

# ORIENTATION NOTES FALL 2011 –

## ***Introduction***

Introduce myself

Pass around 3x5 cards for questions (ask who brought pencil)

Ask students to say something about themselves

Get their names and email addresses

***Ask what a new freshman is thinking in day #2 of orientation***

***Ice breaker? Top Ten list – what do teachers do to drive students crazy?***

***For later ... pass out 3x5 cards and have them add questions that you can answer later in the session***

## ***Classroom Protocols***

Locate all your classrooms now, before classes begin

**3-D Campus map at admissions**

**[www.indstate.edu/admissions/map.pdf](http://www.indstate.edu/admissions/map.pdf)**

**Find class rooms and building in ISU portal, Banner Self Service Links, Student & Financial Aid menu, Registration, Student Schedule by Day and Time**

Plan to arrive early, sit near front if possible

Many classes have assigned seats after first or second day

Class begins when the professor arrives – no bells.

**Don't be late!**

**If you must be late, most profs accept your coming in (quietly) – don't hang around outside and then**

**expect it to be taught to you personally afterwards!**

**If you have to miss, try to arrange it ahead of time with the prof and get the assignments/notes early**

**If you miss five or more consecutive days, contact**

**office of student affairs (237-3888) and let them**

**contact your professors for you with reason**

Class is *not* over until the prof dismisses you!

In most classes, asking questions is encouraged; feel out prof

because we're not all alike! Raise hand to be recognized first

First day: bring the textbook, note paper, pen, be ready to go.

Do take notes every day

If reading is assigned, read it *before* class begins

Laptops--find out the policy in each class

What to call your professor (not first name)

How to email your professor--

**Your ISU Sycamores email is the *official* contact method, not gmail, hotmail, or other system.**

**Don't expect your professor will text you – check email and your Blackboard class site if applicable.**

**DO NOT TEXT IN CLASS**

## ***How to Access a Professor***

Read your syllabus – most give 3 or 4 methods of contact

**Office telephone (237-3606)**

**Voice mail (after 4 rings or call 237-2727 and dial 4-digit extension)**

**E-mail (bmclaren@indstate.edu)**

**Home phone number (not all do this; 877-3269)**

Note title: Dr., Mr., Mrs., Ms., Professor (not all are doctors, but most are). Avoid using first name.

Office hours –

**Usually 6-10 hours per week that are reserved for helping students (usually)**

**If they conflict with your schedule, ask for an appointment**

**When you go, SAY YOUR NAME so the professor gets to know you!**

**If your business prof consistently is not around during office hours, please let me know.**

### **Quizzes -**

May be unannounced and usually are based on your reading or last class

Usually don't count very much compared to a test but are very important to make sure you are keeping up

### **Grading**

Each class is different, so read the syllabus to find out the real scoop

Keep track of your own points/grades in each class ... keep a notebook for this.

Occasionally prof may provide you with a tentative grade – check it out and make sure you aren't surprised—mistakes do occur!

Don't miss class – this is the most common reason for students to get in grade trouble. **IMPORTANT:** Your financial aid depends on your attending classes – if you don't attend, you may be asked to repay financial aid !

Don't assume you will get points for showing up

Grade appeals: talk to professor first; if cannot resolve, next go to department chairperson. Don't escalate until you have had a chance to discuss with your instructor!

### **Tutoring**

Study groups are helpful

Ask prof questions – don't be bashful unless you are told to use another method (or you have missed a number of classes)

Some free tutoring may be available – ask the prof first for a reference.

Some advanced students will tutor for cash ... probably last resort

### **Study Week - last week of semester, before finals week**

Purpose is to give you time to prepare for final exams without studying for quizzes or tests

Relatively new – some profs aren't with the program yet. Be gentle when you remind us!

Study Week doesn't mean Party Week! Get ready for your finals.

It is *not* illegal for profs to introduce new material (for which you are responsible) during study week

### **University Calendar**

Published in the bulletin of classes and in other places, including online in ISU's undergraduate catalog

<http://catalog.indstate.edu/> (see **Academic Calendar at top left**)

#### **Key dates for the 2011-2012 academic year ...**

Classes begin Aug 24 8 a.m. (W)

Last day to add a class: Aug 31 (T)

**College of Business Welcome Back Picnic Aug 30 (W)** – Free food, held across the street in the grove of trees

BE THERE! Meet faculty and student organizations

**Labor Day - no ISU classes - Sep 5 (M)**

**ISU Career Fair – Sept 28 (W) 10-2 Health and Human Services building North Gym**

**Fall break - no ISU classes - Oct 7 (F)**

Homecoming – Oct 15: it's a *big deal* at ISU !

**Last day to drop a class: Nov 1** *cannot petition to drop after this date!*

Registration for spring and summer classes - Nov 2 – 27

**Thanksgiving - no ISU classes - Nov 25-27 (W-F)**

Study Week – Dec 5 - 9 no quizzes or tests are given

**Final exam week - Dec 12 - 16 (M-F)**

[www.indstate.edu/registrar/final\\_exam\\_fall.html](http://www.indstate.edu/registrar/final_exam_fall.html)

Winter recess - Dec 24 - Jan 2 (University is closed)

Spring classes begin - Jan 9 8 a.m.

Martin Luther King Day - no class - Jan 16 (M)

**Spring Break - no class - Mar 5 - 9 (M-F)**

Study Week – April 23 – 27 no major quizzes or tests

Final Exams – April 30 - May 4 (M-F)

#### Drop/Add classes

**Academic advisor must approve change first**

**Use of the web portal (<http://isuportal.indstate.edu>) requires advising PIN for freshmen-sophomores**

get from advisor or department offices

\$10 fee to make *each* fall schedule change after July 22, always free to view/print your schedule

\$30 fee for *each* fall schedule change after August 30!

*Make sure you **confirm** your schedule change or the change will not be completed!*

**Last day to add is Tuesday Aug 30 (end of 1<sup>st</sup> 5 days)**

**If you drop a class, you *will* get a grade for the course**

drop class before 14<sup>th</sup> day, automatic N grade  
drop class before November 1, DP or DF grade  
drop passing or drop failing  
**cannot** drop class after Nov 1 unless you withdraw from all classes; then instructor assigns WP/WF grade

**Any refund depends on *when* you drop classes**

Before August 30, 100% Refund  
Second week, 75%  
Third week, 50%  
Thereafter, **no** refund

***Textbooks***

Treat them as an investment rather than an expense  
Save books from your major and from other useful classes; you may sell back other books after the course is finished  
New? 25% more expensive, clean, strong binding  
Used?

**Sell at a discount; condition varies from new to ugly**  
**Check quality and see that all pages are there**  
**Save receipt – bookstore will work with you if you find damage soon after semester begins**

Look for an e-book if available for your course (requires a laptop to access your e-book); access limited after the term.  
ISU bookstore

**Barnes & Noble – two stores**

near campus, at 7<sup>th</sup> and Cherry Street  
B&N online <http://indiana-state.bkstore.com>

**Shop EARLY – some books sell out and you may not get one on time; best used selection is available early**

Several e-commerce textbook sites now available – but give yourself enough lead time to get books

<http://www.bestbookbuys.com> need ISBN number

**Remember to add in tax, shipping: B&N is often less**

If you're keeping the book, write your name in it and a code word on a special page so that you can identify the book

**BOOKS ARE STOLEN ALL THE TIME – WATCH OUT!**

***Technology Stuff***

See *Student Technology Guide* (it is online)

<http://www.indstate.edu/oit1/pubs/techpubs/studtechguide.html>

Laptops –

**Required for ALL full time first year students**

*What kind of laptop do you have??*

**Heavy coverage of Office 2010 in BUS 180 next spring!**

**It is assumed you know Word, PowerPoint already. If not there are online learning tools to help.**

Cisco Clean Access (CCA) – must be installed, must have most recent updates loaded or access to network is blocked!

**Microsoft Windows Critical Updates – current?**

**Anti Virus data definitions – current?**

Microsoft Software Campus Agreement (MSCA)

**Free copy of MS Office 2010 Professional (Word, Excel, PowerPoint, Access, Outlook, etc) and**

**Microsoft FrontPage available to download**

**Other Microsoft software will be available to**

**download <http://downloads.indstate.edu>**

Get a copy of free antivirus scan software there

ISU OIT Help Desk:

**237-2910 or 888-818-5465 toll free**

**Walk-in help: SCC room 127**

ISU OIT *Computer Store* – in 24-hour lab next to Dede Fountain

**[www.indstate.edu/oit1/userservices/computerstore/](http://www.indstate.edu/oit1/userservices/computerstore/)**

**see room 109**

**M-F 9:00–4:00 pm Closed Sat, Sun**

**Popular technology items: mice, cases, keyboards, speakers, printers, supplies, iPods, Dell showcase,**

**Apple computers, backpacks: Very good prices!**

Computing Labs (CE 107, HHP C65, **SCC – 24/7 access**, FA 112, Science 134); always staffed when open for help

**Wireless networking *all* campus buildings: 802.11g/n**

Can print from laptop to computer labs – **install wireless software**

***Plagiarism: using someone else's work and representing it as your own.***

University's position is straightforward and direct: **DON'T DO IT!**

Plagiarism and cheating are not tolerated here!

Beware **Internet** cheating (plagiarizing by copying text and/or pictures from Internet sources and pasting it in your own work without giving appropriate credit) – it is plagiarism!

Professors can check your work **online** against others'.

You cannot submit *your own work* for two different assignments without permission: considered cheating

Penalties range from failing the assignment to a failing grade in the class to university suspension

***Policies and Procedures (Lots and lots of rules)***

Your academic advisor

**Will be Mrs. Susan Johnson or Mrs. Sharon**

**Robinson in Undergraduate Student Services CB**

**523, 237-2023**

**You'll eventually move to a professor in your major area (at end of sophomore year)**

Sign up for classes after first semester with Scheduling Form (get from advisor)

<http://catalog.indstate.edu> Undergraduate catalog contains course descriptions, prerequisites, and major requirements – *read it online and know the rules for your courses*

See your academic advisor in October

Start an advising folder and keep it current; bring it with you to *all* advising appointments

DARS (Degree Audit Reporting System) outputs will show your progress to a major, but hard to read: ask advisor for interpretation

**Ask your advisors broad questions!**

Don't say "What shall I take?"

Rather, ask questions about the major, that career, internship opportunities, what recent graduates are doing, etc.

*Don't let your advisor just sign your registration form*

**Portal gives access specific schedule of classes for that term. Example, my fall class:**

5-digit CRN: course record number (52202)

Dept and course number (BUS 180)

Section number (001)

Title (Business Information Tools)

Day and time (TR 2:00 – 3:15 PM)

Building and Room (COB 209)

Instructor (Bruce McLaren)

Blackboard Hybrid Course (meets in classroom but with Blackboard course support on the web (thru ISU portal)

**Register on-line through the ISU Portal at**

<http://isuportal.indstate.edu>

Drop/Add - for changes *after* you have a schedule

**See your advisor *first* (toughest time to see your advisor is in the summer – phone call?)**

**You can petition to get into a full class – see department office ASAP to get on the waiting list; please fill out form fully for best chances to be added in to class.**

**ALWAYS register as early as possible to be sure you get the classes you want**

ISU Transcripts

**Available for job applications, grad school admissions, etc**

**Cost is \$5; make sure you get an *official* transcript, not a photocopy**

Traffic Tickets

**Parking permits are required**

Staff lots – don't park there

Student lots are best

Any sticker lots are OK (look east of CB building)

**Parking tickets may be appealed but ... ☺**

If you don't pay, you may be encumbered – no grades, no diploma, cannot enroll for new classes, etc.

**NEVER park in a handicap space – much higher fine**  
**You may be towed – University Police can tell you**  
**how to retrieve your car: *very expensive!***  
**If parking permit is stolen, you must buy a new one:**  
**lock your car**

Library Fines (see Traffic Tickets)

Holds – prevent you from registering or getting grades

**Vaccinations**

**Unpaid fines and unpaid tickets**

**Financial collections**

Sycamore ID Card – the all-in-one card

**Has your picture, your name and ID on front**

We use a 991- ID number found on your Sycamore card

**Has 2 magnetic strips on back**

**Carry it at all times**

Entry to residence hall dining rooms

Get into computer labs, arena recreation area

Get into athletic competitions (always free)

Add money to it for use in vending machines, copy machines,

Banking – open an account in Terre Haute bank

**First Financial Bank branch office and ATMs are in the Hulman student union**

**Other banks are downtown, close, convenient**

What to do when having difficulties with a class

**Work with the instructor outside of class**

**If cannot hear well in class, move to a better seat**

**Form a study group--good idea to make contacts/get phone numbers from a few classmates early in the semester**

**Can see dept chairperson if all other avenues fail**

### ***Time Management is KEY***

Scheduling your 168 hours per week!

Calendar – academic planner or notebook: Use one.

**May be available in bookstore**

**Planners have much information about ISU in the front plus event schedules**

Avoid procrastination

Keep up with assigned reading – don't wait until the exam

Stay motivated

Class set up – tests are main determinants of your grade

Keep focus and priorities straight

Develop personal goals, set schedule accordingly

Be sure to allocate enough study time

**Allocate time for recreation, exercise, and fun! Stay healthy....**

**Fill out the time management worksheet ....**

### ***Involvement***

Get to know students in your classes and in your major  
Join the club associated with your major – look for posters  
Join a student organization

**Organization Fair - Dede Plaza: watch for the time  
You can find friends everywhere**

Importance of *Leadership* in getting a job!  
Get involved in the community

**Volunteer for a community organization:**

Sycamore Volunteer Fair – watch for it  
Student Volunteer Services, run by Student Life

**Churches available near campus**

**Volunteer your campus organization to do good things**

**TH City Parks are very nice: Fairbanks, Deming, Collett, Rea, Hawthorn**

**Map of Terre Haute in phone book**

Shopping – can ride TH City Bus for free!!

**ISU Bookstore, ISU Computer Store on campus, Campus Cupboard (HMSU Commons)**

**Downtown merchants including Indiana movie theater (cheap) – lots of restaurants, coffee houses**

**Meadows – some stores, a theater for cheap movies**

**Behind Honey Creek Mall – at I-70 and US-41.**

lots of stores there

(AMC theaters – 20 screens) <http://movies.Yahoo.com>

to check times (put Terre Haute as location)

**Staples, OfficeMax across from Honey Creek entrance on US 41**

**East side Wal-Mart (SR 46, near I-70)**

**Town South Plaza**

**K-Mart and Wal-Mart (south of Honey Creek)**

**Plaza North**

### ***ISU Services and Resources***

Academic

**Tutoring**

**Writing Center (Root Hall A-274)**

**Reading Lab**

**Math Lab (lower level)**

**Supplemental Instruction (a fellow student attending your class offers help sessions)**

**Library**

Administrative

**Health Center (Student Services Center, 5th St)**

**Career Center (HMSU 7<sup>th</sup> floor)**

Internships and co-ops

Career library

Career planning services

Workshops and practice interviews

Networking and Etiquette dinner!

Career Fairs (go all four years)

Placement center

Don't wait until you are a senior !!

**Student Rec. Center (north of library)**

Informal sports – swim, basketball, racquetball,  
aerobics, tennis, weightlifting, volleyball, jogging  
Intramural sports – individual and group  
Get Fit program

**Counseling Center (Lower level, Student Services Center)**

**Controller's Office (1<sup>st</sup> floor Parsons Hall)**

**Registrar's Office (lower level Parsons Hall)**

**Financial Aid (Tirey Hall)**

**Media Center (Normal Hall)**

***Foundational Studies 2010 (listed in 2010-11 catalog found online)***

ISU's program to make sure you have a well-rounded liberal education, mostly in College of Arts and Sciences classes  
You'll learn more about curricula in BUS 100 this fall

**Much more ORIENTATION in BUS 100 (fall) and BUS 180 (spring) classes!**