

# Student Services

Jack Tharp, Vice Chancellor

Norma Fewell, Information Management Specialist

The mission of IU Kokomo's Department of Student Services is to provide services that enhance student learning and contribute to individual personal growth. While the variety of services is limited, all members of the student services staff are diligent in assisting students to resolve problems that arise within the university environment. The student services department also plays an important role in fostering student self-development through sponsored events and activities that complement classroom instruction.

The Department of Student Services consists of the following operating units: Office of Admissions, Registrar, Student Development and Campus Life, Office of Scholarships and Financial Aid, and Office of the Vice Chancellor. A summary of available services is listed below.

Admissions	Permanent records
Campus climate	Registration
Career services	Research and reports
Certifications	Scholarships
Child care	Student activities
Counseling	Student employment
Financial aid	Student organizations
Information Mgmt.	Veterans
Job searches	Office of the Vice Chancellor

The Department of Student Services and its several units administer a variety of federal and state laws and university regulations that govern and safeguard student life on the IU Kokomo campus. The Family Educational Rights and Privacy Act of 1974 was established to protect the privacy of student educational records and to permit students the right to review their own records. Students should be aware that some student data, labeled public information, is available for disclosure.

All students should be familiar with university publications that enumerate student rights and responsibilities. These documents include the IU Kokomo Bulletin; the Schedule of Classes; the Code of Student Rights, Responsibilities and Conduct; and other materials published by academic departments and by the Department of Student Services. The Code of Student Rights, Responsibilities and Conduct addresses a number of important issues regarding student conduct in and out of the classroom.

A plan to provide a reasonably safe, healthy and secure environment has been activated campus-wide. In addition, federal law requires the university to release annual reports on specified campus crimes so that students and the public can evaluate the safety of the campus. University officials expect students to become active participants in

maintaining a campus climate that enhances learning. Knowing and adhering to the rules and regulations is an obligation of each student as a member of the IU Kokomo community.

## *Admissions, Office of*

Jolane E. Rohr, Director

Reeta Piirala-Skoglund, Assistant Director

Elijah Barry, Admissions Counselor

The Office of Admissions provides information to prospective students and makes decisions regarding admission to Indiana University Kokomo. Students seeking admission to Purdue programs should consult the "Purdue University School of Technology" section in this *Bulletin* or refer to the *Purdue Regulations Handbook*.

For each prospective student, the admission process involves the various stages of applying for and receiving an admission status as well as participating in placement testing for entry-level courses and orientation activities designed to familiarize the student with the campus. This office maintains communication with prospective students, high school counselors and guidance directors. The office counsels a number of adults—veterans, homemakers, and employed men and women—who wish to benefit from the courses and programs available at IU Kokomo.

IU Kokomo admits qualified students under policies of equal educational opportunities, and prohibits discrimination based on arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. An Affirmative Action office on the campus monitors the university's policies and assists individuals who have questions or problems related to discrimination.

Students and parents who have questions concerning admissions are encouraged to make an appointment with the Office of Admissions. Regular and special admission requirements are outlined below.

## **Application Dates**

Applications may be filed after completion of the junior year in high school. Early admission will be granted to superior students who have completed the required tests and are taking the necessary senior subjects. Applications are available from the Office of Admissions. Transfer applicants may apply during the semester preceding the proposed entry.

Applications should be completed and forwarded to the admissions office as promptly as possible. Application deadlines are generally two weeks prior to the start of the semester or summer session. Applicants should consult the *Schedule of Classes* or contact the Office of Admissions to confirm deadlines. Action is taken and notice mailed normally within two weeks after all materials required for admission have been processed.

A nonrefundable application fee of \$30 is required of each applicant seeking regular admission to the university. All questions concerning admission should be directed to the Office of Admissions.

## **Undergraduate Admission Requirements**

### **Beginners**

An Indiana resident who (1) graduates from a commissioned (or accredited) high school; (2) ranks in the top half of the class; (3) scores above average for a high school senior on the SAT or ACT; and (4) has a minimum of 28 units of college-preparatory courses and completes the application procedures prior to the admission deadline may expect admission to Indiana University Kokomo. High school courses should include four years of English (one unit each of speech and journalism may be included) and 20 or more units in mathematics, laboratory science, foreign language and social science. Indiana high school graduates who meet the requirements for a Core 40 or an Academic Honors Diploma may be granted guaranteed admission to IU Kokomo. Administration dates for the SAT and ACT can be obtained from the IU Kokomo Office of Admissions. Neither SAT nor ACT scores are required after three years from the high school graduation date.

Applicants holding a General Educational Development (GED) certificate may apply for regular admission if a passing score of 52 or above is achieved. Applicants with a GED score from 45 to 51 may be considered for admission as a nondegree student. Upon completion of 12 credit hours, they will be reviewed for formal admission to the university.

### **Transfer Students**

Transfer applicants whose grades at all colleges attended average at least C (2.0 on a 4.0 scale), whose records of conduct are clear, and whose applications have been completed at the appointed time may expect admission. Transfer students who have been academically dismissed or suspended from another college or university must sit out one semester and then petition for admission. Deadlines for petitioning for admission are July 15 for fall semester and December 1 for spring semester. Petition forms for academically dismissed transfer students are available from the IU Kokomo Office of Admissions.

#### **Course Transfer**

Acceptance of course credits from other higher education institutions is not automatic at Indiana University. An evaluation of previously earned credits is conducted for any student who has been officially admitted and desires the transfer of credit. The admissions office at IU Kokomo completes credit transfer reports. Criteria considered in reviewing credits include accreditation of the institution, course contact hours and content, course grade, and comparable course listing at Indiana University.

### **Additional Division Requirements**

In addition to the standard admission requirements of Indiana University Kokomo, candidates for the School

of Nursing, School of Business, Division of Education and Allied Health Programs must meet other admission requirements. Special requirements are detailed under the specific divisional information sections. [Note: see also Inter-campus transfer, page 25]

### **Special Admissions**

Under certain circumstances, applicants may be admitted to one of several categories as a non-degree student.

### **Collegiate Credit for High School Students**

Collegiate credit for high school students (CCHSS) is a program for admission-eligible, mature high school juniors and seniors who demonstrate preparation for college-level coursework. The program (1) gives high school students a taste of college life, (2) provides participants with an opportunity to study with outstanding teachers, and (3) allows participants to pursue a special area of interest. Students interested in CCHSS must complete the High School Student Application for Collegiate Credit, obtain the endorsement of their high school counselor, and provide an official high school transcript. Application forms may be obtained from the Office of Admissions. CCHSS students are not eligible for federal, state or university financial aid.

### **Adult Non-degree Students**

Individuals who are high school graduates or hold GED certificates, who are at least 21 years of age, who have not been academically dismissed or suspended from a college or university, and who do not wish to enroll in a degree program, may apply for admission to IU Kokomo as non-degree students. Students must submit the Special Application for Admission. High school transcripts and GED score reports or SAT/ACT scores are not required, but students are encouraged to submit these records for assessment purposes. Non-degree students are encouraged to complete the English, reading, and mathematics placement tests prior to their first registration. Students without placement test scores will not be permitted to enroll in any English, reading, or mathematics course until the appropriate placement tests are taken. Non-degree students may continue this status for up to 18 credit hours. Upon completion of 18 credit hours, students must apply for formal admission to Indiana University. Non-degree students may enroll for a maximum of 7 credit hours in any one fall or spring semester, and a maximum of 3 credit hours in any one summer session. Non-degree students are not eligible for federal, state or university financial aid.

### **Guest Students**

A guest (transient) student is any student enrolled in another college or university who wishes to take credit courses at Indiana University Kokomo with the intention of transferring those credits back to the home institution. To be admitted as a guest student, the student must file the Special Application for Admission at the admissions office and furnish written evidence of good academic standing and eligibility to return to the home institution.

This evidence may be a letter from a dean or counselor, a transcript, or a grade slip for the most recent semester of attendance. A student may enroll for one semester or two summer sessions as a guest. After that, the student must return to the home institution for one grading period. A student wishing to attend two consecutive semesters should first seek formal admission to Indiana University. Guest students are not eligible for federal, state or university financial aid.

## **Graduate Admission Requirements**

### **Degree-Seeking Students**

#### **Graduate Student**

A student wishing to register for graduate courses at Indiana University Kokomo must have admission cleared in advance with the dean of the school in which the student wishes to earn a degree. If a student registers for graduate credit without the approval of the appropriate school, there is no assurance that credit for such work will be applied toward fulfilling requirements for an advanced degree. Application forms may be obtained from the dean of the school involved. The following degrees are offered at IU Kokomo: Master of Science in Elementary Education, Master of Science in Secondary Education, Master of Liberal Studies, and Master of Business Administration.

#### **Graduate Special**

Bachelor's degree holders who wish to take credit classes (graduate or undergraduate) but have not been formally admitted into a degree program may do so as a graduate special student. Special applications may be obtained from the Admissions Office.

#### **Graduate Continuing**

IU bachelor's degree holders who wish to take credit classes (graduate or undergraduate) but have not been formally admitted into a degree program may do so as a graduate continuing student. Special applications may be obtained from the Admissions Office.

## ***Other Admissions Information***

### **Placement Testing**

Placement tests are required for most students upon initial enrollment in English, reading, or mathematics courses at IU Kokomo (see note). The test scores may be used in the admissions process for some students and are a guide to assist students in entering classes at the levels appropriate to their skills and prior study.

Note: The math placement test should be taken the semester preceding enrollment in math. Consult with an academic advisor or the director of the Learning Enhancement Center for the criteria for placement test exemption.

## **Readmission after Academic Dismissal**

Academic divisions consider petitions for readmission from students who have been dismissed from IU. Transfer students who have been academically dismissed from another college or university must petition for admission through the Office of Admissions. In order for petitions for readmission or admission to be considered and accepted by the appropriate division, students must comply with the guidelines as specified by the respective academic division (or Office of Admissions if the petitioning student is a transfer student from outside the IU system).

A petition should explain any extenuating circumstances that may have hindered academic performance, and must offer a clear explanation of future schedule and study plans. Petition forms for readmission are available from the academic division where the student desires to pursue a degree.

Note: Transfer students should contact the Office of Admissions for the appropriate petition form.

A student who is reinstated must meet prescribed standards of performance during the semester for which readmission is granted. Readmission to the university does not guarantee readmission to a specific degree-granting program.

## **Criminal or Disciplinary Records**

Indiana University requires applicants for admission who have been convicted of a felony or who have engaged in behavior that resulted in injury to a person(s) or personal property to disclose this information as a mandatory step in the application process. Transfer students must note any prior disciplinary history at other colleges or universities where they caused injury to another person(s) or property. In some cases, the university may deny admission or admit a student with conditions where a problematic criminal, behavioral, or disciplinary history is reported. The university is committed to maintaining a safe environment for all members of the university community. A student's previous conviction or conduct does not automatically bar admission to the university, but does require review. Students should note that some state professional standards prohibit the issuing of a license (registered nurses, teachers) to a convicted felon. Consequently, academic divisions may choose not to admit a student to the major because of a criminal record.

## ***Scholarships & Financial Aid, Office of***

Jolane E. Rohr, Director

John Delaney, Senior Counselor

Karen Gallatin, Senior Counselor

Tracy Springer, Counselor

The Office of Scholarships and Financial Aid at Indiana University Kokomo provides assistance on the basis of

scholastic ability and/or financial need. The student and/or his family has the primary responsibility of meeting college expenses, while the financial aid programs are designed to help students meet educational costs.

Basic sources of financial aid include:

- Scholarships and grants that do not have to be repaid.
- Employment opportunities that enable students to work and earn money.
- Loans (borrowed money) that must be repaid with interest.

To qualify for any financial aid at Indiana University Kokomo, students must:

- Receive notification of admission to Indiana University Kokomo from the Office of Admissions.
- Complete the Free Application for Federal Student Aid (FAFSA). This form is available from high school guidance and college financial aid offices.
- File the FAFSA by March 1. (Preference will be given to students who file by this date.)

## Scholarships

Indiana University Kokomo annually awards scholarships that are funded by private donors such as local, social service, charitable organizations, business and industries, and friends and alumni of Indiana University. Recipient selection is based upon a variety of criteria, including academic performance and financial need. In order to be considered for any scholarship, students must be admitted to Indiana University Kokomo and submit the Indiana University Kokomo Scholarship application by March 1.

## Federal Pell Grant

Pell Grants are awarded directly through the federal government, depending on financial need and cost of education. The federal government determines eligibility by using a standard formula to evaluate the information reported on the FAFSA.

## Federal Supplemental Educational Opportunity Grant (SEOG)

SEOGs are federally funded grants awarded to students on the basis of financial need and the availability of funds.

## Indiana Higher Education Awards

Indiana Higher Education Awards are provided to Indiana residents by the State Student Assistance Commission of Indiana (SSACI) and are based on financial need. In order to be considered for the Higher Education award, the FAFSA must be filed by March 1.

## Federal Work-Study Program

The work-study program allows students with financial need to earn money to help pay their educational expenses.

The program encourages community service work and on-campus positions.

## Child of Disabled Veteran Award

The Indiana General Assembly has provided an education benefit for children of veterans who have suffered a service-connected disability or death, or who are Purple Heart recipients. The benefit reduces the amount of tuition that state-supported institutions charge eligible students. The reduction of tuition varies by institution and can be used for a maximum of 124 credit hours.

## Veterans Educational Assistance

Veterans discharged after January 31, 1955, or veterans who enlisted prior to January 1, 1977 may be eligible for Veterans Educational Assistance. All veterans and current military personnel should contact the veteran's representative in the Office of Scholarships and Financial Aid.

## Federal Perkins Student Loan Program

Perkins Loans are low-interest (5 percent) loans for students with financial need. The specific amount a student may borrow depends upon financial need and the availability of funds.

## Nursing Student Loan Program

Nursing Loans are low-interest (5 percent) loans designed to assist students who are pursuing a career in nursing. The amount borrowed depends upon financial need and the availability of funds.

## Federal Subsidized and Unsubsidized Stafford Student Loan Program

Stafford Loans are low-interest loans available to students enrolled at least half-time. The interest rate is variable with a cap of 8.25 percent. Under the subsidized program, there is no interest charged until repayment begins. Under the unsubsidized program, interest will be charged beginning when the loan is disbursed.

## Federal Plus Loans

PLUS Loans are for parents who want to borrow to help pay for a dependent child's education. The interest rate is variable, with a cap of 9 percent.

## Loan Counseling

All students receiving loans through Indiana University Kokomo are required by law to complete a loan counseling session online at [www.iuk.edu](http://www.iuk.edu) prior to receiving their first loan.

## Veterans and Military Personnel

Veterans discharged after January 31, 1955, or veterans who enlisted prior to January 1, 1977 may be eligible for Veterans Educational Assistance. Veterans with a

service-connected disability rated 10 percent or above may also be eligible for VA Vocational Rehabilitation benefits. Veterans who enlisted January 1, 1977 or later may be eligible to receive benefits under the Post-Vietnam Era Educational Assistance program if they contributed to the program while on active duty.

Dependents of a veteran whose disability or death was connected with service may be eligible for VA Dependents Educational Assistance and/or Indiana state remission of fees benefits. (See the previous section of this bulletin, "Scholarships and Financial Aid," for additional information.)

Dependents of a veteran whose permanent and total (100 percent) disability or death was non-service-connected may be eligible for monthly benefits under VA pension laws. Those eligible must be between the ages of 18 and 23.

Veterans of military service are eligible for academic credit as a result of their military training and experience. The university follows the provisions of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services in granting credit. Copies of transcripts from the appropriate military educational representative must be submitted as a basis for granting credit. Evaluation of service credit is administered by the Office of Admissions.

All veterans and current military personnel should contact IU Kokomo's veterans representative in the Office of Scholarships and Financial Aid. Other offices involved in assisting veterans and active duty personnel, such as admissions, bursar, and the registrar, are not responsible for regular certification and auditing.

## ***Academic Records & Registration***

Melanie Hough, Registrar

Tina Stone, Assistant Registrar

Lesa Beals, Assistant Registrar

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.

## **Holds**

The Office of the Registrar maintains records of the names of students not permitted to register for another semester without authorization from designated university offices. Student holds are added 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, Indiana University e-mail address 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 Sarber, 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, Programming and Applied Learning, and Child Care.

### ***Career Services***

Julie Diesman, Manager

#### **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 job placement.
- 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 (resumes, 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, Coordinator

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 Multi-Cultural Student Organization, 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

Programming and Applied Learning,  
Kathryn Widman, Coordinator

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.

### Little Learners Child Care Center

Suzanne Biddle, Director

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. Contact the child care director for information concerning rules, regulations and hours of operation.

### 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 member Donna McLean, (765)455-9442, 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 for Student Services.

## Counseling

Students who are experiencing problems of a personal nature may seek assistance through the Office of the Vice Chancellor for Student Services. Students may be referred by faculty or staff or may self-refer. The Office of the Vice Chancellor for 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 for 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.

## *Academic Support Services*

### University Division

Gerry Stroman, Director

Christal Atkins, University Division Counselor

Carolyn Hildebrandt, University Division Counselor

The primary purpose of the University Division is to provide guidance and counseling services for incoming freshmen who are still exploring their educational objectives. Responsibilities of the division include specialized counseling, periodic checks on each student's academic progress, developmental and advisory services, and certification of students to their choice among the degree-granting upper divisions. The University Division office works with students admitted to the university, as well as non-degree, guest and high school students.

Students with a 2.0 cumulative grade point average (GPA) can, upon approval from the director of University Division, move into degree-granting academic divisions. At their option, students may remain in the University Division until they have completed 30 credit hours, postponing the selection of a degree program. Entering students whose educational objectives are known will be admitted directly to the degree-granting divisions.

The University Division student is responsible for knowing the academic standards of the division, and securing policy guidelines from the University Division office.

### Special Services

Assistance is available upon request for students who are admitted with special needs such as physical, learning, or mental disabilities. To obtain assistance, students must self-identify their need for services and register in the University Division office. Documentation is required