

# Academic Records & Registration

Lois Hathaway, Registrar

Tina Stone, Enrollment Information Technician

The Office of the Registrar maintains student academic records in compliance with the academic regulations of the faculty.

Academic regulations relating to degree requirements, grading policies, and academic standing can be found under Academic Regulations, elsewhere in this Bulletin.

The Office of the Registrar provides a variety of services including transcript production, enrollment certification and registration. The Registrar is responsible for administering the Rules Determining Resident and Nonresident Student Status for Indiana University Fee Purposes.

## Transcripts

Official transcripts of credits earned may be obtained from the Office of the Registrar, Indiana University Kokomo, P.O. Box 9003, Kokomo, IN 46904-9003. A fee is charged for each transcript. Students should contact the Office of the Registrar for the correct fee amount.

## Checklist

The Office of the Registrar maintains the university checklist. The checklist contains names of students not permitted to register for another semester without authorization from the university office that placed them on the checklist. Students may be placed on the checklist for academic reasons or personal misconduct.

## Confidentiality of Student Records

In compliance with Section 438 of the General Education Provisions Act (as amended) entitled Family Educational Rights and Privacy Act, student records are confidential and available to persons other than the student only under stated conditions, with the exception of "public information." Public information, as defined by the Privacy Act, is limited to name, address, phone number, major field of study, dates of attendance, admission or enrollment status, campus, school, college, division, class standing, degrees, awards, activities, and sports and athletic information. Such public information shall be released freely unless the student files the appropriate form requesting certain public information not be released. This form is available from the Office of the Registrar. Public information that cannot be restricted includes name, enrollment status, degrees, and dates of attendance.

# Student Development & Campus Life

Sarah Hawkins, Director

The Office of Student Development and Campus Life is dedicated to the personal and professional growth and development of the students of Indiana University Kokomo. One of the primary focuses of this unit is to create out-of-class practical learning opportunities for students. Student Development and Campus Life consists of the following units: Career Services, Campus Climate, Student Activities and Child Care.

## Career Services

Julie Chism, Coordinator

Career Exploration

The following resources are provided to help students with career decisions:

- A Career Library and Resource Center is available in the lobby of the Career Services office.
- Career and major interest tests are available for a nominal fee.
- The office assists students in arranging work experiences and internship opportunities.
- The coordinator is available by appointment to discuss careers with students, alumni, and area residents.

## Placement Services

The following services, coordinated through the office, aid students in seeking employment:

The Office of Career Services provides web-based placement file service to students and alumni for a nominal fee, and offers help in developing effective job search techniques (resumés, cover letters, and interviews).

Information received by IU Kokomo about job openings is made available to students through flyers, notices on bulletin boards, and other internal communications. Students and alumni with active placement files will also be able to access job postings through a web site.

During the academic year, IU Kokomo assists potential employers in arranging interviews for job candidates.

Students needing part-time work during college years (including work-study positions) should check with this office for assistance.

## Career Information

Information about employment in specific career fields is available from any of these locations: placement office, deans' offices, division chairpersons, and the IU Kokomo Library.

## Campus Climate

C. Catherine Barnes, Director

The office of Campus Climate provides a vital support system for African American, Hispanic, Native American, and other students of color who are enrolled at Indiana University Kokomo. Services to students include networking opportunities, cultural heritage programs, personal counseling, leadership development and enhancement, mentoring, workshops, and conferences.

A central focus of the Office of Campus Climate is the coordination of recruitment and retention of minority students. The Office of Campus Climate also is responsible for facilitating outreach and early access to higher education programs.

Annual events include: African American Heritage Month (February), Martin Luther King Jr. Celebration, International Day Festival, and International High School student visitation day.

The Director of Campus Climate also serves as the advisor to Umoja. Umoja, meaning unity in Swahili, is a multi cultural group open to all students. Its main objectives are to preserve and celebrate the cultures of all ethnic minority groups on campus.

## Student Activities

Sarah Hawkins, Director

Indiana University Kokomo recognizes that many students desire to supplement academic programs with learning experiences beyond the classroom or laboratory. The university encourages students to participate in a variety of student organizations and activities partially supported by a student activities fee. Although many opportunities are available at IU Kokomo, the degree of activity depends upon student interest and participation. The Student Activities Office is open to all students. Students interested in any activities listed in this bulletin should visit the office. The following are among the organizations and activities available to students at IU Kokomo.

## Student Government Association

### Student Senate

The Legislative Branch of the student government is led by the Executive Vice President. The Senate is composed of twelve senators, elected by their peers, working together as the student governing body, to address student concerns and to budget funding for co-curricular activities. Senators promote cultural, service, and social programs, appropriate to the needs and interests of the student body. The student senate also serves as a communication link between the student body and the faculty and administration of Indiana University Kokomo. A student-wide election is conducted in the spring for the offices of student body president, vice president, and senate seats. The senate in turn elects its own officers. All persons currently enrolled for credit are eligible to vote.

### Student Supreme Court

The court arbitrates disputes arising from varying interpretations by students of the student government constitution. The justices are appointed by the student body president with the approval of the senate.

## Performing Groups

### University Theatre

University Theatre serves students interested in developing theatrical talents and is also a laboratory for certain theatre courses. It produces major offerings each academic year for the cultural benefit of students and the surrounding community.

### IUK Singers

This choral group is open to all students and staff at IU Kokomo. Persons may enroll for academic credit or may join just because they enjoy singing. The choir presents several concerts each year, both on and off campus.

### Clubs and Organizations

A variety of student clubs and organizations are available for individuals to join on the IU Kokomo campus. These clubs place emphasis on various IU majors, and special interests. Some examples include: Education Student Advisory Committee (EdSAC), Criminal Justice Association, Student Nurses Association, Students in Free Enterprise (SIFE), Life Savers Club, and the Film Club.

## University Service Organizations

### *The Correspondent*

The Correspondent, the student newspaper, provides students with information about the campus community, and the activities and thoughts of fellow students. Interested students with journalistic skills may obtain staff applications at the Correspondent office, located in the Student Activities Office. Salaried positions of editor-in-chief, layout editor, and managing/advertising editor are available — apply to the Student Activities office. Students may earn course credit for their work on the Correspondent.

### Student Union Board

The Student Union Board plans social activities for the student body. Input is sought from all students, and suggestions can be made at the Student Activities Office or in the Student Union Board's office.

### Child Care Center

Director to be appointed

One of the special services provided by IU Kokomo is a State Licensed Child Care Center. Open five days a week, the center offers a Preschool Enrichment Program throughout the day. A wide variety of developmentally appropriate activities are offered for children 12 months and older. Charges for these services are based on half-day or all day rates. We also have available a child care grant for qualifying families. Contact the child care director for information concerning rules, regulations and hours of operation.

# **Student Activities**

## **IU Kokomo Athletics**

The Student Activities Office sponsors athletic and recreation teams and events. All competition is at a club level. Special interest physical education classes are available for credit through the Division of Continuing Studies. Participants must be enrolled in classes and be in good academic standing.

Intramural athletics and other related activities for the IU Kokomo student body are planned by the Student Athletic Board. Among activities sponsored by the board are basketball, volleyball, soccer, softball, and bowling.

## **Overseas Learning Opportunities**

IU Kokomo also offers other travel opportunities for credit through its Overseas Studies program, as well as non-credit educational trips during the summer to various European sites. Contact faculty members Victor Krebs, (765) 455-9400, or Jon Kofas, (765)455-9361, for further information.

## **Student Health Insurance**

A health insurance program is available through Indiana University on a voluntary basis. Information is available at the Office of the Vice Chancellor of Student Services.

## **Counseling**

Students who are experiencing problems of a personal nature may seek assistance through the Office of the Vice Chancellor of Student Services. Students may be referred by faculty or staff or may self-refer. The Office of the Vice Chancellor of Student Services acts as a community referral source for those students who may need support outside of the university.

## **Student Rights, Responsibilities and Conduct**

The Office of the Vice Chancellor of Student Services administers the university's Code of Student Rights, Responsibilities and Conduct. Student concerns, such as grievances and disciplinary measures, are also handled by the office. Students should contact the Vice Chancellor or the Director of Student Development and Campus Life for further information.