June to mid-July for new freshmen and November and April for continuing students) receive bills in July for the fall semester and in November for the spring semester. Payment for the July bill is due in August. Payment for the November bill is due in December. Families may defer 60 percent of the fall course fees until October, with a service charge. Students who do not register until late registration (immediately preceding the beginning or classes) will receive a bill for fees at the next monthly billing cycle.

Room and board is billed eight times during the academic year (August through March). The present policy is that students who remain in the residence centers in the same room type from one academic year to the next will experience no increase in their room and board rates.
Frequently Asked Questions: Adjustment

Is IU too large? I wonder if I might be better off at a small school.

Size is often a consideration in choosing a college. Obviously, a student should feel comfortable about gaining the most from the college experience. We are fortunate that the American educational system provides a wide variety of colleges from which students can choose.

The person who selects a large university is generally looking for diversity in opportunities and experiences. IU, for example, offers more than 100 different majors; thousands of courses; scores of clubs, sports, and special activities; more than 1,000 music events annually, and an abundant social life. As in a large city, you can’t begin to take advantage of everything available. Instead, you must select certain elements and create your own particular community and experience. Many of our students have noted: “It’s easier to make a large school small than to make a small school large.”

But aren’t individuals lost at such a big university?

Not if we can help it. We do everything we can to help students feel at home and learn their way around the campus. All the classrooms and laboratory facilities are centrally located and students can walk from any one academic building to another in no more than 10 to 15 minutes. Most are only a few minutes apart.

Personal attention, which most students desire, is more a matter of institutional philosophy than of size. That philosophy is an IU tradition that students discover as they get to know our faculty and advisors. If students take some initiative, adjustment is easy at IU. Each of our undergraduate residence halls is staffed with an academic advisor whose job is to help students select their classes and explore academic options. Our instructors are very accessible and offer weekly office hours to provide extra help, if needed.

Compared to many colleges (both large and small), the majority of the classes offered at IU are small. Most IU classes enroll fewer than 40 students. Of course we teach lecture classes, but generally our large, introductory classes seat between 150 and 250 students.
What does IU do to help students adjust?

We start with a well-planned two-day New Student Orientation, Advising, and Registration program from mid-June to mid-July (or in late August for those who cannot attend any of the earlier dates). The Office of Orientation Programs sends complete details about these programs beginning in April to students who have paid their enrollment deposit.

As students move into the residence halls, they immediately begin Welcome Week, an in-depth orientation program directed by professional staff and current undergraduate students. It includes information sessions, tours, social events, and athletic contests that help new students meet their classmates and become involved in campus life. For example, students can meet faculty who volunteer their time to plan activities and become friends with residents of a particular residence floor.

After students settle in, they discover that IU offers a wide variety of support services, including a health center, counseling and psychological services, a student employment office, co-op and internship programs, career planning services, overseas study opportunities, and a variety of job placement services for graduating seniors. New students may especially like the Writing Lab; the library tour; the Student Academic Center, which offers courses on study techniques and time management; and the ongoing contact they have with an academic advisor. These are just a few of the ways we help students take full advantage of the many opportunities at IU. After all, we want you to be successful, too.
Frequently Asked Questions: Campus Atmosphere

What is the campus like?

Our students describe the Bloomington campus as being what they typically expect from a “college.” IU’s tradition began more than 180 years ago, and you will see historic limestone buildings on a beautiful campus with open space, woods, flowers, and greenery. Your student will feel comfortable here. A current student compares IU to a “large city with a small-town heart.”

One of the things that make our campus special is the diverse student body. All 50 states and 136 foreign countries are represented on the Bloomington campus. In a typical freshman class, more than 35 percent are from out of state and overseas.

Whatever values and ideals a student has, he or she will probably find others who share them. One of the strengths of a large university is its diversity; since our students present many different interests and viewpoints, there are few pressures to conform to a single attitude or lifestyle. Students can be themselves and find others who share their interests.

Visitors, especially those from outside the Midwest, tell us that we are very friendly, helpful, and eager to share information about the university community we know and love. We are fortunate in having an enthusiastic and positive student body and a large and loyal group of alumni. IU is special to many, and we invite you to visit and make your own judgment.

If students haven’t visited campus already, we recommend it. Please call the Office of Admissions so we can arrange a visit day. While here, students can tour the campus and a residence center, attend a class, and meet with a representative of an academic department and/or an office such as Admissions, Student Financial Assistance, or our Honors Division.

How big is the campus?

The IU campus covers more than 1,800 acres. If you look at a campus map you will see that the heart of campus is composed of the academic buildings, where students spend the majority of their time during the day while they attend classes. Surrounding the academic center are the residence centers and athletic facilities. Students find it easy to learn their way around campus, and can walk from one end of it to the other in 15 or 20 minutes. Students and families visiting IU often tell us that the campus has the feel of a smaller college.
Should students bring a car to campus?

Indiana University has made a commitment to maintaining “green space” on campus; therefore, general parking is limited. Because the campus is conveniently arranged, students walk or ride bikes during their daily activities. A university bus service provides five bus routes. Each route circles the academic core of the campus and then fans out to the various residential areas, the shopping mall, and downtown Bloomington. Students can ride the Bloomington City buses for free with a valid student ID or they can purchase year long bus passes for the IU campus bus system pay on a ride-by-ride basis.

Most students manage very well without a car; in fact, with parking at a premium, having a car is more often a hindrance than a help. And because IU Bloomington is a residential campus, most students decide to spend their weekends here in view of the wide variety of activities and social life available, as well as the frequent need for some “library time.”

Some freshmen choose to bring their cars to campus. Currently, these students are able to purchase a special parking permit that allows them to park their cars in a lot near their residence center. Parking spaces are limited, however. Permits are issued using a priority system based on seniority. Overflow parking is available in the lot next to IU’s athletic complex, north of campus.

How do students arrange to come home during semester breaks?

IU students come from a wide variety of places. The Student Union features an extensive “ride board” that lists opportunities for students to share cars and associated travel costs; some residence halls have ride boards as well. It is usually easy to get a ride home, especially during holiday periods.

Students from a distance fly home from the Indianapolis International Airport, located 50 miles north of Bloomington. The Bloomington Shuttle Service makes nine daily runs to the airport, seven days a week, from several pickup points around town and campus. The cost per person is $20.00 each way. Door-to-door, 24-hour airport service, which is somewhat costly, is available from various limousine companies. Bloomington is also served by Greyhound.

By automobile, Bloomington is about an hour from Indianapolis, two hours from Louisville, three hours from Cincinnati, and four and a half hours from St. Louis and Chicago.

What is Bloomington like? Is there anything to do?

Considered among the top college towns in the nation, this small city of 68,000 has more to do than you can imagine. For instance, on just one evening recently, students were able to choose from among the following activities and programs: a women’s basketball game, the IU Opera Theater’s production of Candide, a get-together of the International Folkdancers, the University Theatre’s production of On the Town, and a lecture by Secretary of State, Colin Powell. In addition to all of the campus activities, students become involved in the cultural, religious, and social service activities of our dynamic community.
More than 40 religious denominations are represented in Bloomington. The three Catholic churches in town are large and active, a mosque serves the Muslim community, and the flourishing Jewish population has access to a campus Hillel organization, a community synagogue, and a strong program in Jewish studies at the university. Last fall, His Holiness The Dalai Lama visited Bloomington for a dedication at the Tibetan Cultural Center.

There is a shopping mall with more than 100 stores just a few blocks from the southeast edge of campus, as well as a charming downtown area. The many fine restaurants present a variety of ethnic cuisines, including Tibetan, Thai, Afghan, French, Greek, Indian, Italian, Chinese, Japanese, Korean, Mexican, Moroccan, and East African. Of course, the usual assortment of fast food establishments is also available.

If the outdoors beckons, Lake Monroe, the largest lake in Indiana, is just a few miles south of campus. Picturesque Brown County State Park and Hoosier National Forest, also in the immediate vicinity, are popular sites for hiking and horseback riding. In addition to water sports, biking, and camping, downhill skiing is available in the surrounding area.

**How safe is the campus?**

The Bloomington campus has long been noted for its serene beauty set in the quieter atmosphere of a small city. While we are fortunate to enjoy this location, personal safety is a national concern that touches all communities to some degree. A few of the many programs IU provides to serve our students’ safety are educational discussion groups and safety seminars; free nightly transportation and escort services; free emergency telephones at dozens of campus locations; continuous maintenance and upgrading of lighting in main campus pathways and streets; and a campus commission that monitors potential problems, implements improvements, and issues an annual safety report. Information regarding The Indiana University Commission on Personal Safety can be obtained online at [http://www.indiana.edu/~cps/](http://www.indiana.edu/~cps/).

**What is the terrain like around Bloomington? And what are the weather conditions?**

While much of northern Indiana is flat, Bloomington is located in the rolling, scenic hills of southern Indiana. The quarries around Bloomington have provided limestone for our university buildings as well as for the Rockefeller Center and the Empire State Building in New York City. The quarries also provided a backdrop for the academy award-winning movie *Breaking Away*. The weather is mild. Extreme cold is rare, snowfall is limited, and we generally have long, beautiful autumns and early springs, which are particularly pleasant since there are more than 100 types of flowering trees and bushes on the campus.
## Contact Information for Services on Campus

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<tr>
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**Check out IU’s Big List** – a comprehensive list of departments, schools, clubs, and special resources (just about everything!) This is a great place to refer students when they want more information or you don’t know an answer to a specific question.

[www.iub.edu/biglist](http://www.iub.edu/biglist)

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Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the university and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women, and Vietnam-era veterans.
Indiana University 2004-2005 Calendar

subject to change

2004

New Student Orientation, Advising, and Registration        June 14-July 20
Intensive Freshman Seminars                                August 2-20
International Student Orientation                        August 16-20
Advising/registration (for those not attending summer program) August 22-25
Welcome Week                                              August 25-29
Classes begin                                              August 30
Freshmen Family Weekend                                    September 17-19
Homecoming Weekend                                        October 29-31
Parents’ Weekend                                           November 12-14
Thanksgiving recess                                        Nov 24-28
Classes end                                                December 11
Final exams                                                December 13-17

2005

Classes begin                                              January 10
Spring recess                                              March 13-20
Classes end                                                April 30
Final exams                                                May 2-6
Graduation                                                 May 7
Summer Session I begins                                    May 10
Summer Session II begins                                   June 17

The IU Events web site is also a great place to find out what is going on around campus:

http://events.iu.edu/iub.shtml
Section IV:

Recruitment Coordinators
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<td>Richard Dyson</td>
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<td>Ron Berkowitz</td>
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INDIANA UNIVERSITY
Alumni Student Recruitment

REGIONAL COORDINATOR GUIDELINES

When contacted by the Bloomington office to cover an event

1. **Respond** via email, phone, or FAX that you received the request and will contact Bloomington as soon as assignments have been accepted.

2. **Contact the network** of recruiters immediately! Delegate by geographic area (or “traditional coverage” if someone has been involved in a specific event in past years) and give the volunteers a deadline for response. Always give the entire list of volunteers the opportunity to be involved in events.

   *The preferable number of recruiters is TWO (2) per fair.* It is often helpful to pair an experienced recruiter with a newer one, when possible.

3. **Contact Bloomington** with the names and contact information for the recruiters. Materials will be sent to the appropriate people.

4. **Confirm** with your recruiters about 2-3 days prior to the event to make sure that materials have been received, directions to the event are clear, and they are still confirmed to attend the event.

   **Situations to avoid**
   - procrastination / late response to a request for volunteers
     (Remember, saying “no, we can’t cover it” is better than no response at all.)
   - last second requests for materials
   - assigning an “untrained” alumnus/alumna to cover a fair alone
   - trying to do everything yourself, not delegating

   **Helpful items:** personal calendar with “deadlines” and reminders to call recruiters, list of recruiters with contact information, and self-made chart of events with times/dates/location and coverage assignments. EMAIL is also a plus!

When you actively seek an invitation from the host of a college fair:
1. **Contact the host** (guidance counselor or other official) and request that an invitation be mailed or FAXed to the Coordinator for Alumni Student Recruitment at Indiana University.

2. **Notify Bloomington** that you have requested an invitation to be sent.

Once the invitation has been received and accepted in Bloomington, follow the event assignment guidelines (above). Please note that in cases where a fee is involved, check requests take up to three weeks in Bloomington.

**When you host a reception, send-off, or other recruitment event:**

There are specific guidelines for hosting send-offs in the Alumni ClubLeaders Conference manual provided by the Alumni Association. The presence of a club in an area, however, is not required to host any kind of recruitment or Alumni event.

1. **Organize the event** at the club level (purpose, type of event, who is to be invited, time/date/location, budget, alumni participation, etc.)
2. **Propose the idea** to Bloomington. Include as many details as possible.
3. **Request that invitations to the event be printed** and mailed from Bloomington. Here is a general timeline scenario:

<table>
<thead>
<tr>
<th>8-12 weeks prior to event</th>
<th>details for event finalized</th>
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<tbody>
<tr>
<td>8 weeks prior</td>
<td>printing of invitations (IU)</td>
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<tr>
<td>7 weeks prior</td>
<td>invitations sent (from IU)</td>
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<tr>
<td>4-6 weeks</td>
<td>invitations received and</td>
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<tr>
<td>as event approaches</td>
<td>responses made (RSVPs go to a designated club member, not Bloomington)</td>
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Prospective students can be invited by zip code area, age range (seniors, juniors, etc.), and other variables. Please specify at the time of the request.

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