

## I. 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.



## Follow along with your classmates!

Get updates on events, activities, programs, and more.

↔ IU South Bend Office of Admissions

↔ Indiana University South Bend

## 2. Confirm your Admission

Students must confirm their intention to attend IU South Bend through their One.IU accounts. Beginning on March 1<sup>st</sup>, IU South Bend will send you a series of reminders about this process until you have indicated your intention. Please do not seek to confirm your summer or fall admission until March 1<sup>st</sup> or after, but do keep the scholarship deadline in mind! You will find the "Admission Confirmation" link via One.IU.

**IMPORTANT:** You should weigh all your options and commit to only one school after March 1<sup>st</sup> but by the stipulated deadline if you are seeking *to secure any scholarship funds that have been granted*. **SCHOLARSHIP CONFIRMATION DEADLINE for Summer and Fall Semesters:** May 1.

**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. The English placement exam is offered at no cost on both the South Bend campus and at the Elkhart Center. There is a \$26 fee to take the ALEKS math exam which will be billed to the student account. Please note that a computer automated "due date" based on your time of admission will be visible in One.IU. This "due date" can be disregarded as long as placement exams are completed before Orientation and advising sessions.

### The Math Exam, ALEKS, is Offered Online

Please see the following link to learn about how to arrange for your math exam: <https://www.iusb.edu/exams/math.php>

### You Must Make a Placement Exam Reservation for the English Exam

Choose and reserve the available placement exam dates and times online: <https://crm.iu.edu/CRMEvents/SBPlacementExam/> or you may phone: 574.520.5005.

**NOTE:** If you live more than 2 hours from campus, you may arrange to take the exam by an alternative method. Write Rick Dennie at [rdennie@iusb.edu](mailto:rdennie@iusb.edu) for assistance.

### 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.

### Day of the English Exam

You may park in the visitor lot at the corner of Hildreth and Esther Streets. Maps and directions are linked at: <https://www.iusb.edu/portal/maps/>. You should arrive at least 10 minutes before the exam; *late arrivals will not be seated*. Please present a Photo ID and your 10-digit University ID number (which is included in your Admission Certificate). The English exam allows 60 minutes for completion.

### Special Accommodations

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

### Interpreting Exam Results

Instructions for accessing your exam results through your One.IU account, as well as information about which courses are prescribed from the results can be found here: <https://www.iusb.edu/exams/examresults.php>.

### More Questions about the Exams?

Please call 574.520.5005 or consult the list of FAQ's online: <https://www.iusb.edu/exams/examsfaq.php>.

## 4. Attend New Student Orientation, Complete Academic Advising, and Register

All new degree-seeking undergraduates must attend a New Student Orientation. You may make reservations by going online: <https://www.iusb.edu/orientation/reservations.php>.

### Student Account Holds

Both an advising hold and an orientation hold may appear on your account and cannot be lifted to enable registration until you have completed orientation and advising. If dates are not yet available, you will be encouraged to return to the site at a later time. You will need your One.IU account username and ID number. Since the Orientation includes movement through campus, it is important to dress according to the weather!

### Meeting with your Academic Advisor

All students are assigned an academic advisor. First Year Students and Transfer Students with less than 18 transferrable credits must attend orientation and meet with an advisor prior to registration. Those with more than 18 credits should seek advising prior to Orientation and choose the Transfer Student Orientation option.

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

Please be aware that 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.

### Schedule of Classes Information

PDF - Students can view the schedule of classes online at <https://www.iusb.edu/registrar/schedulelanding.php>. Please be advised that pages captured by PDF may not reflect current course availability or class location. Students can view a real-time schedule at the link above and through One.IU.

### Maps and Directions to Campus:

<https://www.iusb.edu/portal/maps/index.php>.



[www.15tofinishindiana.org](http://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. If you are a student, or the parent of a student attending any of Indiana's college campuses, visit the website below to find out why **15 to Finish** is important and what you can do to get on board!

## 5. Explore IU South Bend Residence Life

### Housing

Students are not required to live on campus, but unmarried students are welcome to do so if space is available.

To take a tour or learn more about housing, please contact the Office of Housing and Residence Life.

Phone: 574.520.5805

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

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

### Free Application for Federal Student Aid (FAFSA)

For maximum federal, state, and institutional aid consideration, students and their parents are urged to file the FAFSA application by March 10 each year. The application is online at: [www.fafsa.gov](http://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: [financialaid.iusb.edu](http://financialaid.iusb.edu), 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 in the Enrollment Services wing of the Administration Building. Counselors are assigned to incoming freshmen based on the student's last name.

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

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In order to learn to which counselor you have been assigned, please see the updated listings at: <https://www.iusb.edu/finaid/freshmen.php>. 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).



### Scholarships

All students are encouraged to submit an application through the Online Scholarship Application, due each year by the March 10 submission deadline. Instructions are available at: <https://www.iusb.edu/scholarships/OSA.php>. 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 and the resource page for scholarships in the greater community. These are linked from IU South Bend's Web pages at <https://www.iusb.edu/scholarships/index.php>. Scholarship questions may be sent to [scholar1@iusb.edu](mailto: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://www.iusb.edu/bursar/index.php>. Please note that direct deposit will allow the Bursar to process any refunds to your student account in the timeliest manner.

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

### FINAL HIGH SCHOOL TRANSCRIPT

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

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 Web site: [www.iusb.bncollege.com](http://www.iusb.bncollege.com)



### Financial Literacy Module

New first-year beginning students are required to complete the Financial Literacy modules before attending the reserved orientation session. You will be able to link to the Financial Literacy Module, *Transit*, by typing the title into the search bar. You are requested to complete this module prior to the start of fall semester. *Transfer students, international students, and students 21 or older are waived from this requirement.*

### 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://www.iusb.edu/uits/index.php>

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## 7. Review Other Important Considerations

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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://www.iusb.edu/parking/index.php>



### 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/index.php>

## 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](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-2015.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 must provide certain immunization information to the Office of the Registrar. The main objective of this provision is to enable the university to provide a safer and healthier environment for students. Students who do not provide the required immunization data will be prevented from registering for the semester or session following their matriculation semester.

Every student who will be physically present on an Indiana University campus must complete the online Immunization Compliance Form by providing 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 must also 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, or submit to a test administered on campus shortly after arrival.

**Please be prepared to upload a copy of your immunization records. Religious and medical exemption letters will be accepted in lieu of immunization information. Medical exemption letters must be accompanied by a physician’s statement. The immunization requirements in this policy are not meant to supersede more restrictive immunization requirements associated with clinical, academic, and research programs.**

- Students will also 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](mailto:veterans@iusb.edu)

Website: <https://www.iusb.edu/veteran/index.php>