

1. Create your One Computing Account

One.IU is Indiana University's Web-based application portal that provides a common front door to online services, including email, registration, tuition statements, payment options, and scholarship applications. You will need your Student ID number to create your One.IU Computing Account. This ten-digit number is located on your Admissions Certificate. If you cannot locate it, you can call the Admissions Office for assistance at 574-520-4839. If you would like assistance with setting up your account, please stop by the Gateway in the Administration Building, or phone (574) 520-5005.

1. To create your account, go to One.IU (<https://one.iu.edu/>) and search for **Create My First IU Account**
2. Click on **Create My First IU Account**. This will bring you into the **Account Management Service (ams.iu.edu)**, which allows you to create the basic computing account(s) you will need at IU. To use AMS, you must provide your last name, date of birth, and University ID.
3. To activate your account, use your 10-digit student ID# from your admission certificate or the welcome letter from the Office of Student Services.
4. **IU email is the official means of communication between a student and the University.**
5. Students may grant third-party access to their One.IU accounts by submitting an authorization form.

PLEASE NOTE: If you created your One.IU account before you were admitted to IU South Bend as a degree-seeking student, please check your account to ensure that you have an IU email account. This account is the official channel for University updates and notices.



2. Confirm your Admission

Students must confirm their intention to attend IU South Bend through their One.IU accounts. Please type "Admission Confirmation" into the search bar and complete the online form.

Confirmation will activate your account within 24 hours. Once you have completed advisement, you will be ready to register for your classes.

PLEASE NOTE: You may continue to move through the checklist, completing items such as placement exams and orientation, but you will need to confirm your admission at some point before registration.

3. Take your Placement Exam(s)

Please check your Admission Certificate to learn which placement exams (English and/or math) you will be required to take prior to meeting with your academic advisor for registration.

A computer automated "due date" based on the time of your admission will be visible in One.IU. This "due date" can be disregarded as long as placement exams are completed before meeting an advisor to select classes.

Exemptions from Placement Exams

Students with AP scores, IB results, or who took college-level course work while in high school, as well as those who are transferring to IU South Bend from a regionally accredited post-secondary institution may be exempt from exams based upon exam equivalencies or transferable credit hours. Students must submit official exam results and/or transcripts to receive credit.

The Math Exam, ALEKS, is Offered Online

To arrange for your math exam, please see: <https://students.iusb.edu/placement-exams/aleks-math-exam.html>. There is a \$26 fee to take the ALEKS math exam, which will be billed to the student account.

The English Exam will be offered online beginning in May 2018.

For instructions on how to take the English placement exam, please go to the Placement Exam webpage: <https://students.iusb.edu/placement-exams/index.html>

Special Accommodations

Students with a documented disability requiring accommodation should make arrangements in advance with Disability Support Services by calling 574.520.4460.

More Questions about the Exams?

Please call 574.520.5005 or visit the website: <https://students.iusb.edu/placement-exams/index.html>.



www.15tofinishindiana.org/

Sponsored by the Indiana Commission for Higher Education with support from the state's colleges and universities, **15 to Finish** is a statewide campaign that encourages Indiana college students to complete 15 credits per semester to graduate on time.

4. Complete Academic Advising and Register; Attend New Student Orientation

Meeting with your Academic Advisor and Registering for Classes

Please be sure to set up your One.IU account at least 24 hours before you plan to meet your academic advisor and register for classes.

First Year Students and Transfer Students with less than 18 Credits

All students are assigned an academic advisor. First Year Students and Transfer Students with less than 18 transferrable credits must meet with an advisor prior to registration and before New Student Orientation. *The exception is for those in the School of the Arts. If your major is in the School of the Arts, you will meet with an academic advisor and select your classes during orientation.*

Transfer Students with more than 18 Credits

Those with more than 18 credits should seek advising prior to Orientation and choose the Transfer Student Orientation option.

List of Academic Departments and Contact Numbers:

<https://students.iusb.edu/new-student-registration/advising-contact.html>

Schedule of Classes Information

Students can view the schedule of classes online at <https://students.iusb.edu/registrar/schedule-of-classes.html>

Student Account Holds

An advising hold may appear on your account and cannot be lifted to enable registration until you have completed a meeting with your academic advisor. You may have other holds, as well, which you can address by phoning the office listed in the details of the hold.

New Student Orientation Reservations

You can make your orientation reservation at this site: <https://students.iusb.edu/new-student-orientation/index.html> or by calling 574.520.5005. Since the Orientation includes movement through campus, it is important to dress according to the weather!

Credit from Exam Results or College Credit Earned While in High School

Remember! You must submit official college transcripts and standard test results (AP, IB, etc.) in order for IU South Bend to post credit to your college transcript. The high school transcript is not sufficient for this purpose. Be sure to check whether credit posted from college course work and as the result of eligible test scores may impact whether you need to take placement exams or enroll in particular classes. If you took course work at any IU campus during high school, those credits will appear on your present IU transcript.

5. Explore IU South Bend Residence Life

Housing and Student Life

To take a tour or learn more about housing, please contact the Office of Housing and Residence Life. Since space is limited, you are urged to submit your contract and pre-payment as soon as possible!

Phone: 574.520.5805;

Website: <https://www.iusb.edu/housing/index.html>

6. Arrange for Financial Aid, Scholarships and Paying your University Bills

Free Application for Federal Student Aid (FAFSA)

The FAFSA is online at: www.fafsa.gov. **Our school code is 001816.** Students and parents can learn more about financial aid during the New Student Orientation, by consulting IU South Bend's financial aid Web pages: <https://students.iusb.edu/financial-aid/index.html>, or by meeting with a financial aid counselor. Phone 574.520.4357 to set up an appointment or email your financial aid counselor directly at the email address listed below.

Title IV Authorization Form

Read and submit this form for the most inclusive use of your Title IV federal financial aid.

The Title IV Authorization form is accessed in One.IU by typing Title IV Financial Aid Authorizations. Read the Authorization and, if you choose to sign it, select Next. Click the box stating you have read the Authorization > click Submit.

Incoming Freshmen Counselor Assignments

All beginning freshmen are assigned a financial aid counselor ready to assist them with understanding their financial aid awards. Our counselors are located on the first floor of the Administration Building. Counselors are assigned to incoming freshmen based on the student's last name.

In order to learn to which counselor you have been assigned, please see the current list at:

<https://students.iusb.edu/financial-aid/freshmen.html>.

All other students may meet with any member of the financial aid staff by calling 574-520-4357, emailing (sbfinaid@iusb.edu), or stopping by the office (Admin. Bldg. 116).

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6. Arrange for Financial Aid, Scholarships and Paying your University Bills

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Scholarships

All students are encouraged to submit an application through the Online Scholarship Application, due by the March 1 submission deadline. Instructions are available at: <https://students.iusb.edu/scholarships/index.html>. A successful application ensures your consideration for over 200 scholarships available through IU South Bend and IU Foundation.

You are also urged to review additional scholarship opportunities, including scholarships that require submission of a paper application.

These are linked from IU South Bend's Web pages at <https://students.iusb.edu/scholarships/index.html>.

Scholarships after the March 1st deadline and the May 1st confirmation deadline

Although some scholarships have specific admission, application, and confirmation deadlines, please be aware that IU South Bend continues to award certain scholarships on a rolling basis. This includes the Honors program scholarships and the Chancellor's Merit Award scholarships. Please see the link above for more information about these scholarships.

REMEMBER!! You can apply for scholarships each year of your degree studies through the Online Scholarship Application, which opens each year on October 1st. Scholarship questions may be sent to scholar1@iusb.edu.

Paying your Bills

Student tuition, fees, grants, and awards for each semester are posted to your student account, accessible through One.IU. **No paper bills will be sent.** You can review Bursar policies and arrange for payment plans, direct deposit, and authorizing third-party access to your Bursar bills at the Bursar site: <https://administration.iusb.edu/bursar/>. Please note that direct deposit will allow the Bursar to process any refunds to your student account in the timeliest manner.

- **Banded Tuition: Undergraduate students may take between 12 and 18 credits each semester under the banded tuition rate.**

FINAL HIGH SCHOOL TRANSCRIPT DUE

Students who have not yet earned an Associate's degree must ensure that their FINAL high school transcripts (indicating that a diploma has been granted) are submitted before the start of the first semester of enrollment. **Failure to submit the final transcript will impact your state and federal financial aid awards.**



7. Review Other Important Considerations

Disability Support Services

Admitted students who wish to receive information about auxiliary aids or services, accommodations, and assistance should contact the Disability Support Services office as soon as possible to schedule an appointment with a representative. The office is located in the Administration Building, 167-172. Phone: 574.520.4460.

Student ID: The Crimson Card

You may arrange for your University ID during New Student Orientation. If you require an ID earlier, you may go to the IT office in Wiekamp 1245 for assistance once you are registered for classes. You will need to present a photo ID (for example, a driver license). There is no charge for your first university ID card.



Textbooks

The View/Order Textbook links in One.IU will display the lists of required textbooks and costs for the schedule of classes you select. The University bookstore is located in Northside Hall and open Monday through Thursday 8:00 AM to 6:00 PM and Friday 8:00 AM to 1:00 PM. Phone: 574.520.4309.

MyStudentBody

MyStudentBody features online courses about alcohol and drug use, as well as sexual violence that are used in schools nationwide as a requirement for first year students. Providing online education through a flexible interactive design, the MyStudentBody courses teach students about alcohol, drugs and other addictive substances; as well as how those substances can increase a person's risk for being involved in sexual violence. The goal of the course is to increase students' knowledge, decrease harmful behaviors, and provide information to help students make good decisions. IU South Bend *expects* first year students to complete the MyStudentBody online Essentials course by the start of the fall semester. To begin the course, go to One.IU and enter MyStudentBody in the search bar.

Technology Assistance and Services

The University Information Technology Services office and Website outlines IT policies and serves as a gateway to a broad range of technology resources, including email set-up, software access, and training workshops and tutorials. Phone: 574.520.5555 Website: <https://uits.iusb.edu/>

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Parking on Campus

Students are assessed a flat charge of 160.00 for the year and prorated by semester. Students using University parking must display a current parking permit. Once purchased, students keep their physical parking permits for 4 years, but must renew annually by paying the current fee. **Permits cannot be exchanged, bought, sold or transferred between persons.** You can search for Parking Permit in One.IU to get purchase information and check on citations.

Phone: 574.520.5528;

Web site: <https://administration.iusb.edu/parking-services/index.html>.

On-Campus Dining Services



Students are not required to purchase a meal plan but may opt to add funds (“dining dollars”) to a student ID card which allows students to purchase food and drink on-campus at a discount.

Web site: <https://www.iusb.edu/dining/>.

Clery Disclosure

• At Indiana University South Bend the safety and well-being of all members of our campus community is a primary concern. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the University publishes an annual security report that includes information about its services, crime prevention strategies, crime reporting policy, procedures & responses, access to campus facilities, enforcement & arrest authority of campus police officers, and campus crime statistics for the most recent three-year period. The campus police department also maintains a log of crimes that are reported to the department. This crime log may be found on the web at https://www.iusb.edu/police/crime_log%202.php.

▪ The University’s policy on alcohol and other drugs, as well as other security-related University policies are published on our Campus Police website: <https://www.iusb.edu/police/>.

▪ In addition to these resources an annual fire safety report is available for campus student housing. This report provides information about fire safety and fires that have occurred in on-campus housing facilities. This report includes fire statistics, the cause of each fire, damages caused by the fire and other details. This report may be accessed on the web at: <https://protect.iu.edu/doc/police-safety/asr/asr-iusb-2017.pdf>.

▪ A hard copy of these reports is available by writing to Indiana University South Bend, Police Department, 2002 Mishawaka Ave, South Bend, IN 46615. The printed report may also be obtained by calling the department at 574-520-4499, or by stopping by the office.

9. Immunization Compliance

All students who attend Indiana University are strongly urged to provide certain immunization information to the **Office of the Registrar via upload to the One.IU account.** The main objective of this provision is to enable the university to provide a safer and healthier environment for students.

The online Immunization Compliance Form requests the dates of immunizations for the following diseases: measles (requires two immunizations), rubella (German measles), mumps, tetanus-diphtheria- acellular pertussis (Tdap), varicella (requires two immunizations), or one of the following:

- Physician’s written statement of immunity due to having had the infection
- a statement of contraindication to a vaccine (accompanied by a physician’s statement)
- a lab titer documenting immunity
- a statement of religious exemption

All international students should be prepared to provide documentation that they have been tested for tuberculosis in the United States, the date the test was performed, and the results of the test. International students may also opt to undergo testing shortly after arrival to the U.S.

- All students will be requested to complete the Meningitis Information module.

For questions about these forms, please speak with the Office of the Registrar: 574-520-4451. For medical information, please consult with the Health and Wellness Center: 574-520-5557.

Office of Veteran Student Services

The office is staffed with current veteran students who go to school full time and work part time to help other veterans and their family members understand their benefits and help resolve other education issues that may arise for veterans.

Phone: 574.520.4115

E-Mail: veterans@iusb.edu

Website: <https://students.iusb.edu/student-support-services/veteran-services/index.html>.

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