ACADEMIC CALENDAR: 2017 - 2018
indstate.edu/academic-affairs/calendar

FALL 2017
August 22, Tuesday
August 25, Friday
August 28, Monday
September 4, Monday
September 5, Tuesday
September 11 - 15, Monday - Friday
September 28 - October 3, Thursday - Tuesday
October 6, Friday
November 13 - December 3, Monday - Sunday
November 20 - 24, Monday - Friday
November 23 - 24, Thursday - Friday
November 27, Monday
December 4 - 8, Monday - Friday
December 8, Friday
December 11 - 15, Monday - Friday
December 16, Saturday
December 23 - January 2, Saturday - Monday

SPRING 2018
January 3, Wednesday
January 15, Monday
January 16, Tuesday
January 19, Friday
January 22, Monday
February 5 - 9 Monday - Friday
February 22 - 27, Thursday - Tuesday
March 12 - 16, Monday - Tuesday
March 19, Monday
April 30 - May 4, Monday - Friday
May 4, Friday
May 7 - 11, Monday - Friday
May 12, Saturday

2017 - 2018
ACADEMIC ADVISING HANDBOOK

TABLE OF CONTENTS
Academic Calendar: 2017 - 2018 3
University College and Advising for First-Year Students 4
Foundational Studies 6
University College Advising and Registration 6
Foundational Studies Required Coursework 6
Registering for Classes 8
Registering Frequently Asked Questions 8
Sycamore Graduation Guarantee 8
Academic Planning Worksheet for First-Year Students 10

Fall Classes Begin
Last day to add/register for classes
Last Day to Drop/Withdrawal with No Grade for 16 Week Classes
Labor Day; University closed (No day or evening classes)
University Opens; Classes Resume
3-week attendance reporting; deadline is 4:00 p.m. on Friday, September 15
Interim grading; deadline is 4:00 p.m. on Tuesday, October 4
Fall Break (No day or evening classes)
Priority Registration for Spring and Summer 2018
Thanksgiving Break (No day or evening classes)
University closed
University opens; Classes resume
Study Week
Last Day of Classes
Final Examinations
Commencement; Residence Halls close
Winter Recess; University Closed

University Opens
Martin Luther King, Jr. Day; University Closed
Spring Classes Begin
Last day to add/register for classes
Last Day to Drop/Withdrawal with No Grade for 16 Week Classes
3-week attendance reporting; deadline is 4:00 p.m. on Friday, February 9
Interim grading; deadline is 4:00 p.m. on Tuesday, February 27
Spring Break (No day or evening classes)
Classes Resume
Study Week
Last Day of Classes
Final Examinations
Commencement
All new first-year students entering Indiana State University will be assigned an academic advisor in the University College. After the first year of course work at Indiana State University, students in good academic standing with at least 24 earned credits will transition to their academic college for advising.

THE PURPOSE OF THE UNIVERSITY COLLEGE IS TO HELP FIRST-YEAR STUDENTS TO SUCCEED BY:

- Instilling in first-year students a sense of personal responsibility for and commitment to their academic success
- Promoting professional excellence and accountability on the part of staff, faculty and administrators
- Providing first-year students with access to high quality and transitional academic advising
- Partnering with the Foundational Studies Council, as well as Academic Colleges, to provide high quality instruction for first-year students, centered on student learning, developmental scaffolding, and the challenge and rigor appropriate for the first year of college
- Collaborating with campus divisions and units to build a responsive and developmentally appropriate network of assistance for first-year students

VISION STATEMENT:
The University College will support first-year students through the promotion of high quality advising and instruction and by collaboration with campus units responsible for student success.

ACADEMIC ADVISOR RESPONSIBILITIES: Advisors’ responsibilities include, but are not limited to:

1. Have a thorough understanding of:
   a. the Foundational Studies Program
   b. institutional requirements
   c. course sequences and major and minor requirements, and, if appropriate,
   d. teacher education requirements of advisees.
2. Know University and college/school policies and procedures.
3. Be available to students by maintaining adequate office hours and appointment times that are reasonable to accommodate students’ needs.
4. Be sensitive to the unique needs of individual students.
5. Discuss linkages between academic preparation, the world of work, and life goals.
6. Provide students with information about alternatives, limitations, and possible consequences of academic decisions.
7. Monitor student advisees’ progress toward educational/career goals through the maintenance of accurate student records.
8. Refer students to appropriate resources for needed assistance and serve as an ombudsperson (advocate) for advisees.
9. Participate in professional development activities related to academic advisement.
10. Exhibit the rapport necessary to maintain relationships with advisees and for maintaining a positive, constructive attitude toward advising in general.

STUDENT RESPONSIBILITIES: Students’ responsibilities include, but are not limited to:

1. Being knowledgeable about the academic policies, procedures, and requirements (including graduation requirements) of:
   a. the University
   b. the college or school
   c. students’ program major(s)
   d. students’ program minor(s)
   e. the Foundational Studies Program
2. Planning an academic program to meet degree requirements.
3. Maintaining personal copies of a tentative degree plan, progress reports, Foundational Studies evaluations, transfer credit evaluations, and other important University documents.
4. Taking advantage of the information and advice provided.
5. Understanding that students must accept final responsibility for decisions regarding personal goals and educational goals, and for satisfying graduation requirements.

STUDENT PARTICIPATION IN PROGRAM PLANNING
Each student enrolled in the University is expected to read carefully and to understand the contents of the Undergraduate Catalog. This includes the awareness of the University’s general policies and regulations for academic achievement necessary for continued enrollment as well as for graduation, in addition to those regulations identified by Student Conduct and Integrity relating to his/her social and campus conduct.

Each student should assume at the earliest moment possible the initiative for preparing the semester schedule of classes. The academic advisor is available to offer suggestions and to verify the accuracy of course choices in meeting curricular patterns.

Every effort will be made to help students understand University requirements to appropriately progress from freshman year to graduation. However, understanding the curriculum requirements and progressing toward a degree is ultimately the responsibility of the student. It is highly suggested students meet with their academic advisor regularly.
FOUNDATIONAL STUDIES

Indiana State University is committed to providing a high quality education that will help to develop intellectual abilities while providing the skills and knowledge required or necessary to successfully navigate the complexities of the twenty-first century.

The Foundational Studies Program is the cornerstone of this goal. Together your major and the Foundational Studies curriculum will prepare you to be an effective communicator, a critical thinker, and an informed decision maker. The Foundational Studies curriculum also exposes multiple “ways of knowing” (e.g. scientific, social or behavioral, historical, literary, fine and performing arts, etc.) that will help you better understand the world in which you live.

FOUNDATIONAL STUDIES REQUIRED COURSE WORK

I. COMPOSITION:
   Freshman Composition (must fulfill one requirement)
   A. ENG 101 and 105 (ACT <20; SAT <510)
      OR
   B. ENG 107 or ENG 108 (ACT 20 or higher; SAT 510 or higher)
      OR
   C. SAT Verbal score of 650 or above (or an ACT Verbal score of 29 or above) and completion of the University Honors curriculum (GH 101 and GH 201)

II. COMMUNICATION
   A. COMM 101

III. QUANTITATIVE LITERACY AND MATHEMATICS (must fulfill one requirement)
   A. Quantitative Literacy
      1. Quantitative literacy course (select from FIN 108 or MATH 102)
      OR
      2. SAT Math score of 650 or above (or an ACT Math score of 27 or above) or,
      B. Mathematics
         Math Placement Exam
         In order to correctly place students in mathematics courses at Indiana State University, students are required to take a mathematics placement exam. The exam can be taken on-line in less than an hour at www.indstate.edu testing.
         1. One Mathematics course (select from MATH 115, MATH 241, or MET 215)
         OR
         2. MATH 102 (ACT 22 or higher, SAT 430 or higher, Mathematics Placement score of 7 or better).

IV. NON-NATIVE LANGUAGE (must fulfill one requirement)
   A. Four courses in high school in a single or multiple non-native languages, including American Sign Language, with a grade of C or better* OR
   B. Two courses at Indiana State in a single or multiple non-native languages, (select from 101 and 101, or 101 and 102)
      OR
   C. Two courses, from an accredited college or university, in a single or multiple non-native languages, including American Sign Language
      OR
   D. Completion of English as a Second Language

   *Students who did not take four courses in a single or multiple non-native language(s) earning a C or better may take the language placement test to determine the appropriate course. If they take the higher level course and earn a C or better, they will have met the requirement.

V. HEALTH AND WELLNESS (must fulfill one requirement)
   A. One course with an activity component (select from AHS 111 or PE 101)
      OR
   B. Completion of U.S. armed military services basic training (reserves or enlisted—does not include ROTC training).

VI. LABORATORY SCIENCE (must fulfill one requirement)
   A. One Foundational Studies designated laboratory science course (select from BIO 112/BIO 112 L, CHEM 100/CHM 100 L, ENVI 110/ENVI 110 L, PHYS 101/PHYS 101 L, or SCED 100/SCED 100L)
   OR
   B. Any two laboratory science courses from two different science disciplines.

VII. SOCIAL AND BEHAVIORAL SCIENCES (choose one)
   A. ECON 100, EPSY 202, EPSY 221, PSCI 130, PSY 101 or SOC 101

VIII. LITERARY STUDIES (choose one)
   A. ENG 239 or LAT 215

IX. FINE AND PERFORMING ARTS (choose one)
   A. ENG 219, MUS 233, MUS 236, or THTR 174

X. HISTORICAL STUDIES
   A. HIST 113

XI. GLOBAL PERSPECTIVE AND CULTURAL DIVERSITY (choose one)
   A. AFRI 113, AFRI 212, AFRI 222, ENVI 130, HIST 101, HIST 102, PSCI 105, or SOC 110

XII. ETHICS AND SOCIAL RESPONSIBILITY (choose one)
   A. BUS 204, CNST 101, CRIM 100, ECON 103, PHIL 190, PHIL 201, PSCI 107, or GNDR 200

XIII. INTEGRATIVE AND UPPER DIVISION ELECTIVES (must fulfill one requirement)
   One Upper Division Integrative Elective course fulfilled by Study Abroad, minor, second major, or education major; University Honors fulfills two upper division integrative elective courses.
UNIVERSITY COLLEGE ADVISING AND REGISTRATION

After New Student Orientation, students will meet multiple times throughout the semester with their University College advisor. The advisor will assist students in learning how to navigate the resources that are available, such as their MySAM worksheet and MySAM four-year plan. Students are strongly encouraged to contact their advisor about questions and concerns regarding their choice of major, classes, etc. The University College policy states first-year students are unable to officially declare a minor or second major but can take classes required for those areas.

Priority registration for the spring semester will take place in November. Advisors will hold a combination of group advising sessions and individual advising sessions to help students prepare for registration. Students must attend a registration appointment with their advisor early in the fall semester before they are eligible to register to discuss their classes for the upcoming term.

Students may also contact the University College Advising office (812-237-4134) or Ms. Susan Johnson, Director of Advising (Susan.Johnson@indstate.edu) if they have questions.

FREQUENTLY ASKED QUESTIONS

HOW DO I REGISTER FOR CLASSES?

Students can either drop or add classes via the web at http://myisu.indstate.edu/. To access the web a student must know her/his Sycamore Login, password and advisement PIN.

HOW DO I DROP/ADD A CLASS?

You may either drop or add classes via the web at http://myisu.indstate.edu/. To access the web, a student must enter her/his Sycamore Login and password.

WHAT HAPPENS WHEN A CLASS IS CANCELLED?

If a class is cancelled by a department, the student is automatically dropped from the class and the drop/add fee is waived. Freshmen, sophomores, and students in their first semester will need to consult with their advisor to obtain an advising PIN prior to making scheduling changes. Students who are not in good academic standing will also need to obtain an advising PIN. The advising PIN will need to be entered in addition to the Sycamore Login and password. All students are encouraged to consult with their advisor prior to making changes to their class schedule.

HOW DO I GET A PRINTED SCHEDULE OF MY CLASSES?

You may print your class schedule by accessing the MyISU Portal and clicking on Student Schedule by Day and Time. You may then print a copy of your schedule.

SYCAMORE GRADUATION GUARANTEE

Indiana State University has announced a four-year graduation guarantee for students enrolling fall 2012 and beyond. The guarantee assures eligible students they will be able to complete a bachelor’s degree within four years. If students fulfill the requirements below and are not able to graduate in four years, the University will pay for the remaining tuition to completion.

UNIVERSITY RESPONSIBILITIES: The University’s responsibilities under the guarantee include:

1. Notifying the student during the first semester if the student is not eligible for the Sycamore Graduation Guarantee because of needed developmental work or declared major of 128 semester hours or greater. The student is still covered by the provisions of HEA 1348-2013.
2. Providing appropriate courses for the major to ensure that the degree can be completed during the four-year period.
3. Providing access to quality advising throughout a student’s time at Indiana State.
4. Providing tools, including but not limited to degree audit reporting, to enable the student to monitor his/her progress toward degree.
5. Providing an annual assessment report indicating if the student is on track to graduate within four years and, if not, what issues need to be addressed to be back in compliance with the Sycamore Graduation Guarantee.
6. If a student is unable to graduate within four years due to the unavailability of required course work, the University may, when appropriate, allow the student to graduate within four years by substituting a different course or an independent study assignment, as determined by the department and the college offering the student’s major.
7. If course substitution is not an option, and the student is unable to graduate after completing four years and complying with all terms of this agreement, Indiana State will pay the tuition and mandatory fees for any additional required courses. The student must request a course substitution or waiver of tuition and mandatory fees prior to the beginning of classes for the last semester of the student’s four-year plan. The waiver of tuition and mandatory fees will be limited to the required course work and does not extend to any other costs of attendance including room and board fees and textbooks. All other fees will be the responsibility of the student.

At various points, students may fall out of compliance with the agreement due to financial constraints, academic performance, change of major and other issues. Students should work with their advisors to determine what options (summer school, tutoring, etc.) may exist to address those issues and come back into compliance.

INSTRUCTIONS

Students must sign up for the Sycamore Graduation Guarantee at indstate.edu/mysam. The University will communicate with student if changes occur with majors, minors, or additional degrees are added. Additionally, the student will be communicated with annually by Academic Affairs. All full-time students will be automatically registered for the Sycamore Graduation Guarantee. The University will communicate to the students if changes in major, additions of minors, or second majors changes a student’s status with the Sycamore Graduation Guarantee. Pursuant to HEA 1348-2013, all incoming students will be provided with an updated degree map before the start of priority registration each term. If a course on the degree map is not available to the student who registers during priority registration, the University will make a seat available in the course, or provide an updated degree map that will not add time to degree, or provide a course substitution. This program is at no cost to students and signing up is easy to do.

STUDENT REQUIREMENTS: The student is responsible for:

1. Entering the University as a first-time, full-time freshman beginning fall 2017 or after.
2. Meeting with his/her advisor to develop a four-year plan to identify the courses the student must complete each semester to stay on course to graduate within four years. The student assumes responsibility for monitoring his/her progress to degree utilizing the degree audit reporting tool and is encouraged to meet with his/her advisor each semester to ensure that he/she stays on track.
3. Following appropriate course sequencing (per program of study) and completing prerequisites with required grade progression.
4. Declaring and being admitted to a major by August 1, 2018 for students who enter in fall 2017. If major is changed, it must be done in time to meet the requirements of the new major and graduate within the original four-year time period.
5. Remaining in good academic standing each term/semester (by both institutional and major standards).
6. Completing 30 to 32 credit hours each academic year for four years as required by the college and major and meeting all degree requirements.
7. Monitoring his/her progress and notifying his/her advisor by email and the Guarantee program by email at: stayontrack@indstate.edu during priority registration period if unable to register for a required course needed to meet progression/graduation standards.
8. Ensuring he/she has no holds blocking registration and registering for courses during the priority registration period.
9. Applying for graduation by October 1, 2020 for May 2021 graduation.

Students requiring more than 6 credits of developmental courses may not be eligible for the Sycamore Graduation Guarantee, depending on major. This agreement applies to all degree programs of 128 semester hours or fewer. For students pursuing a double major or major and minor, the combined requirements must be less than 120 semester hours.

Students may then print a copy of your schedule.

INSTRUCTIONS

Students must sign up for the Sycamore Graduation Guarantee at indstate.edu/mysam. The University will communicate with student if changes occur with majors, minors, or additional degrees are added. Additionally, the student will be communicated with annually by Academic Affairs. All full-time students will be automatically registered for the Sycamore Graduation Guarantee. The University will communicate to the students if changes in major, additions of minors, or second majors changes a student’s status with the Sycamore Graduation Guarantee. Pursuant to HEA 1348-2013, all incoming students will be provided with an updated degree map before the start of priority registration each term. If a course on the degree map is not available to the student who registers during priority registration, the University will make a seat available in the course, or provide an updated degree map that will not add time to degree, or provide a course substitution. This program is at no cost to students and signing up is easy to do.

STUDENT REQUIREMENTS: The student is responsible for:

1. Entering the University as a first-time, full-time freshman beginning fall 2017 or after.
2. Meeting with his/her advisor to develop a four-year plan to identify the courses the student must complete each semester to stay on course to graduate within four years. The student assumes responsibility for monitoring his/her progress to degree utilizing the degree audit reporting tool and is encouraged to meet with his/her advisor each semester to ensure that he/she stays on track.
3. Following appropriate course sequencing (per program of study) and completing prerequisites with required grade progression.
4. Declaring and being admitted to a major by August 1, 2018 for students who enter in fall 2017. If major is changed, it must be done in time to meet the requirements of the new major and graduate within the original four-year time period.
5. Remaining in good academic standing each term/semester (by both institutional and major standards).
6. Completing 30 to 32 credit hours each academic year for four years as required by the college and major and meeting all degree requirements.
7. Monitoring his/her progress and notifying his/her advisor by email and the Guarantee program by email at: stayontrack@indstate.edu during priority registration period if unable to register for a required course needed to meet progression/graduation standards.
8. Ensuring he/she has no holds blocking registration and registering for courses during the priority registration period.
9. Applying for graduation by October 1, 2020 for May 2021 graduation.

Students requiring more than 6 credits of developmental courses may not be eligible for the Sycamore Graduation Guarantee, depending on major. This agreement applies to all degree programs of 128 semester hours or fewer. For students pursuing a double major or major and minor, the combined requirements must be less than 120 semester hours.
### Academic Planning Worksheet for First-Year Students

**Freshman Composition** (select one)
- ____ ENG 101 and 105 (ACT less than 20, SAT less than 510)
- ____ ENG 107 or ENG 108 (ACT 20 or higher, SAT 510 or higher)
- ____ GH 101 and GH 201 (ACT 33 or higher, SAT 650 or higher)

**Communication** (select one)
- ____ COMM 101 (open to anyone)
- ____ COMM 202 (for communication majors)

**Quantitative Literacy** (for students in majors that do not require a specific mathematics course—select one)
- ____ FIN 108
- ____ MATH 102 (ACT 22 or higher, SAT 430 or higher, Mathematics Placement score of 7 or better)
- ____ Mathematics (for students in majors that require a specific mathematics course)

**Health and Wellness** (select one)
- ____ AHS 111
- ____ PE 101

**Laboratory Science** (for students in majors that do not require a specific sequence of laboratory science courses—select one)
- ____ BIO 112/112 Laboratory
- ____ CHEM 100/100 Laboratory
- ____ ENVI 110/110 Laboratory
- ____ PHYS 101/101 Laboratory
- ____ SCED 100/100 Laboratory

### Possible First Year Selections from other Foundational Studies Categories
The entire listing, including upper-division courses—300 and 400 level courses—that meet Foundational Studies requirements can be found at www.indstate.edu/fs/.

**Social or Behavioral Studies:** ECON 100, EPSY 202, EPSY 221, PSCI 130, PSY 101, or SOC 101

**Fine and Performing Arts:** ENGL 219, MUS 233, MUS 236, or THTR 174

**Historical Studies:** HIST 113 (only if eligible for ENG 105, ENG 107, or ENG 108)

**Global Perspectives and Cultural Diversity:** AFRI 113, AFRI 212, AFRI 222, ENVI 130, HIST 101, HIST 102, PSCI 105, or SOC 110

**Ethics and Social Responsibility:** CNST 101, CRIM 100, ECON 103, GNDR 200, or PSCI 107

**Non-Native Language:** ARBC 101, FREN 101, GERM 101, JAPN 101, LAT 101, SPAN 101, or by placement

* See www.indstate.edu/fs/ for specific honors information

**Upper Division Integrative Elective Courses:** One UDIE fulfilled by Study Abroad, minor, second major or education major; University Honors fulfills two UDIE courses.

"Must Take" courses in the major: Go to the Undergraduate Catalog at [http://catalog.indstate.edu/](http://catalog.indstate.edu/) to see a listing of majors, minors, and certificates.

1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________

**Foundational Studies Courses**

1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________

**Advanced Placement/Dual Credit Courses Expected**

1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________

**Questions for My Advisor**

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________