

2019



2020

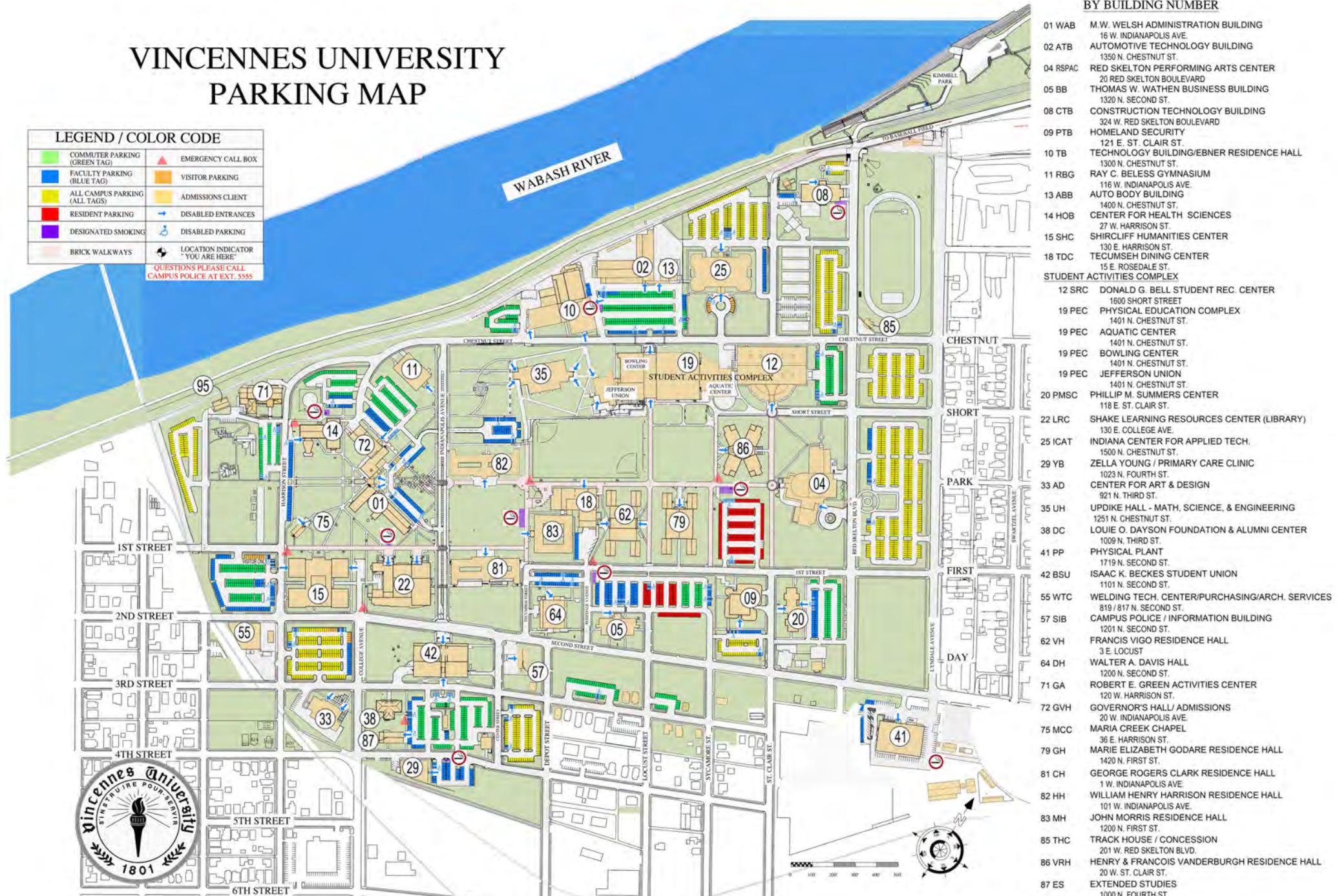


PARENT & FAMILY CALENDAR

# VINCENNES UNIVERSITY PARKING MAP

| LEGEND / COLOR CODE           |                                      |
|-------------------------------|--------------------------------------|
| COMMUTER PARKING (GREEN TAG)  | EMERGENCY CALL BOX                   |
| FACULTY PARKING (BLUE TAG)    | VISITOR PARKING                      |
| ALL CAMPUS PARKING (ALL TAGS) | ADMISSIONS CLIENT                    |
| RESIDENT PARKING              | DISABLED ENTRANCES                   |
| DESIGNATED SMOKING            | DISABLED PARKING                     |
| BRICK WALKWAYS                | LOCATION INDICATOR<br>"YOU ARE HERE" |

QUESTIONS PLEASE CALL  
CAMPUS POLICE AT EXT. 5555



## BY BUILDING NUMBER

- |                            |   |
|----------------------------|---|
| 01 WAB                     | M.W. WELSH ADMINISTRATION BUILDING<br>16 W. INDIANAPOLIS AVE.             |
| 02 ATB                     | AUTOMOTIVE TECHNOLOGY BUILDING<br>1350 N. CHESTNUT ST.                    |
| 04 RSPAC                   | RED SKELTON PERFORMING ARTS CENTER<br>20 RED SKELTON BOULEVARD            |
| 05 BB                      | THOMAS W. WATHEN BUSINESS BUILDING<br>1320 N. SECOND ST.                  |
| 08 CTB                     | CONSTRUCTION TECHNOLOGY BUILDING<br>324 W. RED SKELTON BOULEVARD          |
| 09 PTB                     | HOMELAND SECURITY<br>121 E. ST. CLAIR ST.                                 |
| 10 TB                      | TECHNOLOGY BUILDING/EBNER RESIDENCE HALL<br>1300 N. CHESTNUT ST.          |
| 11 RBG                     | RAY C. BELESS GYMNASIUM<br>116 W. INDIANAPOLIS AVE.                       |
| 13 ABB                     | AUTO BODY BUILDING<br>1400 N. CHESTNUT ST.                                |
| 14 HOB                     | CENTER FOR HEALTH SCIENCES<br>27 W. HARRISON ST.                          |
| 15 SHC                     | SHIRCLIFF HUMANITIES CENTER<br>130 E. HARRISON ST.                        |
| 18 TDC                     | TECUMSEH DINING CENTER<br>15 E. ROSEDALE ST.                              |
| STUDENT ACTIVITIES COMPLEX |   |
| 12 SRC                     | DONALD G. BELL STUDENT REC. CENTER<br>1600 SHORT STREET                   |
| 19 PEC                     | PHYSICAL EDUCATION COMPLEX<br>1401 N. CHESTNUT ST.                        |
| 19 PEC                     | AQUATIC CENTER<br>1401 N. CHESTNUT ST.                                    |
| 19 PEC                     | BOWLING CENTER<br>1401 N. CHESTNUT ST.                                    |
| 19 PEC                     | JEFFERSON UNION<br>1401 N. CHESTNUT ST.                                   |
| 20 PMSC                    | PHILLIP M. SUMMERS CENTER<br>118 E. ST. CLAIR ST.                         |
| 22 LRC                     | SHAKE LEARNING RESOURCES CENTER (LIBRARY)<br>130 E. COLLEGE AVE.          |
| 25 ICAT                    | INDIANA CENTER FOR APPLIED TECH.<br>1500 N. CHESTNUT ST.                  |
| 29 YB                      | ZELLA YOUNG / PRIMARY CARE CLINIC<br>1023 N. FOURTH ST.                   |
| 33 AD                      | CENTER FOR ART & DESIGN<br>921 N. THIRD ST.                               |
| 35 UH                      | UPDIKE HALL - MATH, SCIENCE, & ENGINEERING<br>1251 N. CHESTNUT ST.        |
| 38 DC                      | LOUIE O. DAYSON FOUNDATION & ALUMNI CENTER<br>1009 N. THIRD ST.           |
| 41 PP                      | PHYSICAL PLANT<br>1719 N. SECOND ST.                                      |
| 42 BSU                     | ISAAC K. BECKES STUDENT UNION<br>1101 N. SECOND ST.                       |
| 55 WTC                     | WELDING TECH. CENTER/PURCHASING/ARCH. SERVICES<br>819 / 817 N. SECOND ST. |
| 57 SIB                     | CAMPUS POLICE / INFORMATION BUILDING<br>1201 N. SECOND ST.                |
| 62 VH                      | FRANCIS VIGO RESIDENCE HALL<br>3 E. LOCUST                                |
| 64 DH                      | WALTER A. DAVIS HALL<br>1200 N. SECOND ST.                                |
| 71 GA                      | ROBERT E. GREEN ACTIVITIES CENTER<br>120 W. HARRISON ST.                  |
| 72 GVH                     | GOVERNOR'S HALL/ADMISSIONS<br>20 W. INDIANAPOLIS AVE.                     |
| 75 MCC                     | MARIA CREEK CHAPEL<br>36 E. HARRISON ST.                                  |
| 79 GH                      | MARIE ELIZABETH GODARE RESIDENCE HALL<br>1420 N. FIRST ST.                |
| 81 CH                      | GEORGE ROGERS CLARK RESIDENCE HALL<br>1 W. INDIANAPOLIS AVE.              |
| 82 HH                      | WILLIAM HENRY HARRISON RESIDENCE HALL<br>101 W. INDIANAPOLIS AVE.         |
| 83 MH                      | JOHN MORRIS RESIDENCE HALL<br>1200 N. FIRST ST.                           |
| 85 THC                     | TRACK HOUSE / CONCESSION<br>201 W. RED SKELTON BLVD.                      |
| 86 VRH                     | HENRY & FRANCOIS VANDERBURGH RESIDENCE HALL<br>20 W. ST. CLAIR ST.        |
| 87 ES                      | EXTENDED STUDIES<br>1000 N. FOURTH ST.                                    |

# Dear Parents and Families,



**Welcome to the Vincennes University family! I am very pleased and honored that you have selected VU to help your student pursue higher education.**

Your entire family will enjoy the opportunity to be a part of Vincennes University and the many academic and student activities that we offer. We take pride in the friendly learning environment of the Vincennes campus, where faculty, staff, and students get to know one another on a personal level.

As you may know, VU was founded in 1801, making it the oldest institution in the state of Indiana. Our diverse student population, including students from all 92 Indiana counties, 42 other states, and 36 different countries, allows VU to offer a wide array of academic transfer and career-focused. VU graduates have many options, including entering immediately into the workforce, transferring to a four-year institution, or staying at VU to complete one of our bachelor's degrees. Vincennes University has developed a wonderful reputation and has the respect of employers, government

leaders, and our sister institutions. In a recent national alumni survey conducted by Gallup, 91 percent of VU alums said they would return to VU to do it all over again! VU's strong reputation has been developed by the success of our alumni and through the efforts of dedicated faculty and staff members who truly work each day with the University motto, "Learn in Order to Serve," as their guide.

Finally, I do appreciate that you have entrusted your student to Vincennes University. We know that student success is a function of a three-way partnership involving the University, the student, and the student's family. Our commitment to you, as parents and family members, is that we will provide the environment to help your student fulfill a dream of becoming a successful individual in whatever walk of life they choose. If I may be of assistance to you, please feel free to contact me.

**Best wishes,**

A handwritten signature in black ink, appearing to read "Chuck Johnson".

**Chuck Johnson**  
*President*



**It is our pleasure to welcome you to the Vincennes University community.**

At VU we believe family members are an important part of our students' success. Throughout the years, we have learned that informed and engaged families are crucial to that success. We hope that your student grows and makes more and more decisions independently. Please know that we are here to offer you guidance, resources, and information, if needed.

Attending college is an exciting journey. For many students it will also be one of the most stressful times of their lives. College years bring constant challenge and demand for adjustment and change. While they are attempting to cope with the academic pressures, they must also negotiate the hurdles of significant developmental issues.

The first year in college is particularly challenging. Your student will be experiencing a great deal of new independence. Students will experience new freedoms and responsibilities that he or she has most likely not had to manage before: new and more demanding academic requirements; changing relationships with

hometown friends; challenges to beliefs and values; and perhaps the most important, a changing relationship with you.

Adjustment issues are a common and expected experience for most first-year students. Just as there are seasons of the year, most college student stress follows a seasonal pattern as well. Vincennes University believes that parents play an important and significant role in helping students adjust and ultimately be successful. Parents and families need to keep an open ear and be supportive listeners.

While many of the experiences your son or daughter will go through are normal, if at any time you are truly concerned about your student, please contact my office or one of the offices listed in this handbook. There are many people at VU to whom students and you can turn for assistance.

Hopefully, this calendar/handbook will help guide you through the progression that will help you help your student become successful and well-rounded. There are lots of ways to stay connected! Sign up for the Parent and Family E-newsletter, join the Parent and Family Facebook group, and visit the Parent and Family web pages. Whatever the issue, please know that I am here to help you through this next chapter.

We extend our best wishes for an exciting and enjoyable experience at Vincennes University.

**Warm Regards,**

A handwritten signature in black ink, appearing to read "Brandi Porter".

**Brandi Porter**  
*Director of Parent and Family Services*

# JUNE

## Get Ready...

The summer months leading to the start of college are certainly a mixed bag of activities and emotions. Those weeks bring great excitement, but there may also be anxious anticipation. Be prepared for the many emotional ups and downs your child may face.

Those weeks prior to your son or daughter starting college are an excellent opportunity to communicate some of your concerns and expectations to your child. A healthy conversation about your own concerns and expectations are important. Issues such as money, personal safety, and responsibility, as well as drugs and alcohol, can set an important tone as your child prepares for his or her college experience.

Now is also the time to begin preparing younger siblings. Talk to them about what college means. Offer opportunities for all of your family members to share time together. Here are some suggestions for summer fun:

## Hit the road

Choose a place your family always wanted to visit. It doesn't have to be exotic – national parks, regional landmarks, or cousins two states away are perfect destinations. Make it more fun by planning a route that gets you off the interstate. Make sure to take a family photo for the holiday card.

## Pick a project

Plant a vegetable garden or do patio pots.

Start a jigsaw puzzle.

Help your student create an album of high school and graduation photos.

Is it time to paint the childhood bedroom a new color?

## Feel the burn

Dig out your gym membership card or enroll for the summer. Try out fitness classes, go for a walk, or enjoy a bike ride together.



# JUNE

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

## TIPS

- Summer is a good time to fit in financial literacy lessons. Will your student take out loans for college? Review how they work and what the repayment plan will look like. Studentaid.ed.gov is a helpful resource.
- Remember to file the FAFSA at fafsa.gov. This must be completed every year your student is in college.
- Encourage students to begin saving for textbooks. In most cases, textbooks are considered an out-of-pocket expense, so start planning now!

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8 WEEK  
CLASSES BEGIN

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START VU

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FATHER'S DAY

LAST DAY TO WITHDRAW  
FROM SUMMER I COURSES  
WITH OUT DEAN  
APPROVAL

START VU

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## TIPS

- Does your student anticipate needing testing or classroom accommodations? Have them contact the Office of Disability Services today to make sure all necessary documentation is on file.
- Sign up for the Parent and Family E-newsletter at [vinu.edu/parents](http://vinu.edu/parents).
- Join the conversation at [facebook.com/groups/vuparents](https://facebook.com/groups/vuparents).

# JULY

## Get Set...

Review the award letter from the Financial Aid Office with your son or daughter. Make sure forms are complete and on file. Sharing openly with your student about financial matters is extremely important. Talk about or create an estimated budget that outlines who will pay for what, where the money will come from for miscellaneous expenses, spending money, and the possibility of your student obtaining an on-campus job. If these matters are discussed before your student leaves for VU, conflict may be avoided later.

Remember, in most cases books are an out-of-pocket expense, so start saving now! Students are expected to have textbooks and supplies at the start of classes.

If your student has not received their BlazerOne Card, NOW is the time for them to call the Bursar's Office at 812-888-4244. This will be the official ID and meal card as well as an online bank card (optional). Students should make sure the card is activated before use.

Students should check their designated email and MyVU account for updates. Roommate assignments and residence hall information will be emailed in mid-July, and it's a good idea for roommates to make contact before classes begin. Getting acclimated before moving to VU allows roommates to discuss important living details. For example, only one mini-fridge and microwave is allowed per room.

Residence hall students must have confirmation of first payment made or sufficient financial aid accepted before they will be allowed to check into housing and use the meal

plan. Students can check their account any time by logging onto their MyVU, clicking on Billing and Statements under the Student Tab, Financial Aid Status, and any Unsatisfied Student Requirements. Student bills are posted directly in the MyVU account. Bills will not be mailed to the home address.

While navigating MyVU, students should check to see if their immunization record is on file with the Financial Services Office. Make sure this information has been submitted or a hold can be placed on their account.

Start making plans for New Student Orientation and Move-In Day. All new students should attend New Student Orientation, and parents are encouraged to attend as well! There will be a special New Parent Orientation with tips and information about what students should expect during their first semester at Vincennes University.



# JULY

| SUNDAY | MONDAY  | TUESDAY                    | WEDNESDAY   | THURSDAY   | FRIDAY   | SATURDAY |
|--------|---|----------------------------|---|--|--|----------|
|        | 1   | 2<br>SUMMER SESSION I ENDS | 3<br>SUMMER SESSION II BEGINS   | 4<br>INDEPENDENCE DAY<br>NO CLASSES<br>VU OFFICES CLOSED<br>TDC CLOSED | 5  | 6        |
| 7      | 8   | 9                          | 10  | 11   | 12<br>WATCH MYVU FOR<br>STUDENT BILL<br>START VU   | 13       |
| 14     | 15  | 16                         | 17  | 18   | 19   | 20       |
| 21     | 22<br>WATCH MYVU FOR<br>ROOMMATE AND<br>HOUSING ASSIGNMENT  | 23                         | 24  | 25   | 26   | 27       |
| 28     | 29<br>8 WEEK CLASSES END<br>LAST DAY TO WITHDRAW<br>FROM SUMMER SESSION II<br>WITHOUT DEAN APPROVAL | 30                         | 31<br>HOUSING CONTRACT CANCELLATIONS MUST BE<br>RECEIVED IN WRITING BEFORE AUGUST 1 FOR A FULL<br>REFUND. |  | IF YOUR STUDENT HASN'T RECEIVED THEIR BLAZER<br>ONECARD, NOW IS THE TIME TO CALL THE BURSAR'S<br>OFFICE AT 812-888-4244. |          |

## TIPS

- It's natural for students to have mixed feelings the summer before starting college; be prepared for mood swings.
- Make sure your homeowners insurance covers your student's belongings at college.
- Review the Financial Aid Award letter with your son or daughter. Making sure forms are completed and on file with the Financial Aid Office will ensure a smoother transition.
- Help your student make plans to move to campus next month. It is always a good idea for roommates to make contact before school begins.
- Residence Hall students must have confirmation of first payment made or sufficient financial aid accepted. This is required to check into housing and access the meal plan.

A photograph showing several students moving into a college campus. In the foreground, a young woman with curly hair and glasses, wearing a light blue and white hoodie, holds up a blue folder or book. Next to her, another young woman with curly hair carries a large pile of folded laundry. A man with a beard and glasses, wearing a white t-shirt, stands behind her, also holding laundry. They are all smiling and appear to be in a good mood. The background shows other students and campus buildings.

# AUGUST

## Go!

August is an exciting month. As students move to campus, and the fall semester begins, there is much anticipation and excitement. For many, these feelings can quickly change to anxiety and insecurity. If you sense your student could use some support, steer them to campus resources (Academic Advisors, Counseling Services Office, Student Success Center, and free tutoring services). Encourage your student to seek out help when needed.

The biggest adjustment for your student will probably be time management. Adapting to a significantly different academic and social environment can cause one to feel overwhelmed. As students experience this new independence, many will adjust well to making friends and getting into a routine

while others may struggle. It is important to keep the lines of communication open. Asking open-ended questions can help. The one thing you should never ask your student is if he or she is homesick. Experiencing homesickness is normal. Parents should recognize this and be sympathetic and supportive listeners. Be aware, too much sympathy or expecting weekends at home will only prolong the adjustment. Encourage your student to venture out of their rooms, take part in the many Welcome Week Activities, and meet new friends. Getting involved on campus will help students adjust more quickly.

Academic adjustments are just one of the many changes your student will experience during the start of the school year. Using the syllabus as a guide to the classroom, attending class regularly (VU has an attendance policy!), and getting

assignments completed on time will ultimately lead to your student's success. Having books at the beginning of class will help a student stay on track. In most cases, textbooks are considered an out-of-pocket expense. However, if your student is relying on Financial Aid please encourage them to make sure all aid is accepted before classes begin and to check their MyVU account for updated Financial Aid information.

Values and beliefs may also be tested while your student is at college. This is probably the most significant transition in your student's life to date. However, it presents a great opportunity for you to remind your student you are proud of them and trust them to make healthy decisions.

# AUGUST

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

## TIPS

- Plan to attend New Student Orientation and Parent/Family Orientation.
- Encourage your student to use the Student Planner to keep a handle on class assignments, tests, and projects.
- Students should be on the lookout for upcoming job fair hosted by the VU Career Center. Details TBA.

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SUMMER SESSION II & 10 WEEK CLASSES END

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PAYMENT PLAN 1/3 DUE

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START VU

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15 RESIDENCE HALLS OPEN AT 8 A.M.  
TDC OPENS AT 4:30 P.M.  
START VU: NEW STUDENT/LATE REGISTRATION

WELCOME WEEKEND

16

NEW STUDENT ORIENTATION  
PARENT & FAMILY ORIENTATION  
FINANCIAL AID COUNSELING  
COMMUNITY FAIR

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WELCOME WEEKEND

FALL CLASSES BEGIN  
DROP AND ADD CLASSES 100% TUITION CREDIT

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DROP CLASSES — SEE BURSAR'S OFFICE FOR PERCENTAGE

## TIPS

- Struggling students should speak to their professors, get involved in a study group, and seek our many free academic labs. Getting help early will pay off in the end.
- VU has an attendance policy. Getting dropped from class has consequences and can negatively impact Financial Aid.
- Urge your student to check their MyVU account to make sure all aid is accepted before classes begin.



# SEPTEMBER

## Beginning to Settle In...

### "What is your major?"

This is the first question college students hear. Majors are important, and most can prepare students for a wide range of possible careers. How should we help our students think about their major? First, keep in mind the average college student changes majors at least three times before they graduate.

Change is to be expected during the college years. If your student can't decide on a major, have them speak with one of our helpful staff members in the Student Success Center (SSC) or their academic advisor. They can help your student decide on a major and career path. Another option

is considering a double major or pursuing a certificate or concentration to demonstrate expertise in a second area.

Encourage your student to study what they love. Your son or daughter will spend a lot of time in their major courses and will want to do well in them. In order to do well, they must be interested in the subject area. Back in high school, who knew about philosophy, psychology, media studies, linguistics, or agricultural studies? Watch to see a spark igniting.

Another great campus resource is our Counseling Services Office. From test anxiety to eating disorders, Counseling Services staff are there to help. This is a free and confidential service available to all students.

## TIPS

- Your student will love getting a letter, postcard, or package in their campus mailbox. Your encouragement during these early weeks is invaluable.
- Let your student take the lead as you discuss Family Weekend activities. If you can't attend, schedule a video chat and mail a care package.

# SEPTEMBER

| SUNDAY  | MONDAY  | TUESDAY | WEDNESDAY | THURSDAY                          | FRIDAY  | SATURDAY |
|---|---|---------|-----------|-----------------------------------|---|----------|
| 1   | 2<br>PAYMENT PLAN 2/3 DUE<br>LABOR DAY<br>VU OFFICES CLOSED<br>NO CLASSES<br><b>DROP CLASSES — SEE BURSAR'S OFFICE FOR PERCENTAGE</b> | 3       | 4         | 5                                 | 6   | 7        |
| 8   | 9<br>WATCH FOR STUDENT<br>BILLS AVAILABLE ON MYVU<br><b>DROP CLASSES — SEE BURSAR'S OFFICE FOR PERCENTAGE</b>                         | 10      | 11        | 12<br>CLUB & ORGANIZATION<br>FAIR | 13  | 14       |
| 15  | 16<br>CONSTITUTION DAY EVENT<br><b>DROP CLASSES — SEE BURSAR'S OFFICE FOR PERCENTAGE</b>  | 17      | 18        | 19                                | 20<br>LAST DAY TO WITHDRAW<br>FROM FIRST 8 WEEK<br>CLASSES WITHOUT DEAN<br>APPROVAL | 21       |
| 22  | 23  | 24      | 25        | 26                                | 27<br>PARENT, FAMILY, & ALUMNI WEEKEND  | 28       |
| 29<br><b>PARENT, FAMILY, &amp;<br/>ALUMNI WEEKEND</b> | 30  |         |           |                                   |   |          |

## TIPS

- Ask your student open-ended questions such as, 'What was the best discussion you had in class this week?'
- Students must assume responsibility for managing personal and academic time – the Student Planner can help.
- Getting involved on campus helps students connect. Students should speak with their RA or Office of Student Life about upcoming events.
- Encourage your student to check their email and MyVU account on a regular basis.



# OCTOBER

## What is Up Ahead?

Your student is now settled in, has made new friends, discovered their favorite classes, and gotten into a routine. During conversations with your student, somewhere in between all the discussions, try to carve out some time to discuss their general well-being. A healthy lifestyle is one that encompasses mental and physical health. Touch on getting enough sleep, exercise, nutrition, the dangers of alcohol and drug use, and the importance of overall general wellness. VU provides ample resources for students to sustain a healthy lifestyle, or start one, from healthy dining choices, intramural sports, a recreation center, and our University Primary Care Center (UPCC).

It is hard to believe mid-terms are already here. Mid-term

examinations may bring increased stress and anxiety. Trying to juggle the demands of school, social life, and a possible part-time job can be overwhelming. Sending a care package will bring a smile to your student's face!

Remember, this is a year of transition. When issues arise, remember, your student is the driver in his or her education. However, you are a very important passenger! Be sympathetic, but be careful to not offer too many suggestions on how to 'fix' your student's problems. Convey your confidence in your son's or daughter's own problem-solving abilities. Every mistake they face up to and fix will make them more likely to be successful as they pursue their goal of a college degree.

## TIPS

- Is your student looking for a ride home for break? Miller Trailways stops close to campus at Huck's Gas Station on 6th Street. Students can purchase tickets at [hoosierride.com](http://hoosierride.com).
- Incomplete health forms and outstanding account balances can delay your student's ability to register for spring classes. Students should meet with their advisor to schedule classes now!
- Have your student contact the University Primary Care Center (UPCC) in the event of an illness. If your commuter student opted out of this service, they should contact their local health care provider.

# OCTOBER

| SUNDAY           | MONDAY                                | TUESDAY  | WEDNESDAY            | THURSDAY        | FRIDAY   | SATURDAY         |
|------------------|---------------------------------------|--|----------------------|-----------------|--|------------------|
|                  |                                       | 1<br>PAYMENT PLAN 3/3 DUE                            | 2                    | 3               | 4  | 5                |
| 6                | 7                                     | 8<br>MIDTERM EXAMS                                   | 9                    | 10              | 11   | 12<br>TDC CLOSED |
| 13<br>TDC CLOSED | 14<br>VU OFFICES CLOSED<br>TDC CLOSED | 15<br>TDC OPENS 4:30 P.M.<br>FALL BREAK — NO CLASSES | 16<br>CLASSES RESUME | 17              | 18   | 19               |
| 20               | 21<br>EARLY REGISTRATION/ADVISING     | 22   | 23                   | 24              | 25<br>PETITION TO<br>GRADUATE DUE<br>LAST DAY TO WITHDRAW<br>WITHOUT DEAN APPROVAL | 26               |
| 27               | 28<br>EARLY REGISTRATION/ADVISING     | 29   | 30                   | 31<br>HALLOWEEN |  |                  |

## TIPS

- Academic pressure heats up as midterm exams approach. Students should go to study sessions and utilize our free academic tutoring labs, if needed.
- Our Counseling Center is a good resource for student support on a variety of issues. They are happy to help and are a free resource for all VU students.



# NOVEMBER

## We're Almost There!

As students round the bend in wrapping up the semester, many will feel a sense of accomplishment and relief.

Others will realize the added pressure that comes from procrastination. Writing papers, finishing projects, group projects, and preparing for final exams is a stressful process.

Remind students there is light at the end of the tunnel. It is important for students to continue to go to class. Meeting with professors during office hours and visiting academic labs are also helpful. Staying organized and focused will help lead to success.

November is often a stressful month socially, emotionally, and physically for students. The pending visit home for Thanksgiving is an added distraction. The holidays will be happier if you have conversations about curfew (many students feel they no longer need one), car use, pitching in around the house, quiet hours, and family meal expectations. Open and honest communication can help avoid misunderstandings. Taking a few days to relax during Thanksgiving Break can rejuvenate your student as he or she heads into those final weeks of college.

## TIPS

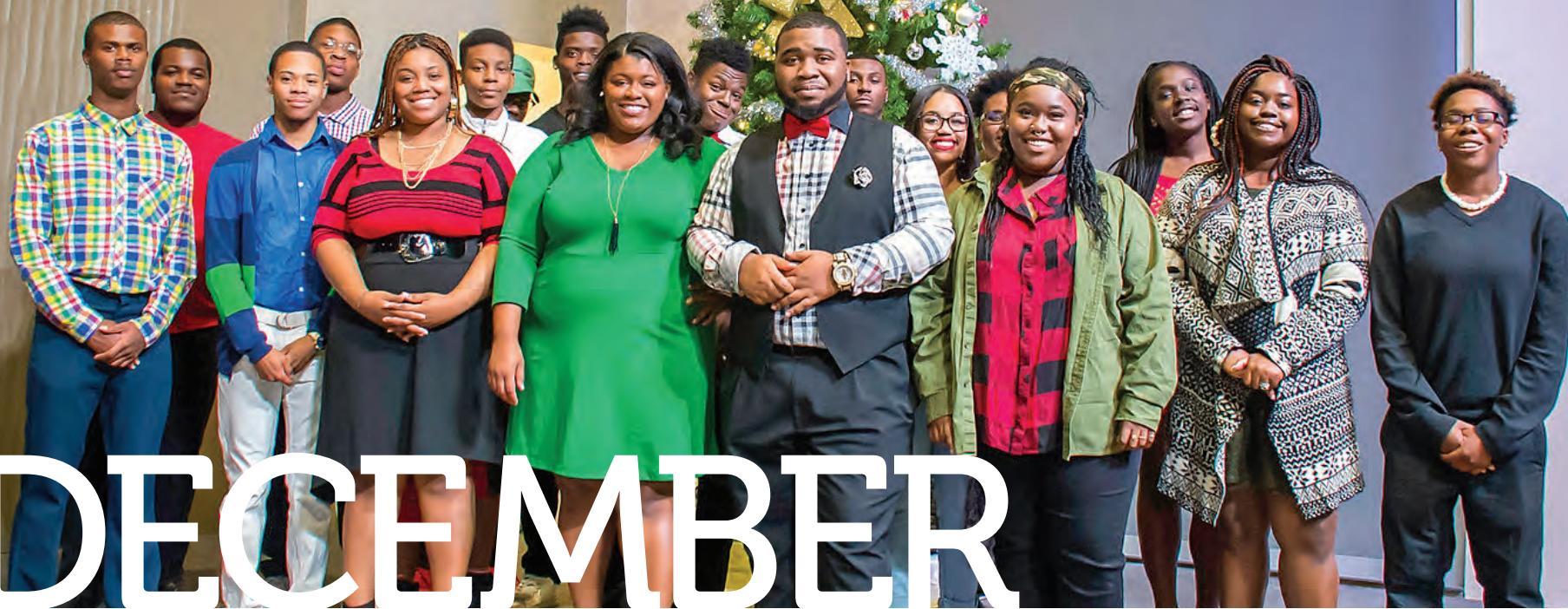
- Your student's to-do list should include an advising appointment to select courses for next semester.
- Confirm Thanksgiving and Winter Break travel plans. Has your student figured out transportation? Remind them not to leave valuables in their residence hall or apartment.

# NOVEMBER

| SUNDAY  | MONDAY   | TUESDAY   | WEDNESDAY | THURSDAY                                    | FRIDAY   | SATURDAY       |
|---|--|---|-----------|---|--|----------------|
|   |  |   |           |   | 1<br>EARLY REGISTRATION/<br>ADVISING   | 2              |
| 3<br>TURN CLOCKS BACK FOR<br>END OF DAYLIGHT SAVINGS<br>TIME! | 4  | 5<br>VETERAN'S DAY PROGRAM<br>EARLY REGISTRATION/ADVISING | 6         | 7   | 8  | 9              |
| 10  | 11<br>VETERAN'S DAY<br>BLAZERFEST<br>EARLY REGISTRATION/ADVISING | 12  | 13        | 14  | 15 LAST DAY TO<br>WITHDRAW FROM<br>SECOND 8 WEEK<br>CLASSES WITHOUT DEAN<br>APPROVAL | 16<br>START VU |
| 17  | 18<br>EARLY REGISTRATION/ADVISING                                | 19  | 20        | 21  | 22   | 23             |
| 24  | 25<br>HOLIDAY TREE LIGHTING<br>EARLY REGISTRATION/ADVISING       | 26  | 27        | 28<br>THANKSGIVING DAY<br>VU OFFICES CLOSED | 29<br>VU OFFICES CLOSED  | 30             |
|   |  |   |           | THANKSGIVING BREAK — NO CLASSES, TDC CLOSED |  |                |

## TIPS

- Students needing a bus ticket home can purchase them online at [hoosierride.com](http://hoosierride.com). Miller Trailways picks students up at Huck's Gas Station on 6th Street.
- The Recreation Center is a good place to recharge.
- Students who need an escort across campus can call VUPD at 812-888-5555. VUPD is open 24/7.



# DECEMBER

## We Made It!

Finals are here and the holiday break is approaching. Be aware your student's emotions may be a roller coaster ride right now. While students may have made many connections this semester, the reality of their academic progress may not be what they (and you) expected. Accept your student's grades may suffer or decline if they are new to college. Remind them college is supposed to be more difficult, but they will adjust in time by taking a look at what worked and what did not during the semester.

Reminding them you are proud of them, recognizing their hard work, and telling them you love them will help your student achieve success. They can't change what has happened, but they can make good decisions to do better in the future.

## TIPS

- Students should follow all residence hall rules before leaving for winter break. Questions should be directed to their resident assistant (RA).
- The end of the semester is intense. Check in with your student about practicing self-care and offer them support.
- Be prepared for new behaviors (hair, dress, food preferences, etc.) when they return home. Remember they have been setting their own curfew. Compromise doesn't mean disrespecting family members and household rules.
- Getting enough sleep is key. Students should avoid taking their smartphones to bed and limit caffeine and sugary drinks in the evening.
- Students should create a budget for spring semester during Winter Break.

# DECEMBER

| SUNDAY                   | MONDAY  | TUESDAY                                       | WEDNESDAY           | THURSDAY | FRIDAY                             | SATURDAY                                       |
|--------------------------|---|---|---------------------|----------|------------------------------------|--|
| 1<br>TDC OPENS AT 4:30PM | 2<br>CLASSES RESUME<br>EARLY REGISTRATION/ADVISING  | 3   | 4                   | 5        | 6<br>REHEARSAL FOR COMMENCEMENT    | 7<br>MIDYEAR COMMENCEMENT FOR VINCENNES CAMPUS |
| 8                        | 9<br>WATCH FOR STUDENT BILLS AVAILABLE ON MYVU<br>FINAL EXAMS — SEMESTER ENDS AFTER LAST FINAL EXAM | 10  | 11                  | 12       | 13<br>RESIDENCE HALLS CLOSE 7 P.M. | 14<br>TDC CLOSED UNTIL 1/9/20                  |
| 15                       | 16  | 17  | 18                  | 19       | 20                                 | 21   |
| 22                       | 23  | 24<br>CHRISTMAS EVE<br>VU CLOSED UNTIL 1/2/20 | 25<br>CHRISTMAS DAY | 26       | 27                                 | 28   |
| 29                       | 30  | 31<br>NEW YEAR'S EVE                          |                     |          |                                    |  |

## TIPS

- Students who are struggling might want to enroll in a Study Skills course.
- The first payment for spring semester is due January 2, 2020.
- Students should complete the scholarship application at [vinu.edu/scholarships](http://vinu.edu/scholarships).

# JANUARY

## Second Semester. Fresh Start.

January signals the beginning of the spring term and the start of the second semester, many students are finding success. For others, this can be a new beginning. Getting back into the 'swing of things' can be challenging. VU instructors and other support resources are readily available to support students during their college career. Speaking to an advisor and re-evaluating time management skills might also be in order for your student. In addition, starting to visit the many academic labs and securing a tutor early might pay off in the end. Encourage your student not to wait until he or she is in trouble before seeking help.

Remind students that fall grades may have impacted their financial aid award for spring. Watching for updates via

MyVU and email and completing outstanding financial aid requirements will help your student stay on track.

Families and students may again go through separation anxiety. Family Weekend (Feb. 8-10) is a great time to come for a visit. Just remember that summer vacation will be here in 16 more weeks.

## TIPS

- Remind your student to cheer on their favorite athletic team. GO TRAILBLAZERS!
- Book your hotel reservation for the Parent and Family Weekend under the "Events and Lodging" tab at [vinu.edu/parents](http://vinu.edu/parents).



# JANUARY

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

## TIP

- Remember to file the FAFSA at [fafsa.gov!](https://fafsa.gov) This must be done every year your student is in college.

1

NEW YEAR'S DAY

2

VU OFFICES OPEN  
PAYMENT PLAN 1/3 DUE

3

THE SCHOLARSHIP  
PRIORITY DEADLINE IS  
QUICKLY APPROACHING.  
STUDENTS SHOULD APPLY  
TODAY!

4

5

6

7

8

9

RESIDENCE HALLS OPEN  
8 A.M.  
TDC OPENS 4:30 P.M.

10

START VU  
NEW STUDENT/LATE  
STUDENT REGISTRATION

11

WELCOME WEEKEND

12

13

14

15

SCHOLARSHIP PRIORITY  
DEADLINE

16

WATCH FOR STUDENT  
BILLS AVAILABLE ON MYVU

17

18

WELCOME WEEKEND

DROP AND ADD 100%

19

20

MARTIN LUTHER KING JR DAY  
NO CLASSES  
VU CLOSED

21

DROP — SEE BURSAR'S OFFICE FOR PERCENTAGE

22

23

24

25

CHINESE NEW YEAR

26

27

28

29

30

31

CLUB & ORGANIZATION FAIR

DROP — SEE BURSAR'S OFFICE FOR PERCENTAGE

## TIPS

- Are you connected? Sign up for the Parent & Family E-newsletter at [parents@vinu.edu](mailto:parents@vinu.edu)
- Join the conversation at [facebook.com/groups/vuparents](https://facebook.com/groups/vuparents)
- Plan to attend Parent, Family, and Alumni Weekend. Siblings are welcome too!

- Reinforce the opportunities a fresh start brings: new classes, professors, friends, and activities.
- Point out how much your son or daughter has grown this past semester. Help them recognize areas of strength they can build upon and use in the upcoming semester.



# FEBRUARY

## Back in the Routine

Although it is still early in the semester, some students are already feeling the pressure of keeping up with assignments, projects, and tests. Procrastination is the number one factor for failure. Discuss all the available campus resources available to your student.

At VU, learning takes place outside the classroom, too. There are educational, cultural, musical, athletic, and workshop opportunities available on campus. Sometimes attendance can equal bonus points in the classroom. Students can see what is happening by looking in their MyVU account or student planner.

With Valentine's Day approaching, many students focus more on their relationships than their studies. It is important for students to learn to balance both. Managing projects, attending classes regularly, and attending campus events all equal success!

Be aware that SAD (Seasonal Affective Disorder) and anxiety are often worse in the winter months. Don't be afraid to ask your student open-ended questions regarding their mental and physical health. VU has a free and confidential Counseling Services Office as well as a Student Health Office/University Primary Care Center.

## TIPS

- Encourage your student to embrace their individuality. Recognize college is a time for them (and you) to see people through different lenses.
- Be ready with lots of encouragement as midterms approach.

# FEBRUARY

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

## TIP

- Encourage your student to check their email and MyVU account on a regular basis.
- When applying for jobs and internships, students should tell potential employers what they have to offer. Our VU Career Center can help!

2

3

4

5

6

7

WATCH FOR STUDENT BILLS  
AVAILABLE ON MYVU

8

PARENT, FAMILY, & ALUMNI WEEKEND

DROP — SEE BURSAR'S OFFICE FOR PERCENTAGE

9

10

11

12

13

14

LAST DAY TO WITHDRAW  
FROM FIRST 8 WEEK  
CLASSES WITHOUT DEAN  
APPROVAL  
  
VALENTINE'S DAY

15

16

17

18

19

20

21

22

PRESIDENTS' DAY

23

24

25

26

27

28

29

ASH WEDNESDAY

## TIPS

- The Student Success Center (SSC) is a great resource. It helps students select a major, schedule classes if their advisor is unavailable, and provides additional academic support.
- Discuss summer plans with your student: summer classes, travel opportunities, internships for credit, and summer employment. Information about summer jobs and help creating a resume are available at the Center for Career and Employer Relations Office.



# MARCH

## Spring Break is Near

It is important that students do not get so wrapped up in Spring Break plans that they lose sight of what needs to be done at college to be successful. It is also a time to begin making decisions about living arrangements and class schedule for the next school year.

Many students are making plans to go to the beach (or somewhere with their friends). Sometimes there is a sense of disappointment when peers are going on an actual vacation but they aren't able to go. Believe it or not, some students don't travel during Spring Break. If your student decides to take a trip, encourage them to think through his or her choices. If students make good decisions and think through

their actions, they can return from Spring Break rested, renewed, and ready to complete the last half of the semester.

Being unhappy, afraid, confused, disliking people, and making mistakes are all part of growing up. Anyone who believes all college students get good grades, are 100% sure of their major, always have activity-packed weekends, have lots of close friends, and lead stress-free lives are wrong. Parents, guardians, and student mentors who accept and understand the highs and lows of their student's reality are providing support and encouragement where it is needed the most.

## TIPS

- Be ready with lots of encouragement as midterm exams approach.
- Eligible graduates should make sure to attend Grad Fest. More information is available at the Dean of Students Office.

# MARCH

| SUNDAY  | MONDAY  | TUESDAY                                   | WEDNESDAY                                   | THURSDAY | FRIDAY   | SATURDAY        |
|---|---|---|---|----------|--|-----------------|
| 1   | 2<br>PAYMENT PLAN 3/3 DUE<br>MIDTERM EXAMS                  | 3   | 4   | 5        | 6<br>RESIDENCE HALLS CLOSE AT 7 P.M.   | 7<br>TDC CLOSED |
| 8<br>TURN CLOCKS FORWARD FOR DAYLIGHT SAVINGS TIME!<br>TDC CLOSED | 9<br>PURIM BEGINS AT SUNDOWN                                | 10<br>SPRING BREAK—NO CLASSES, TDC CLOSED | 11  | 12       | 13<br>VU OFFICES CLOSED  | 14              |
| 15<br>RESIDENCE HALLS OPEN AT 8 A.M.<br>TDC OPENS AT 4:30 P.M.    | 16<br>CLASSES RESUME  | 17<br>GRAD FEST                           | 18<br>SUMMER AND FALL ADVISING/REGISTRATION | 19       | 20   | 21              |
| 22  | 23<br>SUMMER AND FALL ADVISING/REGISTRATION                 | 24  | 25  | 26       | 27<br>LAST DAY TO WITHDRAW WITHOUT DEAN APPROVAL<br>PETITION TO GRADUATE DUE | 28              |
| 29  | 30<br>SPRING FLING<br>SUMMER AND FALL ADVISING/REGISTRATION | 31  |   |          |  |                 |

## TIPS

- Students living on campus should watch for housing sign-ups right after spring break.
- Understand your student's passage into an independent and successful adult will be gradual and can be aided by your respect, adult-like discussions, love, and support.



## Wow, We've Made It!

Well...almost! Your student will continue to grow and change over the next few years which means your relationship with him or her will continue to change. As students close out their academic year, they are finalizing plans for summer jobs, internships, summer courses, and also looking forward to the next school year. Now is the time for your student to register for fall courses. Students should seek out their academic advisor as soon as possible. Getting courses planned for next year now will help your student be more organized in the fall.

Let your student engage in problem solving. When you hear about a problem, you might want to jump in and solve it for them. They might be emotional about the issue and are looking to vent more than asking you to take care of the issue

for them. Be sure to ask questions that help your student see different sides to a situation or issue. Encouraging them to problem-solve by communicating with faculty and staff will help them learn new skills. However, they still need you to listen and perhaps share one of your own experiences.

## TIPS

- You may not hear much from your student as they buckle down to study for finals. Show your support by mailing one last care package or handwritten card.
- Talk to your student about exercising and eating healthy. There are many great places on campus students should utilize such as the aquatic center, recreation center, and PE Complex.
- Be supportive of your student's decisions.

# APRIL

| SUNDAY   | MONDAY   | TUESDAY  | WEDNESDAY  | THURSDAY  | FRIDAY   | SATURDAY             |
|--|--|--|--|---|--|----------------------|
|  |  |  | 1<br><br>SPRING FLING<br><br>SUMMER AND FALL ADVISING/REGISTRATION | 2   | 3<br>VU'S GOT TALENT SHOW  | 4<br><br>START VU    |
| 5<br><br>PALM SUNDAY                                     | 6<br><br>SUMMER AND FALL ADVISING/REGISTRATION           | 7  | 8  | 9   | 10<br>GOOD FRIDAY<br>NO CLASSES<br>VU CLOSED<br>TDC CLOSED                           | 11<br><br>TDC CLOSED |
| 12<br><br>EASTER SUNDAY<br>TDC OPENS 4:30 P.M.           | 13<br><br>SUMMER AND FALL ADVISING/REGISTRATION          | 14   | 15   | 16  | 17<br>LAST DAY TO WITHDRAW<br>FROM SECOND 8-WEEK<br>CLASSES WITHOUT DEAN<br>APPROVAL | 18                   |
| 19<br><br>SUMMER AND FALL ADVISING/REGISTRATION          | 20<br><br>SUMMER AND FALL ADVISING/REGISTRATION          | 21   | 22   | 23<br>FIRST RAMADAN BEGINS AT<br>SUNDOWN                  | 24   | 25                   |
| 26<br><br>PURCHASE CAP AND GOWN<br>AT OLD POST BOOKSTORE | 27<br><br>PURCHASE CAP AND GOWN<br>AT OLD POST BOOKSTORE | 28<br><br>PURCHASE CAP AND GOWN<br>AT OLD POST BOOKSTORE | 29<br><br>PURCHASE CAP AND GOWN<br>AT OLD POST BOOKSTORE           | 30<br>COMMENCEMENT<br>REHEARSAL AT 11 AM AT PE<br>COMPLEX |  |                      |
|  |  |  |  |   |  |                      |

## TIPS

- Simultaneously challenge and support your student. Asking open-ended questions can help fuel discussions.
- The library (Shake Learning Resource Center - LRC) is a great place to study and find a quiet place on campus.
- Will your student return to campus in the fall? They should meet with their academic advisor to schedule fall classes and review their degree plan. Students can review their course requirements on their own by accessing degree works via their MyVU account.
- Talk about summer work plans.

# MAY



## Saying Goodbye

The end of the academic year brings another bag of mixed emotions. Students are realizing once final exams are over, many will be packing up and moving home for the summer. Leaving new friends and wondering how parents and family members will react to their new-found independence may cause anxiety. This is a good time to increase communication with your student. Encourage your student through finals and discuss plans for the summer.

Students may also be concerned with family reactions to academic performance. It is important for family members to understand grades alone do not provide a full picture of a student's academic progress. College is definitely different from high school. It takes time to develop note-taking and

test-taking skills to be successful.

Some students may find they need to take a summer course. Other students will choose to stay on campus while others will return home during the summer term. Summer is a time for celebration. The academic year is behind us and your student can look forward to a fresh start. Have a safe summer.

# MAY

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

3

4

5

6

7

8

9

10

11

12

13

14

15

16

MOTHER'S DAY

INTERSESSION BEGINS

17

18

19

20

21

22

23

INTERSESSION ENDS

24

25

26

27

28

29

30

MEMORIAL DAY  
NO CLASSES  
VU OFFICES CLOSED

31

## TIPS

- If you plan to help at move-out, wear comfy clothes and shoes, and prepare for dirt and disorganization. You'll need boxes, trash bags, a Sharpie, and packing tape as well as snacks, water, and patience.
- Remind your student to read and respond to all emails related to end-of-the-year requirements such as returning library books, rented textbooks, paying outstanding fines, etc.).

- Evaluate 'house rules' if your student plans to move home for the summer. Having open and honest communication is key.
- You may notice the person who moved back home or is visiting isn't exactly the same person who left for college. Hopefully this is a wonderful, new, more mature version of the child you've loved for so long. Enjoy getting to know one another again.

# FAMILY HELP



## WHAT IS FERPA?

FERPA stands for Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment). Passed by Congress in 1974, the Act grants five specific rights to college students:

- The right to see the information that the institution is keeping on the student
- The right to seek amendment to those records and, in certain cases, append a statement to the record
- The right to consent to disclosure of his/her records
- The right to limit disclosure of some "directory information"

- The right to file a complaint with the FERPA Office in Washington, D.C.

When a student reaches age 18, FERPA rights pass from parents to the student. The University cannot speak to you about your student's educational records such as transcripts, test scores, financial records, disciplinary records, or class schedules unless:

- Your student signs and submits a Student Information Release Form to the Registrar's Office located in the Administration Building.
- You provide the Registrar appropriate documents verifying your student is

dependent on you for support and request this information.

The University may disclose Directory Information without consent, unless notified in writing by the student. Directory Information includes: name, address, telephone number, email address, date and place of birth, classification (FR/SR), parents or next-of-kin name and address, enrollment status, major field of study, dates of attendance, degrees received, awards and honors received, previous schools attended, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams.

While Vincennes University understands that parents are an important component in the

success of its students, the University must follow policies and guidelines as outlined by the Federal Government.

**NOTE:** Grades are not mailed. Students can access them on their MyVU account or by visiting the Registrar's Office and requesting a transcript for a \$5 fee.

## PARENT TIPS

1. Avoid asking your student if they are homesick. The power of suggestion can have a negative affect.
2. Keep in touch. Quick notes containing family news are great. Other "mailbox pleasers" are goodies from home and care packages.

3. In the dorms let your student or the front desk know if a package and/or money is being sent. Students share mailboxes.
4. Realize your child will change, and that's a good thing. It can be bothersome at times, but remember to be patient.
5. Ask open-ended questions. Many times just listening and letting them know you are interested in what they are doing can speak volumes. Keep focused on what is a crisis and what is a phase. Not all emotional phone calls need your intervention. Sometimes your student just needs someone to listen. If you need someone to talk it over with, just email or call Parent and Family Services (parents@vinu.edu or 888-852-3940).
6. Sign up for the monthly Parent and Family E-newsletters. Subscribe at vinu.edu/parents at the E-News Signup link. Each month you will receive information about the campus and opportunities for your student, as well as helpful tips to share.
7. Make use of the VU Website, vinu.edu. These pages are full of good information. In addition, vinu.edu/parents can be very helpful as you look for student calendars, upcoming events, lodging, and other pertinent information.
8. Join our Facebook Group at facebook.com/groups/vuparents.
9. Make sure your son/daughter gets in touch with his/her roommate prior to moving into their residence hall. This will eliminate bringing duplicate items such as televisions, microwaves, refrigerators, etc. Roommate assignments are emailed in mid-July.
10. Take an active role and encourage your child to get involved with on-campus activities. VU has clubs, organizations, intramural sports, and residence hall activities.

## TALK ABOUT IT

Have "round table" discussions with your student before college starts. Being on the same page will prevent miscommunication down the road. Here are topics you might want to talk about:

**Attending Classes** – VU has an attendance policy and students can be dropped for non-attendance. Professors are more receptive to assisting a student who comes to class than one who attends sporadically.

**Students should get to know their professors** – Professors want their students to be successful.

**Share your expectations** – Research shows children listen and it will influence their future choices.

**Budgets** – Students don't need a lot of money, especially those living on campus. Family members and students should determine in advance what each is willing and capable of contributing.

**Credit cards** – Running up large balances for expendable items can ruin a student's credit rating. If your student is going to have a credit card, make sure the credit limit is one that everyone can live with.

**Campus Parking and Transportation** – Parking is available on the perimeter of campus. Alternative modes of campus travel are bicycles, skateboards, and walking. It takes about 10 minutes to walk across campus. For off-campus transportation, students may utilize the VanGo shuttle/taxi to Kimmel Crossing (Walmart) on Tuesdays and Fridays. Many students carpool. To park legally, all vehicles must display a VU parking tag. Permits are available after July 1 at [www.thepermitstore.com](http://www.thepermitstore.com) or from Campus Police.

Students looking for a ride home during breaks can purchase Miller Trailways Bus Tickets at [hoosierride.com](http://hoosierride.com). The pick-up/drop-off location is Huck's Gas Station located on 6th street.

**Speaking of parking** – VU is a walking campus so students should not expect to park next to classroom buildings. Vehicles will be ticketed, "booted," or towed if parked illegally.

**Drugs and alcohol** – Many students test the water while they are at college. Share with your student the importance of not letting drugs or alcohol keep them from completing their college career. Encourage them to practice a healthy lifestyle.

**Personal safety** – Being safe on campus takes the cooperation of students, university police, cadets, and all university community members. Remind students to take responsibility for themselves and those around them. They should be alert and aware of their surroundings and report suspicious persons or activities to VUPD.

**Get to know classmates** – Encourage your student to get to know at least two people in each class.

**Time management** – Finding a happy medium between academic, social, recreational, and employment can sometimes be daunting. Talk to your student about the importance of keeping these in balanced.

**Get involved** – Encourage your student to become involved in campus life. Research shows that students involved on campus have a higher retention rate, are more academically successful, and are more satisfied with their overall college experiences.

**Paying the Bill** – Families should discuss how the student account will be paid. Turn in financial aid forms before the semester starts. Residential students should have 1/3 of their remaining balance paid before their meal plan can be activated. Remember – books are considered an out-of-pocket expense.

## RESIDENTIAL LIFE:

### 812-888-4225

In the Residence Halls, students can integrate classroom experiences, learn to live with others, and learn about themselves. Making new friends, meeting people from various backgrounds, developing leadership skills, and becoming quickly acquainted with the university environment are a few advantages of living in a residence hall. We cannot replace home, but we do furnish pleasant living accommodations.

When addressing letters/packages to students, use the student's name, residence hall, room number, and appropriate street address. The following is a list of street addresses:

**Clark Hall** ..... 812-888-4283

1101 North First Street  
Vincennes, IN 47591

**Ebner Hall** ..... 812-888-4231

1300 Chestnut Street  
Vincennes, IN 47591

**Godare Hall** ..... 812-888-6601

1401 Park Street  
Vincennes, IN 47591

**Harrison Hall** ..... 812-888-4384

1100 Park Street  
Vincennes, IN 47591

**Morris Hall** ..... 812-888-4387

10 East Tecumseh Street  
Vincennes, IN 47591

**Vanderburgh Hall** ..... 812-888-4252

1 West Sycamore Street  
Vincennes, IN 47591

**Vigo Hall** ..... 812-888-5500

3 East Locust Street  
Vincennes, IN 47591



## RESIDENCE HALL CHECK-IN

Students should have confirmation of first payment or sufficient financial aid accepted prior to residence hall check-in. Students who do not may be asked to report to the Bursar's Office and be unable to check-in and/or use their meal plan until their account is up to date. Students may check their MyVU Student "Account Summary" for their balance and "Eligibility" link for any unsatisfied student requirements. Payment plan options are discussed under Money Matters in this handbook.

### Sending Packages and Money

Students share mailboxes, so alert your student or the front desk when money and/or packages are mailed to VU.

### Residence Hall Room Consolidation Policy

Throughout the school year, some students withdraw from VU or change rooms,

vacancies are created and individuals end up without roommates. This is a natural process and it is no one's fault. When this occurs, students will receive a consolidation letter explaining their options. If a student does not want to pay for a single room he/she must select a new roommate or have one assigned. A list of students needing to consolidate will be available at the front desk of each residence hall. If a student refuses, he/she will automatically be billed for a single room. For a complete explanation, refer to the Terms and Conditions of the Housing Contract or the Student Residence Hall Handbook at [vinu.edu/housing](http://vinu.edu/housing).

## WEATHER REPORTING

Weather awareness is always advisable for your safety. VU monitors the forecasts and conditions so be aware of VU weather reporting procedures.

When Vincennes University delays or cancels classes and/or office hours due to

dangerous weather and road conditions, announcements will be distributed using a variety of methods. By referring to this guide you will be assured of receiving this safety information in a timely manner. Every effort is made to release schedule adjustments with as much lead time as possible.

### E-Alerts

Among the notification methods are optional E-Alerts. Students can choose to receive these alerts in the form of text messages, MyVU emails, and/or voice messages. To sign up for E-Alerts, access your MyVU account, scroll to the bottom of the page, click "Sign Up for E-Alert," and provide the requested data. Current subscribers should log in to verify that their information is up to date. Please note that individual cell phone carriers differ and this may affect how quickly E-Alerts are received.

### Vincennes, Jasper, and Gibson Campuses

VU sends its delay and cancellation notices to television and radio stations in a wide area - including Terre Haute and Evansville. You may refer to local stations near our campuses and sites, such as University-affiliated media, since they will have more complete information. **Please listen to all announcements carefully.** VU may announce closings for the University as a whole or for specific campuses, centers, or sites.

### Indianapolis Campuses

Information will be released by the respective sites to the appropriate outlets.

### Other Sites

Classes at other sites follow the closing decisions of those sites.

### University-Affiliated Information Systems

We appreciate the cooperation of area radio and television stations and their respective web sites in posting VU announcements. As a reminder, University-affiliated stations and information systems include:

- **Campus Weather Info Lines:**
  - Vincennes Campus - 812-888-7979
  - Jasper Campus - 812-482-3030
  - Gibson County Center - 812-888-2888
- **E-Text Alerts - sign up by going to MyVU, <https://myvu.vinu.edu>**
- **Facebook - official VU page, <https://www.facebook.com/vincennesuniversity>**
- **Facebook - official Parent and Family Services Group, <https://www.facebook.com/groups/vu>**
- **Twitter - official VU account, @VU1801**
- **MyVU Campus Announcements, <https://myvu.vinu.edu>**
- **VU Web page, <https://www.vinu.edu>**
- **VU Web page - weather, <https://www.vinu.edu/weather>**
- **WFML 96.7 FM**
- **WVUB 91.1 FM**
- **WVUT-TV**

### Emergency Housing for Commuting Students - Vincennes Campus

When weather prevents commuting students from being able to travel home, the Vincennes Campus will make housing accommodations available. Students should report to the front desk of Godare Hall for temporary lodging. Commuting students should be prepared for a possible overnight stay by packing a small overnight bag with a blanket and pillow, change of clothes, toiletries, etc.

# FINANCIAL SERVICES

## BURSAR'S OFFICE: 812-888-4244

### Blazer OneCard and Official Student ID

Vincennes University has partnered with Bank Mobile Inc. to provide the official student ID. It is important that students activate their Blazer OneCard as soon as it arrives in the mail. Students use the card at various campus offices and Tecumseh Dining Center. Students will not be allowed to eat without their card unless they are paying out-of-pocket.

The Blazer OneCard provides students with financial products and services. Parents may deposit money directly on their student's account and avoid writing a check. Students will be able to use their card to pay bills, receive refunds, or withdraw money from their account at a local ATM.

There are no monthly fees or minimum balance requirement. With the card, students can use it to make debit purchases wherever Debit MasterCard® is accepted.

Students should receive information about their Blazer OneCard in the mail. Additional information for both students and parents can be found at <https://www.vinu.edu/web/financial-services/blazer-one-card-activation>.

### Refunds

Initial refunds for returning students will be available on the Thursday of the second week of classes. For first-time borrowers, refunds will not be available until 30 days after the start of classes, per Federal Regulations. It is important for students to check their MyVU account for the most current information.

See also Blazer OneCard and Your Student's Refund in this handbook.

### Students have three refund options.

#### 1. Receive credit on their Blazer OneCard.

This is the fastest way for a student to get a refund. Students can access the money the same day it's released by VU.

#### 2. ACH Transfer to another bank

Students may have refund money sent to another bank account. This electronic transfer may take 2-3 days for their bank to make the funds available.

#### 3. Paper Check

Students may have a paper check mailed to them. This takes 5 or more days to arrive.

### E-Bill

Student Financial Services sends bill notifications (E-bills) electronically to each student's MyVU account. Students are responsible for accessing their E-bill each month for account balance and payment due dates. They should also check their designated email address regularly. The University holds students accountable for information on the MyVU account and correspondence sent to a student's designated email address. No bills are mailed through postal mail.

## FINANCIAL AID OFFICE: 812-888-4361

The Financial Aid Office will help you with questions and concerns about financial assistance. The process and procedures to receive federal and state student financial aid is often confusing. A student may access

their personal financial aid on their MyVU account or by calling 812-888-4361 for help.

### Payment Plans

Vincennes University offers a payment plan, allowing accounts to be paid over the semester. There is a \$30 fee for this service. It is important to note students must have 1/3 of their bill (balance after all financial aid is deducted) paid prior to move-in day. Students not doing so could jeopardize the use of their meal plan. For more information, contact the Bursar's Office at 812-888-4244.

### E-Pay

Students may set up account(s) for

additional authorized payers via Cash Net. They need to login to their MyVU account and select the Student tab, click 'Access SSB', click 'Student & Financial Aid', then 'Billings and Statements', and then 'Add New Authorized Payer'. If students do not remember their login information, they should contact the Management Information Center at 812-888-4332 or [michelpdesk@vinu.edu](mailto:michelpdesk@vinu.edu). Only the student can request this information.



## Lab Fees

Additional fees for specific classes are assessed to cover lab fees, equipment, passes, or individualized instruction. Extra fees are noted in the class schedule. Students who withdraw from school or drop classes with extra fees do not have their account adjusted according to the refund policy. Accounts are adjusted after the Bursar's Office receives notification from the department or college responsible for the return of equipment or passes. Applied music fees will be adjusted according to the normal refund policy.

## Satisfactory Progress Relating to Financial Aid and Staying in School

VU students are expected to complete 67% of all credit hours attempted. A student must maintain a minimum grade point average of 2.0. Students pursuing an associate degree must complete their degree within 150% of the number of credit hours needed or within 45 credit hours to receive a certificate. To stay on track, students should check with their advisor and financial aid.

All students (certificate, associate, or baccalaureate degree-seeking) enrolled at Vincennes University are expected to make progress toward acceptable educational objectives. This expectation is measured in two ways:

1. The student's cumulative grade point average (GPA) and
2. The student's ability to successfully complete (earn/pass) the credit hours attempted.

Students not maintaining a sufficient GPA will be placed on Academic Probation and may have financial aid suspended. Students

who fail two consecutive semesters will be placed on probation. Students will not be placed on probation in a semester if a 2.0 GPA is received with a course load of 7 or more credit hours. Students must have a 2.0 cumulative GPA to meet their graduation requirement. Students who don't maintain a minimum of 2.0 GPA for tow or more semesters can be academically dismissed. (See Catalog for complete policy: [vinu.edu/catalog](http://vinu.edu/catalog).)

## Student Accounts

The Student Financial Services Office which incorporates both the Bursar and Financial Aid is open Monday through Friday from 8:00am to 4:30pm and can be reached at (812) 888-4244 or (812) 888-4361. E-Bills are available on MyVU accounts approximately 2 weeks before each due date. Account balances may be viewed any time.

## Billing Due Dates:

|                  |             |
|------------------|-------------|
|                  | August 1    |
| Fall Semester:   | September 3 |
|                  | October 1   |
|                  | January 2   |
| Spring Semester: | February 1  |
|                  | March 1     |

*\*Unless otherwise noted by the Bursar's Office*

Student accounts not kept current may have meal plans shut off. No credit will be given for missed meals.

## Student Identification

Students should use their student ID or "A" number when making inquiries. However, to receive financial aid, the federal government requires the Social Security number; therefore, students must provide this information to VU to receive financial aid such as grants and loans.

| Total Credit Hours Attempted     | Minimum Cumulative Grade Point Average Required | Minimum Completion Rate Required |
|----------------------------------|---|----------------------------------|
| After attempting 12 credit hours | 1.8   | 60%                              |
| After attempting 20 credit hours | 1.9   | 63%                              |
| After attempting 45 credit hours | 2.0   | 66%                              |



# FREQUENTLY ASKED QUESTIONS

## **Can I stay in contact with what is happening on campus?**

Yes. Take advantage of our monthly E-newsletter designed specifically for parents, families, and student mentors. Go to [vinu.edu/parents](http://vinu.edu/parents) to subscribe. You may also visit Parent & Family Services on Facebook at [facebook.com/groups/vuparents](https://facebook.com/groups/vuparents).

## **Can I access my student's grades?**

Once a student enters college, the rights of the student are governed by FERPA. Students must sign a Student Release of Educational Records to Parents/FERPA Waiver in order for you to obtain information. Remember, grades are not mailed; students can only get grades on their MyVU account or by contacting the Registrar's Office to request a transcript. If your student does not communicate with you, you may contact the Registrar and provide appropriate documents verifying your student is dependent upon you for support. With the appropriate documentation in place, the Registrar may release this information to you.

## **What is a Student Information Release of Educational Records Form/FERPA Waiver?**

This form is necessary for us to speak to you about your student. Students may fill this form out at the Registrar's Office located in the Administration Building.

## **Are there out-of-pocket expenses?**

Some of the best things in life are free. But a college education is not. Students will need money. It is important to save money over the summer for books, spending money, and an emergency savings account.

## **What types of Financial Aid are available?**

There are three types of financial aid. Grants and scholarships do not have to be repaid.

Student loans must be repaid after a student graduates or leaves school. Work-Study involves working for money and is based on financial need. In addition, parents may qualify for the Parent Plus loan.

## **What about Financial Aid?**

With college costs going up and the amount of available financial aid remaining the same, there may not be enough help for everyone who needs it. You can improve your chances of getting the aid you need by learning about financial aid and planning ahead. Filing out the FAFSA is the first step. Remember, financial aid is intended to supplement, not replace a family's resources.

## **What is the FAFSA?**

The Free Application for Financial Student Aid (FAFSA) website can be accessed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students can also contact FAFSA for a hard copy by going online at [fafsa.gov](http://fafsa.gov) or by calling 1-800-433-3243.

## **Does the FAFSA need to be filled out each year?**

Yes. The deadline for Indiana state aid is April 15. Federal aid may be applied for all year long. Processing takes four to six weeks. Students must apply each year they wish to receive aid.

## **What is Verification?**

More than 30% of all applicants will be selected for verification. If your student is selected, submit signed copies of federal tax returns and any other requested documents to the Financial Aid Office as soon as possible.

## **What is an Award Notification?**

Award notifications are on-going, and show estimated and/or actual awards from outside sources (Federal Pell Grants, State of Indiana Awards, Scholarships, Student Loans, and Parent Loans).

## **Do we need to accept the entire award?**

No. Students may reject any award he or she does not want to receive. Follow the directions given on the award letter. Make sure to keep copies of everything you send to us or the government.

## **Are Student Loans and Parent-Plus loans considered Financial Aid?**

Yes. To apply for loans, students and parents must go to [www.studentloans.gov](http://www.studentloans.gov).

## **What will be charged to my student's account?**

Tuition, Fees, Room and Board.

## **What about textbooks, tools, and supplies?**

For most, textbooks, tools, and supplies are considered an out-of-pocket expense. Only qualifying students can use their excess financial aid to purchase items at the Old Post Bookstore in the form of a FASTPASS. Financial aid will not be available prior to the first day of classes. There are three types of books available in the bookstore: new, used, and rental. Not all subjects will have all options available.

## **Does my student qualify to receive a FASTPASS?**

Students who have excess financial aid and would otherwise be receiving a refund may be eligible for a FASTPASS in order to purchase/rent textbooks. FASTPASS information is available on the MyVU account about a week prior to the start of each semester. The FASTPASS can be printed outside the Old Post Bookstore for qualifying students and must be used the same day.

## **Can we make payments on our student's account?**

Yes. The university has a payment plan to assist students and their families. There

is a \$30 payment plan fee assessed each semester you use this plan.

## **Can we make payments through EPAY?**

Yes. Students can set up account(s) for authorized payers to make payments via Cash Net, by logging onto their MyVU account. After login students should select the Student tab, click on Access SSB, click on Student & Financial Aid, then Billing and Statements, and then Add New Authorized Payer. If students do not remember their login information, they should contact the Management Information Center at 812-888-4332. Only a student can request this information.

## **Can we send money electronically to our student?**

Yes. Through your student's Blazer OneCard, Bank Mobile makes this possible. For more information, log on to [blazeronecard.com](http://blazeronecard.com), click on the "parents" link, and click Sponsor Account.

## **What happens if a student withdraws from school and has collected a refund?**

Students who withdraw from school and have collected a refund may be subject to repayment of those funds to Vincennes University based on the time of withdrawal. All loans must be repaid.

## **What if a student gets more aid than their bill is at Vincennes University?**

Students will be eligible for a refund. However, the Higher Education Act requires Vincennes University to delay sending the first installment of a Federal Stafford Loan to any student who is entering their first year of an undergraduate education until 30 days after the first day of classes. Other refunds are held until the end of the second week.

## **What happens if the weather is bad?**

### **Are classes canceled?**

Rarely are classes canceled; however, in the event of inclement weather students may call 812-888-7979 for up-to-date information on closings or delays. If your student commutes and cannot make it to class, it is important that they call or email their professors. Class cancellations are also posted at vinu.edu and with local news stations, Facebook, the website, and the VU parent/family group on Facebook. Students are also encouraged to sign up for E-Alerts at their MyVU account.

## **Can my son/daughter bring a vehicle to the university?**

Yes. It must properly display a valid parking sticker if parked on campus.

## **How does my student obtain a parking permit?**

Parking permits may be obtained opening weekend, just prior to the beginning of the semester at the University Police Department (Monday-Friday, 8:00 a.m. - 4:00 p.m.) or online after July 1 at thepermitstore.com.

## **What is the cost of the permit and when does it expire?**

Each permit is \$30 and is valid for the Fall Semester, Spring Semester, and Summer Sessions. Expiration is August 15 each year.

## **What are the penalties if the parking regulations are violated?**

The vehicle may be ticketed, immobilized, and/or towed at the student's expense. In addition, habitual violators may have their parking privileges revoked.

## **Does VU have security on campus?**

Security begins with the student. We encourage personal property insurance. Check your homeowner's insurance to see if the student's belongings are covered while attending VU or if additional insurance is required. Make a record of serial numbers for stereos, TVs, and other equipment. If something is stolen, report it to the Residence Hall staff and Campus Police.

VU has an anonymous reporting tool called Silent Witness that can be accessed at: <https://my.vinu.edu/police/parking>

## **Can my student request a security escort to class or their residence hall?**

Yes. Vincennes University provides a security escort service to students wishing to be escorted to any campus building and/or parking lot. The telephone number is 812-888-5555.

## **Are there thefts on campus?**

Unfortunately, yes. It is important to remember that most thefts are crimes of opportunity. Remind your student to always lock their door, even if they are just "running down the hall."

## **What else can be done to avoid thefts?**

1. Encourage your son/daughter to keep his/her room door locked. They should not loan their keys to anyone.
2. Try to limit the number of expensive items brought to campus.
3. Electronic items (stereos, televisions, computers, and iPads) as well as jewelry and cash/credit cards are especially appealing to thieves. If your son/daughter wishes to bring these items they should be engraved with an identifying mark such as name, date of birth, etc. The serial numbers of the items should be recorded and a copy kept with the student and at home. It is also a good idea to photograph these items.
4. Do not leave valuables unattended in a vehicle. If you must, try to conceal valuable articles from open view and keep the vehicle locked.
5. Keep only as many blank personal checks as the student will need. Be particularly careful where checks and credit cards are kept.



6. When sending money or packages to your student make them aware or give the front desk a head's up for safe keeping.

7. Report thefts immediately to the University Police and residence hall staff (if the theft occurred inside the residence hall).

Please feel free to call or stop by the University Police Department if you have any questions or concerns regarding your son's or daughter's stay at Vincennes University.

### **How do I contact the VU Police Department?**

Call 812-888-5555 or visit them across from Beckes Student Union. Blue emergency call boxes are also located throughout the campus grounds, and phones are located inside the entrance of each building – and of course, 911.

### **What types of appliances can my student bring to campus?**

Appliances such as irons, curling irons, hot pots, and coffeepots may be used in rooms. Appliances with an exposed heating elements may not be used. Deep fryers, electric skillets, space heaters, etc., are prohibited due to fire and sanitation regulations.

### **What else should my student bring?**

We offer these suggestions: Extra-long twin sheets, mattress pad, pillow, blankets, toiletries, alarm clock, hangers, casual clothes, bathrobe, bedspread, towels and washcloths, roll of quarters (for laundry), athletic equipment, cards, games, flashlight or glow sticks, and power strips. The residence halls have laundry facilities, kitchenettes, vending machines, recreational facilities, and study areas. The rooms are furnished with beds, study lamps, desks, chairs, wastebaskets, closets, and drapes. Talk to your roommate about large items such as refrigerators, televisions, stereos, etc., in order to prevent duplication and unnecessary use of space. For more information, visit [www.vinu.edu/housing](http://www.vinu.edu/housing).



### **What do you suggest to help my student prepare for living in the residence hall with a roommate?**

Learning to live with a roommate will be one of the best opportunities the student will ever have to learn the skills needed to live successfully with another person. Each person brings a set of expectations. It is important to remember that the students will be sharing a room where they sleep, study, relax, and entertain friends. Space limitations require consideration and communication by both parties. The key to living with someone else successfully is communication. To have such an interaction, the students will need to share honest feelings, listen to each other, and compromise.

We suggest students ask each other these questions:

1. How much sleep do you require?
2. When and how often do you study?
3. What personal property can we share?
4. How is the room to be kept?
5. When are guests allowed and how many?
6. How much privacy do you require?

As you know, any relationship is an ongoing process. As each student changes and grows, so will the relationship. It will be worth the effort for the student to spend time maintaining the relationship throughout the year.

### **What if my student cannot live with their roommate?**

We ask that students try to work it out in the first two weeks of the semester. If they cannot, students will be allowed to move for a \$10 processing fee. *Special note: If housing is full, this timeline will be adjusted until after students in tripled rooms are accommodated.*

### **Are the residence halls staffed?**

Yes, 24/7. Each residence hall has professional staff responsible to coordinate efforts to make the residence hall experience meaningful for every student. A full-time Residence Hall Coordinator oversees the operation of the hall. An Assistant Coordinator and the Resident Assistant staff

are the primary sources for information and assistance with any type of problem or concern.

### **Are there laundry facilities on campus?**

Laundry facilities are located inside each residence hall.

### **What happens if there is damage to my son or daughter's residence hall?**

Residents will be individually charged for damages they cause. Charges are based on the repair or replacement cost. In the public or semi-public areas of the halls, damage costs are charged to the individuals or groups when responsibility is established; however, when individual responsibility cannot be determined, residents of the hall become collectively responsible for the costs. All members of the residence hall community have a shared responsibility to report any damages that are witnessed.

### **Is there really nothing to eat at the Tecumseh Dining Center?**

Hardly. Sodexo strives to make sure our students have nutritious meals with a variety of meal plan options. With unlimited seconds, choices include a full line of breakfast, lunch and dinner entrees, a soup and salad bar, pizza bar, pasta bar, taco bar...need I go on? Visit TDC at [www.vinudining.com](http://www.vinudining.com).

### **What happens if my student has special dietary restrictions?**

We can work with your student's special needs to ensure adequate dining options. Encourage your student to stop in the TDC office to discuss his/her options.

### **What if my child is too sick to come to the Dining Center?**

Sick trays are available. Students should contact their RA or the front desk of their residence hall.

### **What are Flex Dollars?**

Flex Dollars are a declining balance program for use at the Jefferson Union Food Court, Jazzman's Cafe, and Simply-To-Go. This is a

great way to eat without having to carry cash. To make it even more convenient, students can call 812-888-5841 to check the balance or add more dollars with a credit card. Students will need their A#/Student ID.

### **My student commutes or lives off campus. Can they still eat in the Dining Center?**

Yes! During the fall and spring semesters students may purchase a meal plan at Tecumseh Dining Center. Commuters who purchase an approved commuter meal plan don't have to pay \$30 for a parking permit. There are a variety of plans available.

### **Can anyone eat in the Dining Center?**

When parents or friends not on a prepaid meal plan drop by for a visit, they may dine with the student.

### **My student would like to catch a ride home with someone. Is there a central location for this?**

Yes. There is a Ride Board in the lobby of Vanderburgh Residence Hall. Many students will also find a ride through the Parent and Family Services Facebook page. (NOTE: All students ride at their own risk).

### **Is bus transportation available?**

Yes. Miller Trailways offers daily bus transportation to many locations including the Indianapolis airport and bus station. Buses leave from Huck's Gas Station on 6th street. Tickets may be purchased at [hoosierride.com](http://hoosierride.com).

### **What if my student needs additional academic help?**

Vincennes University prides itself on the number of tutoring labs available to help our students. We also have individual tutoring available, if requested. And the best part is that it is all FREE. Students should speak to their academic advisor or visit [vinu.edu/parents](http://vinu.edu/parents) for more details.

### **What if my student needs to talk to someone confidentially?**

Our Counseling Center is open by appointment to all students. It is located in the Administration Building. There is no charge for this service.

### **What types of jobs are available to the student?**

Students may be eligible for part-time positions on campus through the work-study program. Eligibility for work-study is based on financial need and awarded through the Financial Aid Office. Students receiving funding for work-study will receive notification from the Financial Aid Office. If students have questions about work-study, they should contact the work-study coordinator at 812-888-4361. There are also opportunities available for students not eligible for work-study. To learn more about the part-time employment opportunities available both on and off campus, students should attend the Job Fair which is held at the beginning of each semester. Students may also visit the Center for Career and Employer Relations on the 2nd floor of Beckes Student Union or call 812-888-4280.

### **Is there a Job Fair?**

Yes. The Center for Career and Employer Relations hosts a job fair each semester, usually during the first week of classes.

### **Where is the Student Health Office located?**

The Student Health Office or University Primary Care Center (UPCC) is located in the Young Building at 4th Street and College Avenue.

### **What immunizations are required at Vincennes University?**

The Indiana College Immunization law requires that all students born after 1-1-57 have the following immunizations:

- Two doses of measles vaccine, one or both also containing mumps, rubella or MMR vaccine after their first birthday; or titers on all three diseases to confirm immunity.

- Tetanus/diphtheria within the past 10 years.
- Meningitis vaccination or signed meningitis waiver on file with the university health office.

For students born before 1-1-57:

- Tetanus/diphtheria within the past 10 years.
- Meningitis vaccination or signed meningitis waiver on file with the university health office.

A tuberculosis test done within 6 months of the beginning of a semester is required for all residence hall students. Recommended (but not required) vaccines include: Hepatitis B vaccine and Varicella (chickenpox vaccine).

### **Are physical examinations required for all new VU students?**

Physical examinations are required for all health occupations and child care majors, along with a TB test within 6 months prior to entering the program. Students should check with their academic advisor regarding major specific health requirements.

### **What do we do if our son/daughter becomes ill and needs to see a doctor while at school?**

Have your son/daughter check with the Health Office between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. The nurses will do an assessment and may give over-the-counter medications. If the student needs or requests a physician referral, our nurse practitioner will see them. If the illness/injury occurs during the evening, night, or weekend, Good Samaritan Hospital provides a 24-hour Emergency Room located at 702 N. Sixth Street as well as the Urgent Care Facility located on Willow Street (hours vary at Urgent Care Facility). Please check with your medical insurance provider regarding coverage for hospital and urgent care.

# COLLEGE TERMS YOU NEED TO KNOW



## **Accuplacer**

A placement test used to determine a student's knowledge and strength in specific subject areas. Scores are used to determine class placement during the student's first semester. May be taken up to three times in a calendar year.

## **Academic Holds**

Holds can be listed as academic holds, Bursar holds, transcript holds, or registration holds

## **Academic Advisor**

Faculty member assigned to help a student determine what classes they should take in a given semester.

## **Associate Degree**

A two-year degree.

## **Attempted Hours**

All credit hours in which a student is registered at the conclusion of the Drop and Add period. This category includes all courses in which the student may earn any grade issued by the university.

## **Baccalaureate Degree**

A degree awarded after finishing 4 years of college.

## **BB: Blackboard Site**

This is typically where professors post course syllabus, assignments, due dates, and grades.

## **Blazer OneCard**

Your student's official ID and meal card. Also, a fast way to receive refunds, pay bills and get cash. See Blazer OneCard information on page 4.

## **BSU**

Beckes Student Union

## **Catalog**

A comprehensive volume of all courses, not all of which are necessarily offered in any given term. Course descriptions, academic calendars, tuition costs, and other important university information can be found in the catalog.

## **Certificate**

An award that states the student has knowledge of a certain subject.

## **Developmental Courses**

Remedial courses a student may need to take before enrolling in a particular course(s).

## **Directory Information**

Vincennes University designates the following items as Directory Information: student name, address, telephone number, e-mail address,

date and place of birth, classification (FR-SR), parent's or next of kin name and address, enrollment status, major field of study, dates of attendance, degrees received, awards and honors received, previous school attended, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams. The university may disclose any of these items without prior written consent of the student, unless notified otherwise by the student in writing each semester by the end of the first week of class.

## **Earned Hours**

Those credit hours in which a student has registered and in which grades of A, B, C, D, P, or CR have been earned. (In those cases where students repeat a course for recalculation of grade point average, only the last grade earned will be used.)

## **Educational Records**

Any record (in handwriting, print, tapes, film, or other medium) maintained by Vincennes University or an agent of the university which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to other persons except a temporary substitute for the maker of the record.
2. Records created and maintained by the Vincennes University Law Enforcement Unit for law enforcement purposes.
3. An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing treatment.
5. Alumni records which contain information about a student after he or she is no longer in attendance at the university and which do not relate to the person as a student.

*Note: Copies of examinations are not considered educational records.*

## **E-Alert**

E-Alert is an alert system available to students and family members. Emergency alerts will include emergency notifications including weather-related information and class cancellations or delays. Students can sign up for this resource through their MyVU account. Students can list up to four contact avenues that will be identified in the event the Emergency Text Alert System is activated.

## **FAFSA**

Free Application for Federal Student Aid.

Must fill out to qualify for grants, some scholarships, Student Stafford and Perkins loans and the Parent Plus Loan. Students can apply for federal aid 365 days a year. However, to be eligible for Indiana state aid, the FAFSA must be received by April 15. Students must complete an application at FAFSA.gov each year to receive financial aid.

## **FASTPASS**

Students who have ample financial aid and would otherwise be receiving a refund may be eligible for a FASTPASS in order to purchase/rent books. FASTPASS information is available on the students' MyVU account about a week prior to the start of each semester.

## **FERPA**

Refers to the Family Educational Rights and Privacy Act (sometimes called the Buckley Amendment). Passed by Congress in 1974, the Act grants five specific rights to the adult student:

- The right to see the information that the institution is keeping on the student
- The right to seek amendment to those records and in certain cases append a statement to the record
- The right to consent to disclosure of his/her records
- The right to limit disclosure of some "directory information"
- The right to file a complaint with the FERPA Office in Washington, D.C.

## **Flex Dollars**

A point account with a declining balance program for use at the Jefferson Student Food Court, Jazzman's Café, and Simply-To-Go.

## **Full-Time Student**

Students attempting at least 12 credit hours of course work in one semester.

## **Grade Point Average or GPA**

The quotient obtained by dividing quality

points earned by the number of quality hours completed.

## **JSU**

Jefferson Student Union

## **Major**

The student's area of study; i.e., Mechanical Engineering, Computer Integrated Manufacturing, Law Enforcement, English, Music Performance, etc.

## **MyVU**

The university information site.

## **Orientation**

New Student Orientation is the kickoff to the fall semester. Parents are invited to Parent and Family Orientation the Friday before classes begin.

## **Part-Time Student**

Students attempting 6-11 credit hours of course work in one semester.

## **PFS**

Parent and Family Services

## **Prerequisite**

Courses and/or achievement scores/grades required before moving to higher level course work.

## **RA**

Resident Assistants are peer student leaders assigned to wings in the residence halls. They can help with questions about campus policy and procedure as well as academic, social, and personal concerns.

## **START VU**

Registration and Advising days for new students held during the summer months. You only need to come to one.

## **Student**

Any person who attends or has attended Vincennes University.

## **Student Complaint**

If a student feels that someone or something is unfair he or she has a right to make a formal complaint. Students may complete

a complaint form by going to [vinu.edu](http://vinu.edu) and click on Student Complaint under the Dean of Students Office. If your student needs assistance, have them visit the Dean of Students Office.

## **TAPS**

Tracking Attendance and Performance of Students: May be used to send notifications to students regarding attendance, behavior, or concern about student academic performance. When information is entered in TAPS, notifications are sent to the student and the academic advisor. For behavior warnings, notification is also sent to the Dean of Students.

## **TDC**

Tecumseh Dining Center

## **Transcript**

A document that contains the records of a student's academic progress. It contains grades, classes, credit hours earned, etc.

## **VanGo**

Vincennes Public Transportation: 812-886-3381. Students may ride for free on Tuesday and Friday afternoons from designated pickup points.



## STUDENT CREED

Vincennes University is a community dedicated to personal and academic excellence and growth.

In joining this learning community, I commit to a code of civilized behavior.

I will practice personal academic integrity.

I will respect the dignity of all persons, including myself;

I will respect the rights of others;

I will not condone bigotry.

I will strive for the openness to learn from differences in people, ideas, and opinions.  
I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.

Allegiance to these ideals requires me to refrain from behavior that threatens the freedom and respect every individual deserves.

## ALMA MATER

Sing Alma Mater, Old VU  
Sing of the love for friends so true.  
Let not the halls of ivy be  
Just hallowed memories for you see,  
Home is our name for you, VU  
Friends and alumni all so true  
Needing a friend will come to you  
Alma Mater, Old VU



# IMPORTANT CAMPUS PHONE NUMBERS

## ALL NUMBERS BEGIN WITH (812) 888-

|  |              |  |  |  |
|--|--------------|--|--|--|
| Admissions Office                      | 4313         | College Offices                              | Residence Halls                        | Student Academic Resources               |
| Alumni Office                          | 4354         | Business                                     | Clark Hall                             | Chelsea Lawlis Learning Center           |
| Athletic Ticket Sales                  | 4511         | Public Service                               | Ebner Hall                             | Davis Hall Math Lab                      |
| Assessment Center                      | 5404         | Health Science/Human Performance             | Godare Hall                            | Kirkwood Academic Skills Center          |
| Automotive Repair Center               | 4471         | Humanities                                   | Harrison Hall                          | Shake Learning Resource Center (Library) |
| Bookstore                              | 4334         | Social Science/Performing Arts/Communication | Morris Hall                            | STEM Resource Center                     |
| Bursar's Office                        | 4244         | Science, Engineering & Mathematics           | Off-Campus Apartments                  | Student Success Center                   |
| Campus Police (VUPD)                   | 5555         | Technology                                   | Vanderburgh Hall                       | Technology Atrium                        |
| Center for Career & Employer Relations | 4280         | Housing & Residential Life                   | Vigo Hall                              | Writing Lab                              |
| COPE/Student Support Services          | 4515         | International Affairs                        | Red Skelton Performing Arts Box Office | Veteran Support Services                 |
| Counseling Center                      | 4374         | Judicial Affairs                             | University Primary Care Center         | 21st Century Scholars                    |
| Dean of Students                       | 4241         | Lost and Found                               | STEP Program                           |  |
| Distance Education                     | 5900 or 5746 | MIC/MyVU Questions                           | Student Activities/Student Life        |  |
| Disability Services                    | 4502         | Multicultural Affairs                        | Student Recreation Center/PE Complex   |  |
| Experience VU                          | 4061         | Parent & Family Services                     | Student Success Center                 |  |
| Financial Aid Office                   | 4361         | Records/Registrar                            | Tecumseh Dining Center                 |  |