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## COMMIT. SUCCEED. GRADUATE

Purdue North Central implemented the Commit, Succeed, Graduate communication initiative to ensure that students, parents, family, friends and other individuals who serve as a support mechanism understand elements needed to succeed.

**Commit, Succeed, Graduate** is built on five basic principles that increase a student's probability of completing a bachelor's degree:

1. SUCCEED by building connections
2. COMMIT to school as a full-time job
3. COMMIT to your financial investment
4. COMMIT to SUCCEED by completing your classes
5. GRADUATE by staying on track

Based on the Chronicle of Higher Education's website and the National Center for Education Statistics definition of a beginning student, only 27.8% of all 28,118 counted Indiana students graduated in four years (and 49.7% graduated in six years).

*This initiative empowers students, parents and family with proven facts on increasing students' odds of successfully graduating from PNC.*

### COMMIT

**Commit** represents the mutual commitment of students and the University to be successful. Students and family supporters need to understand and agree to the time and academic commitment needed to graduate successfully. Students need to make a 100% commitment to their college education.

1. Commit to your financial investment in college; individuals with a bachelor's degree make an average of 63.4% more income annually than individuals with only a high school diploma
2. Commit to being a full-time student by enrolling in 15 credit hours
3. Commit to 45 hours of University studies per week
4. Commit to working LESS than 20 hours per week
5. Commit to completing your courses by seeking tutoring assistance from the Student Success Center – DO NOT WITHDRAW from classes

### SUCCEED

**Succeed** represents the necessary connections and relations a student needs to be successful.

1. Succeed by connecting with student clubs, organizations, student government and athletics
2. Succeed by taking a healthy, balanced approach to your studies with proper exercise, diet and sleep
3. Succeed by letting your instructors know that you are committed to their classes and discussing any challenges you may have with the course
4. Succeed by consistently communicating with your academic advisor about your schedule of classes, progress towards graduation, college support services and academic help
5. Succeed by establishing a professional relationship with at least one staff member from each of the departments that provide assistance to you in the following areas: faculty, academic department, advising, student success center (tutoring), writing center, financial aid, bursar, testing, student support services, career services and library services

### GRADUATE

**Graduate** represents the long vision, support and resources needed to be successful.

1. Graduate by setting clear goals for yourself on a daily, monthly, semester, year-long and even a degree basis (course completion goals to degree -related goals to day-to-day planning goals)
2. Graduate by actively logging into the MyPNC web portal for internet access for academic (Blackboard), enrollment (Banner Self Service – DegreeWorks) and financial services (TouchNet)
3. Graduate by enrolling in a year-long schedule of classes and track your progress toward graduation with the DegreeWorks online degree audit system
4. Graduate by checking your homework assignments and other academic assignments on Blackboard
5. Graduate by granting online record access to your parents or family members through Proxy Access in Banner Self Service

1. **SUCCEED by building connections**

- Building relationships and spending time on campus leads to student success! Universities are committed to campus activities because students are statistically more likely to graduate when they are connected to their peers/campus. The following researchers have proven that involvement is critical to an individual's success in obtaining a college degree.
  - ✓ According to Schlossberg, students feel **marginalized when they feel as if they do not fit in**, which leads to negative outcomes such as "self-consciousness, irritability, and depression".
  - ✓ The **first step to becoming engaged and involved** on college campuses is for students to interact with their peers. According to Schlossberg's theory, student-peer interaction is imperative if participating in **campus activities and student organizations is to be meaningful**.
  - ✓ Gerdes and Mallinckrodt state that "personal adjustment and integration into the social fabric of campus life plays a role at **least as important as academic factors in student retention**."
  - ✓ Pascarella and Terenzini (2005) report that students who participate in athletics (especially men who play basketball and football) consistently **scored higher on standard measures** of learning than their non-athletic peers.
- Actively participate in New Student Orientation – Students and family members learn about important success strategies, enrollment processes, financial aid, student services, student life, academic advising and academic regulations.
- Make student friends who will help you feel connected, provide a sounding board to discuss college topics and support you during the ups and downs of the semester.
- Talk with your professors, let them know you are committed to their class and any challenges you may have with the course.
- Meet periodically with your academic advisor about your schedule of classes, progress toward graduation, college support services and academic help. Your advisor is your professional confidant dedicated to your success.
- Utilize university connections. Establish a positive professional relationship with at least one staff member in the departments that provide assistance to you in the following areas: faculty, academic department, advising, student success center (tutoring), writing center, financial aid, bursar, testing, student support services, career services and library services. The University is dedicated to your graduation and helping you build a network of support.
- Get involved in activities and clubs. Activities give students great opportunity to establish a network of friendships. Clubs in many cases are based on your plan of study and allow students opportunities for friendship but also connections to your academic department/major.
- Working out in the fitness center (it is FREE) is another way to establish connections - Balance is important and gives students a healthy approach to studies. Many studies show that people who exercise regularly benefit with a positive boost in mood and energy.
  - ✓ Regular exercise has been proven to:
    - Reduce stress
    - Ward off anxiety and feelings of depression
    - Boost self-esteem
    - Improve sleep

2. **COMMIT to school as a full-time job**

- To **SUCCEED** and **GRADUATE** you must successfully complete 15 credit hours each semester to statistically improve your odds of graduating.
- **COMMIT to full time enrollment.** Hours per week for college: 1 credit hour of class requires 2 hours of preparation, study and research per week. A student enrolled in **15 credit hours** is required to dedicate a minimum of **45 hours per week to SUCCEED** in their classes.

**Full Time Student - Weekly Academic Hour Formula**

15 classroom hours (15 credits = 15 clock hours)

+ 30 non-classroom academic hours (15 classroom hours x 2 non-classroom hours = 30 hours)

**45 hours per week**

**Part Time Job - Course Load to Employment Ratio**

13-18 credit hours --	Less than 20 hrs per week (4.5 – 3.5 years to graduate)*
7-12 credit hours --	20 hrs per week (8.5 - 5 years to graduate)*
5-6 credit hours --	30 hrs per week (12 - 10 years to graduate)*
3-4 credit hours --	40 hrs per week (20 - 15 years to graduate)*

\* Based on 120 credit hours to graduate with bachelor's degree

Total Hours per Week (7 days = 168 hours):

45	hours for academics
20	hours for work (maximum hours based on 15 credit hours)
10	hours for travel
10.5	hours for meals (30 minute to eat x three meals a day)
<u>56</u>	<u>hours for sleep (8 hours a night)</u>
141.5	hours just for college and work

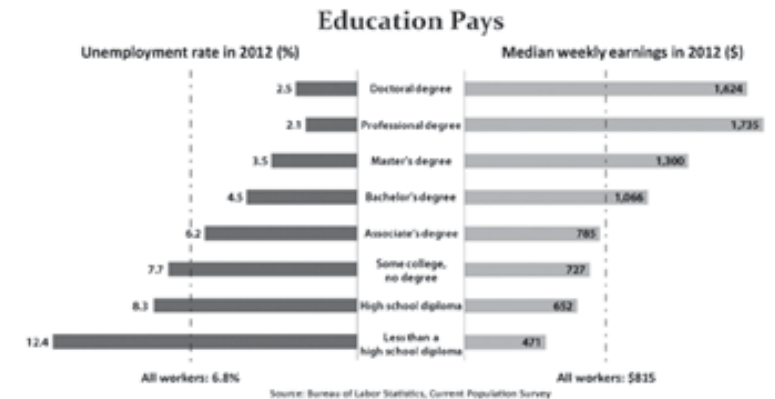
This only allows 26.5 hours a week for getting ready every morning, going out with friends, watching TV, listening to music, talking on the phone, internet and other social activities

3. **COMMIT to your financial investment**

Invest in your future – Long term gain

Individuals with a bachelor's degree have low unemployment (4.5% in 2012 BLS) vs. individuals with a high school diploma who are nearly twice as likely to be unemployed (8.3% in 2012 BLS)

Individuals with a bachelor's degree make an average of **63.4%** more income annually than individuals with a high school diploma.



- Apply for federal aid, state aid, loans, work study and some need based scholarships by completing the *Free Application for Federal Student Aid (FAFSA)*.
  - ✓ www.fafsa.ed.gov
- Plan your finances and manage your debt:
  - ✓ Estimate your annual cost based categories (tuition, books, fees, travel, etc.)
  - ✓ Separate your costs and determine payment options based on the above categories
  - ✓ **Loans - borrow only what you need**, not on your maximum eligibility related to "cost of attendance". If you are living with your parents, the government will award students additional funds to cover other educational costs. These non-tuition other cost of attendance funds could represent as much as **\$37,900 or more of a student's loan debt**.

- The federal government cost of attendance includes tuition; fees; room and board (or a housing and food allowance); and allowances for books, supplies, transportation, loan fees, and dependent care; costs related to a disability; and reasonable costs for eligible study-abroad programs (**\$16,611** based on 14 undergraduate credit hours of in-state tuition and living with parents)
  - Purdue North Central's tuition & fees only represent one component of the government's definition of cost of attendance (**\$7,185** based on 15 undergraduate credit hours)
- ✓ Budgeting for summer – Save some of your loan eligibility for the Summer semester. Student loans are based on Fall and Spring costs.

#### 4. **COMMIT to SUCCEED by completing your classes**

- Don't withdraw from classes; get help from the Student Success Center!
- ✓ Seek tutoring to assist with your studies. Tutoring is not a sign of academic weakness but rather a sign of **wisdom**. Tutoring is used by students with a variety of GPA's and helps students improve course knowledge. Some of the largest tutoring programs are in Medical and Law Schools.
- ✓ Attend every class
- ✓ Complete all homework assignments
- ✓ Withdrawing from classes increases your time to degree
- ✓ Withdrawing from classes reduces your financial aid award - course withdrawals are included in the calculation of a student's financial aid eligibility and will show up on a student's academic record as a 'W'. All 'W' courses are counted toward a student's completion rate and could affect your satisfactory academic progress (SAP) standing.
- ✓ Loss of money - Students do not receive refunds for tuition and fees associated with course withdrawals.
- ✓ Increases loan debt - Students who withdraw from course(s) will pay for the same class twice. If loans are the primary source for payment, the student will have increased expenses and loan debt.
- ✓ To maintain Indiana state financial aid eligibility, you must complete 30 credit hours in a year to maintain maximum award
- ✓ To maintain financial aid eligibility, you must complete 67% of your attempted courses. Regardless of a high grade point average, you could be ineligible for financial aid due to low completion rate.

Below are examples of the impact of course withdrawals. Commit to completing your classes, seek help when needed.

##### **Example Course Withdrawals I:**

Fall Term – Enrolled in 12 credits and drops 3 credit hours  
 Spring Term – Enrolled in 12 credits and drops 3 credit hours  
 Credit hours attempted 24 – Credit hours completed 18 = 75% completion rate

##### **Example Course Withdrawals II:**

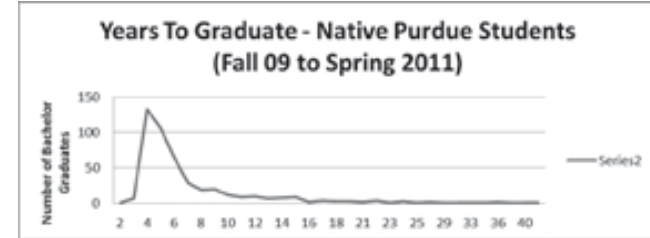
Fall Term – Enrolled in 12 credits and drops 6 credit hours (student placed on financial aid warning)  
 Spring Term – Enrolled in 12 credits and drops 3 credit hours (student placed on financial aid drop)  
 Credit hours attempted 24 – Credit hours completed 15 = 62.5% completion rate  
 \*\*\* **INELIGIBLE FOR FINANCIAL AID** \*\*\*

#### 5. **GRADUATE by staying on track**

- Organize, organize, organize
- COMMIT to setting clear daily, monthly, semester, year and degree goals (course completion to degree related to day to day planning)
- Establish career account & security questions
- Parent involvement
- How to log into *myPNC* to access DegreeWorks
  - ✓ "DEGREE WORKS" is a computerized degree audit program and academic advising tool designed to assist you, academic advisors and faculty mentors in reviewing your degree progress. A web-based program, DEGREE WORKS re-organizes your transcript chronologically and categorically, easily identifying courses you have completed and what courses you still need in order to fulfill your degree requirements
- Proxy Access
- Parent Reception
- Work less, **GRADUATE** in four years and earn nearly **\$55,000** more money in the same period of time. Taking 15 credit hours and graduating in four years will net you not only more money but **save** you \$\$\$ in student loans interest.

#### **Example of Six Year Earnings:**

Student Employment Hours per Week	Salary per Hour	Hours per Year	Income Earned by Degree Completion	Number of Years in the Civilian Labor Force (2012=\$48,230)	Income Earned from Civilian Labor Force	Total Income at the End of the Same Six Years Period	Net Income Difference
30	\$8.00	1,560	\$74,880	0	0	\$74,880	-\$54,860
20	\$8.00	1,040	\$33,280	2	\$96,460.00	\$129,740	\$54,860



### **HOURS ON CAMPUS VS. WORK SUPPORT**

#### **STUDENT INVOLVEMENT AND ENGAGEMENT**

Multiple theories have emerged over the past several decades explaining the relationship between student retention and involvement, specifically the impact of student involvement on student outcomes in college and the assertion that students must be actively engaged in their surroundings in order to learn and grow in college (Evans, Forney, and Guido-DiBrito, 1998).

While it is true that students must experience academic success to remain in college, it is also vital that they become involved and engaged in other areas of college life. In fact, Gerdes and Mallinckrodt (1994) state that, "personal adjustment and integration into the social fabric of campus life plays a role at least as important as academic factors in student retention" (p. 286). Students may also become involved and engaged in campus life through participation in athletics (organized or intramural) and extracurricular activities.

**Working less hours (<20) and enrolling in more credit hours will have an impact on student success as outlined below. In addition, students who obtained a degree in four years earned an additional \$52,092 over the same period of time, and also saved interest on student loans.**

- **Students who complete 15 credit hours a semester and finish their course work within four (4) years are two times more likely to graduate** compared to students who finish their course work in **six (6) years**. These same students are **four times** more likely to graduate than students who finish their course work in **seven years**. (Based on graduating students from Fall 2009 to Spring 2011)
- **Earnings of students who work 30 hours per week while in school and take 6 years to graduate**
  - \$8.00 an hour x 1,560 annual work hours (or 30 work hours a week) = \$12,480
  - 6 years x \$12,480 = **\$74,880**
- **Earnings of students who work 20 hours per week while in school and take 4 years to graduate**
  - \$8.00 x 1,040 (or 20 work hours a week) = \$8,320
  - 4 years x \$8,320 = **\$33,280**
- **Compare the earnings above with two (2) years average income (\$46,846) for students with a bachelor's degree** (Civilian labor force - Labor Force Statistics from the Current Population Survey **Last Modified Date:** March 1, 2012 - <http://www.bls.gov/cps/cpsaat07.htm>)
  - 2 years x 46,846 = **\$93,692**
  - 6 years of employment (4 years part time + 2 years of a career) **\$93,692 + \$33,280 = \$126,972**
- **Salary Model: Difference in earnings between students graduating in six (6) years and students graduating in four (4) years over a six year period of time**
  - **6 year graduates:** Six years of employment while attending college = **\$74,880**
  - **4 year graduates:** Six years of employment while attending college and after graduating = **\$126,972**
    - Students who obtained a degree in four years earned an additional \$52,092 over the same period of time and also saved interest on student loans.

## NEW STUDENT ORIENTATION

Purdue University North Central (PNC)'s New Student Orientation is the first step toward becoming a successful PNC student. When you attend New Student Orientation (NSO), you have become a part of our **Commit. Succeed. Graduate.** initiative.

When you RSVP to New Student Orientation, you are making one of your first **Commitments to Succeeding** as a student. You and your family will spend a half-day with our staff and faculty. We will cover important information that will help you **Succeed** as a student here. Some of the topics we cover include:

- Welcoming you and your family as part of our PNC family. We are here to support you on your way to becoming a successful college graduate.
- The ins and outs of Financial Aid. Financing your college education can be tricky. You are investing in yourself and your future. To **Succeed** as a student and a graduate you will need to begin thinking about how choices you make today effect how you live in the future. We will ask you to pose some hard questions to yourself and to your family.
  - Do you need to work while you are school? Successful students usually do not work full-time. If you attend school and need to work, to **Succeed**, you need to work less than 20 hours per week.
  - Do you really need to take out a loan? Will it be saved for summer classes? Will you need it for expenses? If not, is it worth paying the interest later?
- Academic Advising and what it means for you as a college student. **Commit** to meeting with your Academic Advisor to discuss your *plan of study*, for help with accessing resources, to advocate for you and to keep you on the path to **Graduating**.
- A quick look at some of the Student Services available on campus, including clubs and activities. Did you know joining a club is a fun way to **Commit to Succeeding** as a student? Students who are involved on campus are more likely to **Graduate** than their classmates who come to campus, go to class and leave.
- Attending a separate Student Session (your parents have their own session too) where you get to meet and talk with current PNC students and/or recent graduates. In this session, you get to be you and talk with your (hopefully!) new friends about attending PNC. Our students will share with you some of their strategies for **Succeeding** as well as some of the challenges that they faced – even some of the best students have struggled at one point. The stories shared in the Student Session show you that it is not the struggles that should frame your experiences, but how you face and overcome those struggles.
- We will define Student Success as a *college* student. What changes will you have to make to become a successful college student? Can you **Commit** to the time you will need to **Succeed** as a student? Did you know that how you approach your college career (and each class) can affect whether you **Succeed** or not? Each class in your plan of study fits into a much bigger picture. The skills you learn now – inside and outside of the classroom – help to prepare you to successfully **Graduate** and compete in the employment market. **Committing** to school as your full-time job now helps to move you that much closer to your true earning potential and means less debt in the future.
- Navigating our Computer Resources to help you connect to our many electronic forms of communication and online tools designed to help you **Succeed**. Do you know what your major is? Are you unsure about whether a certain major is right for you? We have tools to help you answer those questions. Even better, we have recently launched DegreeWorks, which allows you to explore your plan of study online and to map out what a Change of Degree Objective (CODO) could do to your plan of study and time to **Graduation**.
- FYE – What is it? And, how will it help you **Succeed**? We talk about the importance of the Freshmen Year Experience course to your plan of study. How will this course help you? The course is structured to give you tools to help overcome some of the hurdles you may face as a new student at PNC. The class asks you to **Commit** to opening yourself up to a new way of viewing how you approach college, your goals and your future career options. Along the way, you will learn about time management, study skills, making connections and more.

Purdue University North Central's New Student Orientation provides you and your family with important information about the transition you (and they!) will be going through as you move into your first semester as a PNC student. We will cover the information highlighted above, as well as all the ways that you can **Commit. Succeed. Graduate.**

## GENERAL INFORMATION

### PURDUE NORTH CENTRAL

Purdue North Central is part of the Purdue University system, which is recognized around the globe for its outstanding academic programs. Located on 268 acres, the beautiful, safe campus offers an affordable and supportive way to achieve a world-class and marketable Purdue bachelor's or master's degree. More than 6,000 students enjoy the benefits of small classes and highly accessible faculty. PNC offers a genuine college experience, with a large variety of campus, community and sports activities.

If you want a prestigious public university with unmatched resources, but prefer a smaller college atmosphere where you will receive personalized attention, PNC is a great choice.

PNC's operating hours are Monday-Friday 7:00 a.m. – 11:00 p.m. and Saturday from 7:00 a.m. – 5:00 p.m.

### PURDUE NORTH CENTRAL-PORTER COUNTY

Purdue North Central-Porter County (PPC) is located in Valparaiso and provides students with another site to begin taking general education courses. The site address is 600 Vale Park Road. PPC is the home of the PNC Master of Business Administration (MBA) degree. Facility hours are Monday-Thursday 7:30 a.m. - 9:00 p.m. and Friday 7:30 a.m. – 4:30 p.m.

### COMPUTER LABS

The main computer lab is located in the Technology Building, room 265. There is an unattended lab in the Technology Building, room 164, and is accessible during most hours the Technology Building is open and the main computer lab is closed. The hours for the main and unattended labs can be found at [http://www.pnc.edu/is/lab\\_hours/](http://www.pnc.edu/is/lab_hours/).

### TOBACCO USAGE

Purdue North Central is a tobacco free campus. Please refer to <http://www.pnc.edu/tobaccofree/> for complete policy information.

### WEAPONS POSSESSION

The possession, use or distribution of any explosives, guns, or other deadly or dangerous materials or weapons, is prohibited on campus property.

### FOOD SERVICES

- **The Gallery Café**, located in the LSF Building, offers daily specials, fresh made-to-order pizzas, salad bar, sandwiches and a wide selection of beverages. Fall and Spring Hours are Monday – Thursday, 7:30 a.m. – 6 p.m., and Friday, 7:30 a.m. – 2 p.m.
- **Coffee Central** is located on the main floor of LSF. Ferris Coffee and assorted espresso drinks are served along with fresh breakfast pastries. Closed during the summer.
- **Vending Machines** - Machines offering hot and cold foods, healthy snacks and beverages are located within the LSF Cafeteria, TECH 54 and 254 and in SWRZ 130. If at any time the vending machines fail to operate properly, please report the malfunction to the Gallery Café or the Bursar's Office to obtain a refund. During evening and weekend hours, report any malfunctions to the University Police Department (PF/CP Building).

### PARKING

The majority of campus parking spaces are unrestricted and available for use by students and visitors. Restricted areas are posted as either "A" permits, 30-minute parking, or handicapped parking. Vehicles with state-issued handicapped plates or permits may park in designated handicapped areas. Purdue-issued handicapped permits are available through the campus Police Department. A physician's statement must be presented when applying for this permit.

## CAMPUS POLICE PF/CP BUILDING • EXT. 5220

The Campus Police Department services include basic first aid, jump-starting vehicles, unlocking vehicles and providing safety escorts for students, faculty and staff. An emergency telephone is available in each building: SWRZ Hall ground floor outside of the Student Support Services office, LSF Building first floor main lobby and on the ground floor across from the fitness center and TECH Building first floor by the northeast entrance.

### 911 - EMERGENCY NUMBER FROM ANY ON-CAMPUS TELEPHONE

PNC has a 24-Hour Police Department.

### EMERGENCY TEXT MESSAGE SYSTEM AVAILABLE AT PNC

Purdue North Central now offers a voluntary emergency text messaging system to all students and university employees.

You may sign up for the service by logging into the “My PNC” portal and clicking on the “Emergency Text System” link. A university-issued username is needed in order to subscribe. This service will be used exclusively for closing announcements and campus emergency alerts.

Text messaging adds another important layer to PNC’s emergency notification processes. All members of the campus community who own text-enabled electronic devices are strongly encouraged to participate.

### EMERGENCY PROCEDURES

Dial 911 for Life Threatening Emergencies


- **You become ill while on campus-** you may contact the Campus Police Department at ext. 5220 or 911 from any on-campus telephone. A first aid room is available in Physical Facilities/Campus Police Building. First aid assistance may also be obtained by contacting any police officer. All officers are trained First Responders and CPR/A.E.D. certified. Transportation to a hospital or home, if necessary, can be arranged, by charges for ambulance service are the responsibility of the user.
- **Fire Emergency**
  - Fire alarm pull boxes are located in all buildings. If you suspect a fire, immediately:
  - Pull alarm and contact the police department at 911 (if you can do so safely)
  - Exit building quickly but safely
  - Move away from building
  - Schwarz Hall - move to NW corner of parking lot 3
  - Library-Student-Faculty Building - move to NE corner of parking lot 1
  - Technology Building - move to parking lot 7
  - Do not use elevators
  - Fire alarms are distinguished by a continuous horn signal and in most areas, a strobe warning light. During fire emergencies elevators become inoperable, please use stairs to exit.
  - If you have a physical disability and require assistance in leaving Schwarz Hall or the Technology Building, go to the stairwell when the alarm sounds to evacuate the building. In the Library, go to the stairwell nearest the Circulation desk. Campus Police and CERT team members will respond to the designated areas to coordinate and assist you in leaving the building. In the basement of the Library-Student-Faculty Building, use the ground-level exit across from the elevator.
- **Tornado Warning**
  - In the event of a tornado warning, the siren on the roof of Schwarz Hall will be activated. In addition, speakers located throughout campus buildings will emit a siren alert tone followed by a pre-recorded message.
  - The following locations are designated tornado shelter areas:
  - Schwarz Hall, lower level, center hall between rooms 33 & 38
  - Library-Student-Faculty Building, lower level, inside corridor between rooms 51 & 69
  - Technology Building, lower level, southeast corner between rooms 55 & 83
  - During tornado warnings, Campus Police monitor information sources to determine when to issue the “all clear”. The “all clear” message is announced using the public address system in each building. Do not return to your classroom or work area or attempt to leave campus until after the “all clear” has been issued.
  - PNC offers a voluntary emergency text message system and all students and employees are strongly encouraged to participate. Please go to the “My PNC” portal to sign up.


### INCLEMENT WEATHER

PNC will make every effort to remain open during inclement weather. If weather conditions are so severe that classes must be cancelled, you may confirm cancellation in one of the following ways:

1. E-mail sent to your PNC e-mail address
2. Emergency Text System
3. PNC’s Website
4. Radio- WCOE 96.7, WSBT 960 AM, WLOI 1540 AM, WKVI 1520 AM, 99.3 FM, WEFM 95.9 FM, WAKE 1500 AM and WLJE 105.5 FM

### SETTING UP YOUR ACCOUNT

The  PNC Portal is where you can quickly access everything needed to ensure your student success.

Students can sign in to the  PNC Portal at <http://www.mypnc.edu> to check their PNC email, view the campus calendar, log into Blackboard, access their self-service Banner account, access the Degree Works degree audit system, and much more!

### CAREER ACCOUNT

The student’s PNC Career account is the key that provides access to a number of computing resources designed to enhance his/her academic experience and success at Purdue North Central. The PNC Career Account is simply the combination of:

- The student’s username
- The student’s password

A student’s **username** and **10-digit PUID #** are assigned as soon as the student is admitted to the University, and can be found on his/her Letter of Admission. The student’s username will remain the same during his/her academic career at Purdue North Central.

Students are referred to the [Changing Your Password Online](http://www.pnc.edu/depts/is/change_viaweb_password.htm) webpage at [http://www.pnc.edu/depts/is/change\\_viaweb\\_password.htm](http://www.pnc.edu/depts/is/change_viaweb_password.htm) for information on how to Activate his/her Account, Set up Security Questions, Unlock his/her Account and Reset or Change his/her Password.

At any time students (with his/her photo ID) can visit the Help Desk (Room 265) on the second floor of the Technology Building and ask for further assistance.

A student’s Career Account provides access to the following resources:


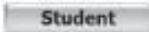
- **On campus access to** - campus printers, personal storage space, course materials, and software applications
- **Off campus access to** - personal storage space and course materials
- **Wireless Connection** - allows a student to access the Internet anywhere on campus with his/her laptop
- **Email Account** - personal email access from any web browser
- **Self-Service Banner** - allows a student to access his/her academic records, registration information, financial aid, and bursar account and payment information.

### PASSWORD RESET

Students are able to manage their own passwords online. In order to do so students must know their 10-digit PUID # and Username. Passwords cannot be given out or changed over the phone. Students not knowing their password or username may bring their picture ID to the Help Desk located room 265 of the Technology Building and a Technical Assistant will assist them.

#### Password Reset Steps

##### New Students

- Go to the [Purdue North Central home page](http://pnc.edu) (<http://pnc.edu>)
- Click on  PNC Portal
- Under PNC Password Management, select 
- Choose the “Account Activation (New Students Only)” option


The student will need his/her **10-digit PUID #** and **Username**, found on his/her Letter of Admission, to proceed to activate his/her account, choose security questions and set his/her password.

Once this process is completed, the student will then have the ability to select the “Change Password” option before his/her password expires or select the “Expired or Forgotten Password” option to unlock his/her account or reset an expired or forgotten password.

## PNC EMAIL

**Succeed** by staying connected! Students are encouraged to check their PNC Email accounts (and their personal email accounts) on a daily basis for important messages from the University. For students to access their PNC email account they must know your PNC email address and password.

### Follow these easy steps:


- Go to the [Purdue North Central home page](http://pnc.edu) (<http://pnc.edu>)
- Click  on [PNC Portal](#)
- Enter your Username and Password and click Login
- Located under PNC Web Links, select **PNC Student Mail**. You will be automatically redirected to your PNC Gmail account

## SELF-SERVICE BANNER (SSB)

Self-Service Banner connects students to the resources they need to succeed at PNC related to registration (course registration, schedule, grades, confirm enrollment process) financial aid (status and awards), bursar account (accepting charges, TouchNet e-bill and payment, and installment plan options), and personal contact information.

By logging into the  [PNC Portal](http://www.mypnc.edu) at <http://www.mypnc.edu> students are able to access **BANNER** through the **Single Sign-On to Self Service Banner** link.

## BLACKBOARD (BBLEARN)

Blackboard is a Learning Management System that helps students stay connected to their learning experience 24 hours a day. The learning modules within Blackboard offer a means for instructors to organize and structure their course content so that students can navigate through content in a logical, sequential manner. Blackboard also allows for more engaging course content to be delivered to students through easily integrated media, as well as enabling efficient management of grades and announcements. Student access to **BLACKBOARD** is via the  [PNC Portal](http://www.mypnc.edu) at <http://www.mypnc.edu>.

## HELP DESK (STUDENT HELP AND SUPPORT)

The mission of Information Services at PNC is to deliver dependable, high-quality information facilities, systems, services, and support to their customers: The Purdue University North Central students, faculty, and administration. Their goal is to enhance both the quality and reliability of the students' educational experience. To that end, help and support is available to all students via the Help Desk.

Students *on campus* are welcome to visit the Help Desk on the second floor of the Technology Building (Room 265) where the student may request assistance in person from a technical assistant on duty during normal business hours. (photo ID required at time of visit.) Students *off campus* may call the Help Desk phone number or submit a trouble ticket online at: (<https://services.pnc.edu/ehelpdesk/login.gml>)

On campus extension: 5511

Off campus: 219-785-5511

Help Desk hours are available at [http://www.pnc.edu/is/lab\\_hours.htm](http://www.pnc.edu/is/lab_hours.htm).

**After Hours:** Students in need of assistance *after hours* may submit a trouble ticket online at: (<https://services.pnc.edu/ehelpdesk/login.gml>) or leave a voice mail message at 219-785-5511. Students leaving a message should be sure to include their username, name, phone number, and a brief description of the problem he/she is experiencing. A technical assistant will be in contact with the student within 24 hours of receiving the request for assistance.

Note: If you are able to successfully login to the  [PNC Portal](http://www.mypnc.edu) there is a **eHELPDESK** tab that takes the student to the same location as the **SERVICES@PNC** (<https://services.pnc.edu/ehelpdesk/login.gml>) link.

## PROXY ACCESS AND ON-LINE FERPA AUTHORIZATION

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of education records for all students at the University. The general principle is that student education records are considered confidential and may not be released to third parties (including parents) without the student's written consent.

Many students wish to share information with their parents and family members. Beginning July 2013 students will have the ability to provide a FERPA authorization and further authorize another person, such as a parent or guardian, to view specific types of personal information contained in the student information system through Self-Service Banner (SSB). Individuals granted Proxy Access will have the ability to view personal student information such as course registrations, grades, unofficial transcripts, class schedules, financial aid awards and summary information.

Note: Students wishing to provide access to Bursar Account Information, including e-bills, must create an Authorized Payer access from the Manage My Account link from the page within **TOUCHNET**. This is *separate* from the Proxy Access and FERPA release processing.

## FINANCIAL AID TECH 157 • EXT. 5460

Enrollment Services provides financial aid information, assistance with all financial aid processes, FAFSA instruction, and counseling to all new and continuing students. All PNC students are encouraged to come to Enrollment Services with questions about managing and utilizing financial aid and creating a financial plan to pay for college. No appointments are necessary. Students may also contact the office at 219-785-5460 or by email at [finaid@pnc.edu](mailto:finaid@pnc.edu). All students seeking information must provide their PUID number and students in the office are also required to present their picture ID.

## GRANTS

There are both Federal and State Grants. Grants are considered gift aid and do not have to be repaid. You must file a Free Application for Federal Student Aid (FAFSA) in order to be eligible for the Federal and State Grants listed below.

### • Federal Pell Grant

Pell Grants are awarded to undergraduate students that have not yet earned a bachelor's degree and are based on financial need and your enrollment status. You may not receive Federal Pell Grant funds at more than one school at a time. Effective on July 1, 2012 you can receive the Federal Pell Grant for a maximum of 12 semesters. The maximum Pell grant for the 2013-14 aid year is \$5,645. The maximum Pell grant for the 2014-15 aid year is yet to be determined.

### • Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a grant for undergraduate students with exceptional financial need. The FSEOG program is administered by the Financial Aid Office and is part of what is called 'Campus-Based Aid'. Students must be enrolled at least 6 hours (half-time). The availability of funds is limited and once the full amount of Purdue North Central's FSEOG has been awarded, no additional awards can be made for that year. Make sure you apply for federal aid as early as possible to improve your chances of receiving FSEOG.

### • Frank O'Bannon Grant

The Frank O'Bannon Grant (formerly the Higher Education Grant) is designed to provide access for Indiana state residents to attend eligible postsecondary institutions including Purdue North Central. The Frank O'Bannon Grant is need based and will be used toward tuition and eligible fees. Students must be enrolled in at least 12 hours (full-time). The FAFSA filing deadline for state aid is March 10, 2014 for the 2014-15 aid year. Any issues with the FAFSA need to be corrected by May 15, 2014. All students must maintain Satisfactory Academic Progress in order to be eligible for the grant. New students with an admit term of fall 2013 or after must successfully **complete 30 credit hours** during the 2014-15 academic year to maintain full eligibility for the Frank O'Bannon Grant. Students that complete at least 24 credit hours will be eligible for the Frank O'Bannon Grant at a reduced rate.

### • 21st Century Scholars Program

The 21st Century Scholars Program is for income-eligible 7th and 8th graders who enroll in the program and fulfill a pledge of good citizenship. Students who fulfill the scholar pledge are provided up to four years of paid tuition at Purdue North Central. Students must be enrolled in at least 12 hours (full-time). The FAFSA filing deadline for state aid is March 10, 2014 for the 2014-15 aid year. Any issues with the FAFSA need to be corrected by May 15, 2014. All students must maintain Satisfactory Academic Progress in order to be eligible for the grant. New students with an admit term of fall 2013 or after must successfully **complete 30 credit hours** during the 2014-15 academic year to maintain eligibility for the 21st Century Scholars Program. Students that complete at least 24 credit hours will lose their 21st Century Scholars award but may be eligible for the Frank O'Bannon Grant at a reduced rate.

### • Indiana National Guard Supplemental Grant

The Indiana National Guard Supplemental Grant pays certain tuition costs for eligible members of the Indiana Air and Army National Guard. It is subject to available funds. Students must be enrolled in at least 12 hours (full-time). The FAFSA filing deadline for state aid is March 10, 2014 for the 2014-15 aid year. Any issues with the FAFSA need to be corrected by May 15, 2014.

### • Indiana Part-Time Grant

The Indiana Part-Time Grant is for students enrolled in 6 to 11 hours and is applied to tuition. Eligible students must meet State residency requirements, file a FAFSA and otherwise qualify for State aid. The part-time grant is a need based grant.

## LOANS

Even if you do not qualify for a Federal or State Grant, virtually every student is eligible for some form of student loan. Again, you must complete the FAFSA to determine what kind of loan you qualify for. In general, payment on loans will be deferred as long as you are attending college at least 6 hours (half-time). Some loans defer interest while you are enrolled at least 6 hours and others accrue interest while you are a student. Loans must be repaid and require a Master Promissory Note (MPN) along with Loan Entrance Counseling and Loan Exit Counseling (these requirements can all be completed at [www.studentloans.gov](http://www.studentloans.gov) for Stafford and PLUS loans).

### • Federal Perkins Loan

Federal Perkins Loans are low interest loans for undergraduate and graduate students with exceptional financial need. The current interest rate is 5%. Perkins loans are part of what is called 'Campus-Based Aid'. Students must be enrolled at least 6 hours (half-time). The availability of funds is limited and once the full amount of Purdue North Central's Perkins loan has been awarded, no additional awards can be made for that year. Purdue North Central is the lender and ECSI is the Loan Servicer for Perkins loans. The MPN and Loan Entrance Counseling for Perkins loans can be completed at [www.ecsi.net/prom3p](http://www.ecsi.net/prom3p)

### • Federal Direct Stafford Loans

There are two types of Federal Direct Stafford Loans; Subsidized and Unsubsidized. A student must be enrolled in at least 6 hours (half-time) in order to be eligible for Federal Direct Stafford loans.

- Direct Subsidized loans are available to undergraduate students with financial need. For a subsidized loan the U.S. Department of Education pays the interest while you are in school at least 6 hours (half-time). The interest rate for the 2013-14 aid year on a subsidized Stafford loan is 3.86%. The interest rate for the 2014-15 aid year is yet to be determined. A freshman level borrower may receive up to \$3,500 in subsidized loan for the aid year. When choosing between a subsidized loan and an unsubsidized loan, students should select the subsidized loan first.
- Unsubsidized loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need. You are responsible for paying the interest during all periods. The interest rate for the 2013-14 aid year on an unsubsidized Stafford loan is 3.86% for undergraduate students and 5.41% for graduate students. The interest rates for the 2014-15 aid year are yet to be determined. A freshman level borrower may receive up to \$5,500 in unsubsidized loan for the aid year. Note that \$5,500 is the maximum a freshman level student may receive. If a student qualifies for \$3,500 in subsidized Stafford loan, he/she would receive \$2,000 in unsubsidized Stafford loan.

### • Federal PLUS loans

PLUS loans are federal loans that graduate or professional degree students and parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education is the lender. The borrower must agree to a credit check and not have an adverse credit history. PLUS Loans have an interest rate of 6.41% for the 2013-14 aid year. The PLUS Loan interest rate for the 2014-15 aid year is yet to be determined. The maximum loan amount is the student's cost of attendance (determined by the school) minus any other financial aid received.

## SCHOLARSHIPS

All Purdue University North Central students are considered for scholarships based on the requirements of the donor, qualifications of the student and fund availability. No separate scholarship application is required. However, certain scholarships may require that students complete an application, essays or letters of recommendation specific to the scholarship in order to be considered. Information on these scholarships and others can be found at [www.pnc.edu/scholarships](http://www.pnc.edu/scholarships)

### Financial Aid Resources:

[www.pnc.edu/financialaid](http://www.pnc.edu/financialaid)

[www.studentloans.gov](http://www.studentloans.gov)

[www.nsls.ed.gov](http://www.nsls.ed.gov)

[www.fafsa.gov](http://www.fafsa.gov)

## BURSAR OFFICE

SWRZ 127 • EXT. 5338

- Provides information on payments and deadlines, student bills and refunds.
- Sends out notification of new student bills electronically.
- Accepts payments for tuition and fees, child care, parking fines, lab printing fees, etc.
- Students not signed up for e-Refunds may pick up their refund check in the Bursar Office.
- Students may cash their personal check for any amount up to \$50.
- Postage Stamps in books or individual stamps are available for purchase.

### **On-line access: Log into MyPNC, select Student Banner, then select Manage My Account**

TouchNet® Bill+Payment™ offers students, parents, and other authorized users the convenience of self-service access to online bills and bill payments, including web-based bill presentment, secure online payments and deposits, electronic disbursement of student refunds, and tuition payment plan enrollment.

Visit the Bursar's web page at <http://www.pnc.edu/br> for current fee information, frequently asked questions, and important information and deadlines.

## COLLEGE MAJORS

### COLLEGE OF BUSINESS

The College of Business offers a unique MBA program designed to accommodate the needs of working adults, a Bachelor of Science degree in Business (with specialization in Accounting, Economics, Management or Marketing), a Bachelor of Science degree in Organizational Leadership, a Bachelor of Science degree in Human Resources and an Associate degree in Organizational Leadership, and numerous minors and certificates.

### DEPARTMENT OF BUSINESS AND LEADERSHIP

#### • Bachelor's Degrees

- Business, Human Resources and Organizational Leadership

#### • Associate Degrees

- Organizational Leadership and Supervision and Organizational Leadership and Supervision with an emphasis in Human Resources

#### • Minors

- General Business, Accounting, Economics, Organizational Administration
- Organizational Leadership and Human Resource Management

#### • Certificates

- Organizational Leadership, Human Resources and Economic Development

### MBA PROGRAM

### COLLEGE OF ENGINEERING AND TECHNOLOGY

PNC has offered engineering and technology courses for over 40 years. These courses have been recognized for their quality and transferability within the Purdue University system. We currently offer a Bachelor of Science in Computer & Information Technology, Construction Engineering and Management Technology, Engineering Technology, Mechanical Engineering Technology, Electrical Engineering, and Mechanical Engineering for those students that choose to study in the northern Indiana area.

### COMPUTER & INFORMATION TECHNOLOGY DEPARTMENT TECH. 269

#### • Bachelor's Degree

- Computer & Information Technology.

#### • Minor

- Computer & Information Technology

#### • Certificates

- Computer & Information Technology, Office Productivity

## ENGINEERING TECHNOLOGY DEPARTMENT TECH. 269

- **Bachelor's Degrees**
  - Construction Engineering and Management Technology, Electrical and Computer Engineering Technology, Industrial Engineering Technology, Mechanical Engineering Technology.
- **Associate**
  - Building Construction Management Technology, Electrical Engineering Technology, Mechanical Engineering Technology
- **Minor**
  - Electrical and Computer Engineering Technology
- **Certificates**
  - Process Improvement and Quality Control

## ENGINEERING TECH. 269

- **Bachelor's Degrees**
  - Civil Engineering, Electrical Engineering and Mechanical Engineering

### COLLEGE OF LIBERAL ARTS

A liberal arts education helps you to think critically and creatively about problems that we all face as members of various academic and social communities. By enrolling in the education, humanities, and social sciences courses offered by the College of Liberal Arts, you will also acquire the knowledge, modern communication skills, and intellectual versatility that are highly prized by employers worldwide.

## COMMUNICATION DEPARTMENT TECH. 264

- **Bachelor's Degree**
  - Communication
- **Minor**
  - Communication
- **Certificate**
  - Professional Communication

## EDUCATION DEPARTMENT TECH.

- **Bachelor's Degrees**
  - Elementary Education, Early Childhood Education, Secondary Education (Math & Science)

## ENGLISH AND MODERN LANGUAGES DEPARTMENT TECH. 353

- **Bachelor's Degree**
  - English
- **Minors**
  - English Literature, Professional and Creative Writing, Gender Studies, Latin American Studies and Spanish

## SOCIAL SCIENCES DEPARTMENT SWRZ. 203B

- **Bachelor's Degrees**
  - Behavioral Science, History, Social Work, Liberal Studies and Psychology

### COLLEGE OF SCIENCE

Science plays an important role in our daily lives and is more exciting today than ever before due to the swiftness with which new insights are obtained and applied to human challenges and opportunities, such as population growth, disease, pollution, energy shortages, and new technology. The College of Science provides you the opportunity to pursue a career in science by interacting with first-rate scientists who also are gifted teachers.

## DEPARTMENT OF BIOLOGY AND CHEMISTRY SWRZ. 120

- **Bachelor's Degrees**
  - Biology- Concentrations: Ecology, Microbiology, Pre-Dentistry, Pre-Medicine and Pre-Veterinary
- **Minors**
  - Ecology and Chemistry

## MATHEMATICS/STATISTICS/PHYSICS DEPARTMENT

### NURSING DEPARTMENT

- **Bachelor's Degrees**
  - Nursing and Health Studies

## ACADEMIC ADVISING

LSF 219 • EXT. 5678

Based on Purdue North Central's mission statement of learning, engagement and discovery the primary mission of academic advising is to assist students in identifying and clarifying their academic direction and educational goals, and to help them develop and maintain effective plans and strategies to **Commit, Succeed and Graduate!** Comprehensive academic advising not only develops a foundation for student achievement, but also for institutional excellence.

In Accordance with the National Academic Advising Association Statement of Core Values:

- 1) Academic Advisors are responsible to the individuals they advise.
- 2) Academic Advisors are responsible for involving others, when appropriate, in the advising process.
- 3) Academic Advisors are responsible to their institutions.
- 4) Academic Advisors are responsible to higher education.
- 5) Academic Advisors are responsible to their educational community.
- 6) Academic Advisors are responsible for their professional practices and for themselves personally.

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Academic advisors work to strengthen the importance, dignity, potential and unique nature of each individual within the academic setting. In support of these beliefs, the cooperative efforts of all who advise include, but are not limited to, providing accurate and timely information, communicating in useful and efficient ways, maintaining regular office hours and offering varied contact modes. Advising, as part of the educational process, involves helping students develop a realistic self-perception and transition successfully to the post-secondary institution. Advisors encourage, respect and assist students in establishing their goals and objectives. Advisors seek to gain the trust of their students and strive to honor students' expectations of academic advising and its importance in their lives.

Academic advising, when properly delivered, is an important tool to help students make individual, educational and career decisions. Quality academic advising promotes academic success, enhances student growth and development, amplifies student satisfaction and increases retention by providing students with advisors who have the expertise to assist them throughout their college careers.

All PNC students are assigned an Academic Advisor based on their chosen major. For additional information on Academic Advising at PNC, please refer to the Advising web page at <http://www.pnc.edu/advising/>. Appointments with Academic Advisors may be scheduled by calling Sharon at 219-785-5678.

### DECLARING AND/OR CHANGING A MAJOR

PNC offers numerous resources to assist students in assessing their interests, strengths and values. Gathering information about majors and careers is an important part of the academic decision-making process. You may visit the Career Exploration page of the website at <http://www.pnc.edu/discover/>. Various online assessments are available, including The Holland Code Personality Profile and Indiana Career Explorer. You may also access extensive information and examples of jobs within the different majors.

When you are interested in seeing how coursework you have already completed could be applied toward a different degree plan, you may utilize a feature called the "What-If" Scenario in Degree Works.

Degree Works can be accessed from the PNC Portal (myPNC)

- Sign in to the PNC Portal at <http://my.pnc.edu>
- Select the Degree Works tab
- "What-If" audit can be found on the left-side of the Degree Works audit tab
- Add the intended degree, major, etc. to the fields requested
- Click the **PROCESS WHAT-IF** button. The results will show how completed courses apply and what remains to be taken.

After you have assessed, discussed and explored and are ready to make an informed decision on declaring or changing your major, you will need to meet with your Academic Advisor to complete a Change of Degree Objective form (CODO).






## DEGREE WORKS DEGREE AUDIT SYSTEM

**Commit. Succeed. Graduate.** The Degree Works degree audit system enables Purdue North Central to provide real-time advice and counsel to students to help them **Succeed** and stay on track to **Graduate**. Degree Works provides a comprehensive set of web-based academic advising and degree audit tools to help students and their advisors negotiate the University's curriculum requirements. Robust academic planning tools and real-time counseling capabilities help advisors provide consistent and meaningful direction to students.

Degree Works enables students to see the classes they need to graduate and how those classes fit together each semester.

Degree Works helps students determine how long it would take to graduate should they change their course of study.

Degree Works helps students plan for future courses and review their course history.

Student access to Degree Works is via the  tab within the  PNC Portal at <http://www.mypnc.edu>. Students are also able to access Degree Works by logging into the  PNC Portal at <http://www.mypnc.edu> and clicking on the **STUDENT BANNER** tab and then the **SINGLE SIGN-ON to SELF SERVICE** link.

## REGISTRATION OFFICE

SWRZ 40 • EXT. 5342

The Office of the Registrar provides records management and a variety of services for students. The office is responsible for conducting all registration and related procedures; compiling class schedules; scheduling use of classroom facilities, maintaining student course records and enrollment information; collecting, processing, and reporting final grades; and is involved with Commencement and the distribution of diplomas.

Students need to come to the Office of the Registrar or visit the Registrar's website to complete services for the following reasons:

- To change a major course of study. Students must fill out a Change of Degree Objective (CODO) form.
- To report personal information changes such as name, address or phone number, or to correct a social security number.
- To request a student transcript. A Transcript Request form must be completed by the student. There is no charge for this service.
- To transfer to another Purdue campus. Students must follow that campus's procedure.
- To submit paperwork for Veteran's Benefits.

STUDENTS ARE NOT PERMITTED TO ATTEND CLASSES UNTIL REGISTRATION IS COMPLETED AND FEES ARE PAID.

## RESIDENCY REQUIREMENT BEFORE GRADUATION

Resident study at Purdue University for at least two semesters and the enrollment in and completion of at least 32 semester hours of coursework required and approved for the completion of the degree. These courses are expected to be at least junior-level courses. Students are normally expected to complete the senior year in residence; however, with approval by the school concerned, a student who has had four semesters of resident study may complete the last year or a portion of it at another college or university, provided that the number of semester credit hours to be taken does not exceed 25 percent of the total credit hours required for the degree. The foregoing stipulations do not apply to students who earn credit elsewhere through a contract or arrangement entered into by the University or one of its academic units.

## DROP/ADD

Students may add to their regular schedule during the first four weeks of a regular session or during the first two weeks of a summer session. This can be accomplished by completing the ADD section of a Drop/Add card, obtainable from the Registrar's Office. Students must secure instructor approval for any course added after the first week of classes. The card must be signed by both the student and the academic advisor. Should a student wish to drop one course and add another, the change should be made prior to the final date for adding courses. A course may be dropped without a grade up to the end of the second week of a semester (one week in summer session). A student may drop a course during the third and fourth weeks and receive an automatic grade of W (withdrawal). Students with classification of 0, 1 or 2 (freshman classification) may also drop a course during the 5th through 12th week and receive an automatic grade of W. However, other students must secure the written indication from the instructor of whether a grade of W, WF, or WN is to be recorded. No course may be dropped within the last four weeks of any semester or two weeks of a summer session. However, the Dean of Students may approve a full withdrawal from the university after the 12th week of a semester or after six weeks of a summer session. Further, the Dean of Students shall determine whether a withdrawal from the university is with or without grades and shall assign the appropriate effective date to this withdrawal. Students dropping a course for any reason should complete the DROP section of the Drop/Add card. Dropping a course requires the approval of the student's academic advisor. **It is the student's responsibility to ensure the Drop/Add card, with appropriate signatures, is returned to the Registrar's Office. Failure to withdraw properly from a course will result in a failing grade for the course.**

## FREQUENTLY ASKED QUESTIONS

The questions and answers that follow should help to explain some of the most important University policies and help you **Commit, Succeed and Graduate**. For further information contact the Registrar's Office and/or the Dean of Students Office.

### Attending Classes

*Is regular class attendance required?* Because regular class attendance is important to learning, the expectation is that you will attend every class meeting. Most professors have specific policies regarding attendance, which include penalties for excessive absence. Be sure you know what your instructors' policies are. You should note that non-attendance does not officially excuse you from a course. Unless you officially withdraw from a course for which you have registered, lack of attendance will most likely result in a failing grade.

*What should I do if I am unable to attend a class?* If you know in advance that you must be absent, consult with your professors about how to keep up. If your absence cannot be anticipated (i.e. a short-term illness of 4 days or less), contact your professors as soon as possible. Promptness is especially important if your absence may result in submitting an assignment late.

In the event of an unexpected long-term illness, hospitalization, accident or emergency in which you will be absent for a week or more, you, or someone speaking on your behalf, are to contact your professors directly through their respective DEPARTMENT secretaries as soon as possible. You should be aware that this notification does not in any way change the outcome of the instructor's decision regarding your academic work and performance in any given course. Make personal contact with your instructors as soon as it is possible to do so!

### Schedule Adjustment

*Can I drop classes any time I want to?* No. A class cannot be dropped during the last four weeks of the semester or the last two weeks of a summer session.

*How do I drop a class?* During the first 12 weeks of the semester, you must fill out a drop/add card and follow the procedures as established in the University Policies Section of this handbook under Scholastic Procedures. After the 12th week of classes, you must obtain the approval of your instructor, your academic advisor and the Dean of Students in order to withdraw from all classes you are currently enrolled in, and approval will only be granted in unusual circumstances.

*Can I add a class to my schedule after I have registered?* Yes, additions to your schedule of classes are relatively simple to arrange during the first week of classes. See your academic advisor. Additions at a later time require special permission. It is always advisable to finalize your schedule prior to the first week of classes.

*If I want to quit school before classes are over, what do I have to do?* Follow the procedure described for dropping a class. Not attending class is not the same as withdrawal. **STUDENTS WHO DO NOT WITHDRAW PROPERLY FROM A COURSE WILL RECEIVE A FAILING GRADE.**

*How do I change my major if I change my mind about what I want to study?* You should contact the Registrar's Office to fill out a Change of Degree Objective (CODO) form. If you have met the admissions requirements for the new major, your major will be changed and your new advisor will contact you.

## Grades

*What kinds of grades are given for credit courses?* The grading system for credit courses is outlined in the University Policies Section of this handbook under Scholastic Procedures.

*What does it mean if I get a grade of "I" (Incomplete)?* The grade "I" means that you did not complete requirements for the course by the end of the semester, and that you and the instructor have agreed on a method to finish those requirements. You must remember that if the requirements are not met by the appropriate deadline, the "I" grade will become an "F" failing grade.

*What is the "Pass/Not Pass" option?* This is an opportunity for you to take some free-elective courses without affecting your GPA. You must have your advisor's permission to take a course under this option, and you must indicate the P/NP option on your registration card. A grade of "P" (pass) will be assigned if the course work grade is equivalent to "A, B or C". Otherwise a grade of "N" (not pass) will be recorded.

*If my grades are bad, will I be able to continue in school?* All of the grades that you earn at this campus are averaged. Generally, whenever your grades drop below the University or school minimum requirement, you will be placed on academic probation, meaning that you will have an opportunity to raise your GPA through additional classes the next time you enroll. If you then continue to earn low grades, you will be subject to academic drop from the University.

*If I am academically dropped from the University, will I ever be permitted to return?* Generally, you may request readmission to the University after being out of school for one semester. If readmission is approved, you can enroll but will again be placed on probation until the minimum GPA is achieved. The request for readmission must generally be submitted well before the start of that semester.

*If I believe that I have not been treated fairly with regard to a grade I received, what can I do about it?* You have the right to request that the situation be reviewed in a process called a grade appeal. Please contact the Dean of Students Office for a grade appeals application.

### Other Academic Matters

*Under what conditions am I considered to be a student in good standing?* You are considered to be in good standing if you have not been academically dropped, suspended or dropped from the University without being readmitted.

*What conditions will deny me the opportunity to register for classes?* The most common reason is that you owe money to the University. If you are a student in good standing, other reasons could include misconduct or violation of University rules.

*If I have a complaint or a problem with one of my instructors, what should I do?* First, discuss the situation with your instructor. If that is not possible or does not resolve the situation, make an appointment to talk with the section chairperson who supervises the instructor in question. If you do not know the name of the section chairperson, contact the Dean of Students Office.

*May I tape record a class lecture?* Each instructor has his/her own policy concerning the taping of a class. Before bringing a tape recorder into the classroom, ask your instructor if taping is allowed.

## ASSIGNING OF GRADES

Instructors will assign a grade for each course in which the student is enrolled at the close of a session. The student shall be responsible for the completion of all required work by the time of the last scheduled meeting in the course unless the assignment to the course has been properly cancelled. The grade shall indicate the student's achievement with respect to the objectives of the course.

### COURSES FOR CREDIT

A+, A	highest passing grade.
A-	
B+	
B	
B-	
C+	
C	
C-	
D+	
D	
D-	lowest passing grade; passing minimal objectives of the course.
E	conditional failure; failure to achieve minimal objectives, but only to such limited extent that credit can be obtained by examination or otherwise without repeating the entire course. This grade represents failure in the course unless and until the record is duly changed within one semester. It cannot be changed to a grade higher than a D.
F	failure to achieve minimal objectives of the course. The student must repeat the course satisfactorily in order to establish credit in it.
P	passing grade for the pass/not pass option; equivalent to grade A, B or C.
N	not passing for the pass/not pass option. Issued when the student's grade would be a D or F under the letter grade option.

### REPEAT COURSES

The cumulative GPA for an undergraduate student is a weighted average of all grades received as an undergraduate student. With the consent of his/her academic advisor, a student may repeat a course not intended for repeated registrations. In the case of such a repeated course, the same course\* is to be used and only the most recent grade received shall be included in the cumulative GPA. In the case of a course in which a conditional grade has been improved by examination, the most recent grade received shall be used.

\* An equivalent course may be used when authorized by the faculty member in charge of said course. Transfer credits from other colleges and universities may be used to fulfill degree requirements, but cannot be used to remove Purdue recorded grades from GPA calculations.

## ACADEMIC PROBATION

A student shall be placed on probation if the student's semester or graduation index at the end of any regular semester is less than that required for a student with a classification as shown in Table A below.

**A student on probation shall be removed from that status at the end of the first subsequent semester in which the student achieves semester and graduate indexes equal to or greater than those required for a student with a classification as shown in Table A.**

Any grade change due to reporting error will result in a recalculation of the index and determination of probation status.

S = Semester Index; G = Graduation Index

Classification	S	G
0 and 1	1.5	1.5
2	1.5	1.6
3	1.6	1.7
4	1.6	1.8
5	1.7	1.9
6	1.7	2.0
7	1.7	2.0
8 and up	1.7	2.0

## DROPPING OF STUDENTS FOR SCHOLASTIC DEFICIENCY

A student on scholastic probation shall be dropped from the University if at the close of any semester in which the student's graduation index is less than that required in Table B or if the student receives six credits or more of failing (F) grades for the semester. This rule shall not apply for the semester in which the student completes all requirements for a degree. A student dropped by this rule and later duly readmitted as a regular student shall be readmitted on probation.

### Table B. Index levels for dropping

G = Graduation Index

Classification	G
0 and 1	1.3
2	1.4
3	1.5
4	1.6
5	1.7
6	1.8
7	1.9
8 and up	2.0

Applications for readmission to the University from students who have been dropped for academic reasons must be accompanied by a check or money order, not cash, for \$100 made payable to Purdue University. Processing of the application will not begin until the fee is paid. Applications may be obtained from the Registrar's Office.

## HONORS PROGRAM FOR PROSPECTIVE STUDENTS

As a first year honors student at PNC, you will:

- Take a special honors-only section of GS 191: First-Year Experience, an interdisciplinary freshman seminar that fulfills general education credit in most PNC majors
- Meet monthly with your honors faculty mentor to plan your future at PNC and beyond
- Attend at least four Honors Events, where you'll meet scholars, artists, intellectuals and accomplished citizens from northwest Indiana and around the country
- Meet your honors mentor and other honors students at a welcome reception before classes start
- Start work toward the goal of graduating with University Honors from PNC

### What happens after the first year, and how can I graduate with University Honors?

- You'll be invited to continue in the Honors Program if you've maintained at least a 3.0, earned at least a B in your honors FYE course, and participated actively in the Honors Program by attending honors events and meeting with your Honors Mentor.
- If you stay in the Honors Program, you will have made significant progress toward graduating from PNC with University Honors. To get there, you'll need to earn Bs or higher in 12 credit hours' worth of honors course work, maintain at least a 3.0 GPA, and participate actively in honors events. If you choose not to stay in the program, your transcript will still show that you completed an academic year of honors work.

### Is Honors for me?

If you thrive on intellectual challenges, enjoy going out of your way to learn new things, and have a high school GPA of 3.5 or above, the Honors Program might well be for you. If your GPA is between a 3.5 and a 3.0, but you love learning and want not just to succeed but to challenge yourself academically in college, you are eligible to apply as well.

### Supplemental Instruction

PNC provides an academic assistance program called Supplemental Instruction (SI) to students enrolled in face to face and online courses. Supplemental Instruction uses regularly-scheduled peer-assisted study sessions. These sessions are run by SI peer leaders who are students themselves, taken the class before, and earned a high grade in the course. Supplemental Instruction is different from traditional tutoring because the peer leaders attend the lectures, take notes, and work directly with the instructor of the course. At the peer lead sessions the SI peer leader will help students learn to make good use of their time and share the strategies he or she used to be successful in the course. SI has been used at universities and colleges across the country and internationally and has shown that students that attend peer lead sessions show a half to a full letter grade increase in their final letter grade compared to students that wanted to attend the peer lead sessions but did not do so. The goal of this program is to provide our students with support from their peers to **Succeed** in their courses, return to campus next semester, and **Graduate** from PNC.

## STUDENT SUPPORT SERVICES

**SWRZ 38 • EXT. 5312**

Student Support Services is a TRiO program funded by the U.S. Department of Education. To be eligible for program services, students must be a first generation college student, meet an income requirement or have a documented disability. In addition, students must have an academic need. Services provided by sSs to help you **Commit, Succeed and Graduate** include: tutoring, academic support and guidance, financial literacy, study skills workshops, career counseling, limited personal counseling, cultural activities and loans of textbooks, laptops and TI-84 calculators. Applications are available in SWRZ 38.

## STUDENT SUCCESS CENTER LSF 202 • EXT. 5326

The Student Success Center (SSC) is a place and space that is all about our students. We offer a variety of services that are centered around helping you **Commit. Succeed. Graduate.**

**Testing Services:** The SSC offers a variety of testing services to our students and the local community. We currently proctor the following exams:

- SAT – the SSC is a national testing site for the SAT, serving our larger regional community. Did you realize that simply stepping onto campus to take the SAT can help an incoming student **Succeed** It is one more connection you have to campus. The more comfortable you are with your surroundings, the less stress you will feel.
- CLEP – we have recently re-introduced the College-Level Examination Program to our campus. CLEP testing allows students to use knowledge gained from on-the-job experience, independent research and prior coursework to earn college credits. If CLEP is something you are interested in, please come up to the SSC in the LSF Building, Room 202. We can help you choose what CLEP test is best for you (keep in mind that there is a limit to the amount of CLEP credits that a university will accept). If applicable, CLEP credits can lessen your time to **Graduation**.
- Assessment Testing – You might hear some staff talk about assessment testing as Placement Testing. Either way you may hear it, proper course placement will help you **Succeed** as a student and put you on the right path to **Graduate**. In 2014, we will begin using Accuplacer for Assessment Testing.
- Accommodated Testing – The SSC works in partnership with the Disabilities Services Coordinator to provide proctoring for our students with documented disabilities. We have a specially designated testing area for our students and help them work on overcoming test-anxiety, lowering stress levels and other strategies for successful test-taking. In the SSC, we are **Committed** to advocating for and helping all of our PNC students **Succeed**.

**Tutoring:** One of our most popular resources is our free, drop-in, peer-to-peer tutoring center. Located in the LSF Building, Room 202, our Tutoring area is staffed during the week, Monday – Friday. Hours vary. Why? All of our tutors are students. The tutors have all taken the courses you have taken, they have experiences with the same instructors, and they know what it is like to be a student – they are studying and **Committing to Succeed** just like you! Most recently, we have offered tutoring in subjects including: Math (up to MA 224), Physics, Chemistry, Biology, Anatomy and Physiology, Great Issues, Accounting and Engineering. No appointment necessary, check the tutoring schedule we post each semester on our website and on flyers around campus or stop by to make your **Commitment to Succeeding**.

**Time Management:** Our students have told us again and again that one of the areas where they struggle the most is with time management. College schedules are deceiving. They look like you have a lot of free time, but in reality you do not. If you **Commit** to taking 15 credit hours. School is your full-time job. Between the times you are in class and the time out of class that you need to prepare, read, study and do homework, 45 of your awake hours are already blocked out on your weekly schedule. If you are in certain majors, Engineering or Nursing, for example, you will probably have to up that number even higher. How do you create a study plan that will help you **Succeed**? Make an appointment with the SSC. You can email us at [ssc@pnc.edu](mailto:ssc@pnc.edu) or call 219-785-5326. We will work one-on-one with you to create a personalized study and time management plan.

**Early Alerts and Roll Call:** The SSC also oversees two retention initiatives. Retention means we want to help you stay in school and complete, which equals **Graduate**. Roll Call alerts are generated by your instructor. These alerts let YOU, the SSC, and your Academic Advisor know that your instructor is worried about you successfully completing the course. You will then be able to address the issue early and with an action plan to **Succeed** in that course. Early Alerts can be triggered throughout the semester. These alerts are similar to Roll Call, but can encompass behavioral issues, study habits, classroom attendance and more. We find that many students are tentative about asking for help – even when they really need it. These alert systems are another way we are **Committed** to seeing you **Succeed** and **Graduate**. We can contact you to see if there are any ways in which we can support you. We may help you with time-management, to develop a study plan or discuss the tutoring options available to you.

**Make Connections:** We offer a student space to study and create a community of friends who are **Committed to Succeeding**. If you are looking for a place to study and ask questions, come check us out.

## WRITING CENTER LSF 211 • EXT. 5383

The Writing Center is designed to assist students with one-on-one peer tutoring sessions for planning, generating, revising and editing essays or research papers for any class to help you **Succeed**. In addition, we provide individual tutoring on computers for word processing (using Microsoft Word for Windows), researching on-line library catalogs and using the Internet. The Writing Center also has many other resources for students, such as reference books and handouts.

Although instructors may refer students to the Writing Center, most students make appointments or drop by the Writing Center on their own. Whether you are in basic or advanced classes, you should feel free to make use of the facility and tutors to brainstorm ideas, develop and focus on a topic or thesis, organize paper content, research topics, evaluate sources, develop paragraphs, add details and analysis, improve coherence and edit grammar, punctuation and style. Our tutors can also assist you with in-text citations, Works Cited pages, and Reference pages for research papers in both MLA and APA styles.

Our tutors are students who have training and experience in writing and provide friendly, competent support in a relaxed atmosphere. They can set up personalized help programs for each student and always provide written reports of student activities in the facility to students' instructors.

The Writing Center opens for regular hours, which are announced each semester, from the second week of regular classes through the week before finals. Generally, hours are Monday-Thursday, 9 a.m. – 5 p.m., and Friday, 9 a.m. – Noon. Appointments can be made. Limited summer semester hours are announced each year. The Writing Center does not remain open during holidays or finals week. Hours are also posted around the campus and on the website <http://www.pnc.edu/engl/writingcenter/index.html>; or call the Writing Center at 219-785-5383 for more information.

*(The Department of English and Modern Languages, TECH 353, ext. 5202)*

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\*Subject to approval. Cash rewards will be automatically credited to checking accounts with 30 or more combined transactions in a given month by all Purdue Federal Visa debit cards associated with said checking accounts when the checking account has paperless statements and qualifies through the My Member Perks program beginning August 1, 2013. Both signature and PIN Purdue Federal Visa debit card transactions count toward monthly transaction total. Automatic cash reward will be made no later than the fifth day of the month immediately following the qualifying month. Monthly cash rewards will be reported to the IRS as taxable income. Social Security Number required for accountholder to receive cash rewards. Membership eligibility required. Federally insured by NCUA.

## **LIBRARY**

### **LSF 206 • EXT. 5248**

The Purdue North Central Library offers a variety of services for students, faculty and the community. The library strives to meet the academic needs of PNC students and, as an academic library, houses print materials and provides access to databases that cannot be found in nearby public libraries. Journal databases and full text e-journals can be accessed from on- and off-campus. For off-campus access, please login with your PNC username and password. Other online resources and services can be accessed from the library's homepage, <http://www.pnc.edu/ls/>.

Fall and Spring Semester Hours are Monday-Thursday, 7:30 a.m. – 8 p.m., and Friday 7:30 a.m. – 4:30 p.m. We are closed Saturday and Sunday. Hours change during summer sessions, holidays and semester breaks.

The librarian or the library assistants at the main Guest/Circulation Desk will be happy to assist you when you need help. There are also a number of handouts available in the library that can help you to more effectively use the library's resources and services to **Succeed and Graduate**.

Borrowing privileges at the PNC Library are given to any adult resident of the state of Indiana. Books can be checked out for three weeks and current issues of periodicals for two days. Reference books and back issues of periodicals may not be checked out. The circulation of class reserve materials is restricted according to the policies of individual professors. Renewal of loans can be done by calling the library 219-785-5248 or by accessing your online library account at the PNC online catalog (<https://nc.lib.purdue.edu>). When calling to renew the loan of a book, please be ready to read the call number from the spine of the book to the Library Assistant.

Library materials should be returned to the main Guest/Circulation Desk, but there is also a book drop box near the library's front doors for returning materials when the library is closed. While no overdue fines are assessed, student records will be encumbered for all materials not returned. Lost periodicals will be charged twenty dollars per issue and lost books will be charged seventy dollars each. Eighteen computer workstations are also available in the Computer Room (LSF 243). These computers have internet access, email access, word processing and spread sheet programs, as well as any educational software provided for PNC student computers. There are an additional four computers dedicated to library research for finding books, printing e-journal articles and searching databases. Students can request one-on-one instruction on the use of these resources. The PNC Library also has secure wireless access for laptop computers. Students can check out laptops at the main Guest/Circulation Desk for four hours at a time. These eleven laptops may be used anywhere on campus.

Photocopiers are available for patron use in LSF 243. Copies are 10¢ per sheet. Books or articles which are not available at this library can be obtained from other libraries within two weeks free of charge. Read about and register for this service at [www.pnc.edu/ls/ill.html](http://www.pnc.edu/ls/ill.html).

Individualized instruction in the use of these or any other research tool is available from a librarian by appointment. Research consultations are encouraged.

### **LIBRARY DATABASE ACCESS**

Students have off-campus access to all PNC Databases. Your PNC user name and password will allow you to access PNC paid databases, e-resources, and e-journals from off-campus. Off-campus access to the PNC Library online is only available to PNC students, faculty, and staff. Students denied access should contact Mr. KR Johnson at [kjohnson@pnc.edu](mailto:kjohnson@pnc.edu) or 219-785-5249.

## **GRADUATE AND EXTENDED LEARNING**

### **LSF 28, EXT. 5343**

Graduate and Extended Learning (GEL) supports the mission of Purdue North Central by offering learning opportunities that go beyond the scope of the traditional classroom experience for lifelong learners in this region, the State of Indiana and beyond. These opportunities allow for the expansion of an individual's knowledge, skills and abilities both professionally and personally.

GEL is the home of PNC's Travel Study Program, offering programs that students, alumni and community members can participate in for academic credit or simply personal enrichment. Past programs have included trips to Peru, Washington D.C., The Great Smoky Mountains, Gettysburg, Venezuela, Hawaii, Alaska, Utah, Thailand and more. These programs typically span one to four weeks in length and offer participants the unique opportunity to expand their horizons, learn while in the field, build long-lasting relationships and fulfill degree requirements all at the same time. Contact our office to learn about current and upcoming travel opportunities.

GEL is also the home of the PNC Parts Store, which serves ECE and ECET students by providing them with the parts that they need to complete projects within and outside of the classroom. Students that successfully pass OLS 331 (Occupational Safety and Health) qualify to receive an OSHA 30-Hour card, which can be ordered and obtained through our office once each semester as well.

We understand that education does not stop when a degree is earned or a job is acquired. There are many reasons to continue learning: staying up to date with advancement of technologies and trends within industries, changing jobs or careers or learning for the sake of personal growth and development. Graduate and Extended Learning is the home of the Center for Occupational Safety & Health and the Center for Early Learning, collaborative partnerships with the Business and Education Departments respectively. Each of these Centers, as well as other programs offered collaboratively with each of PNC's four colleges, bring up-to-date training opportunities to our area businesses and beyond. Annually, the Center for Early Learning hosts and coordinates the University's largest conference, PNC's Early Childhood Conference, which serves hundreds of current and future early childhood educators in Northwest Indiana.

GEL provides pre-licensing programs for Indiana Real Estate Salespersons and Home Inspectors, as well as proctoring services for students who need to take the CASA exam prior to applying for admittance to PNC's Education program. Non-credit distance education opportunities are available through GEL for individuals who would like to sharpen their skills in a particular area, as well as a variety of on-campus workshops and seminars, all of which are open to Purdue students, staff, faculty, alumni and members of the Northwest Indiana community. Please contact our office to learn more about any of these programs or to request programs that you would like to see offered.

## THE OFFICE OF CAREER DEVELOPMENT LSF 104 • EXT. 5451

The Office of Career Development at Purdue North Central provides career and job search services to Purdue students and alumni. As a bridge from college life to the world of work, it is our mission to support the exploration of career and academic options, as well as the development of job search skills and to also facilitate connections between employers and students that lead to successful outcomes and satisfying futures.

The Office of Career Development assists students of Purdue University, regardless of their campus affiliation. We are here to support you in **Succeeding** in your professional endeavors.

Student Services Offered:

- Career Planning Assistance
- Internship Search Strategies
- Job Search Strategies
- Federal Job Search Preparation
- Internship/Job Search Preparation
- Resume/Cover Letter Development
- Externships/Job Shadowing
- Interview Preparation
- Professional Profile Building on LinkedIn.com
- Graduate School Preparation/Information
- On-Campus Student Employment

### ONLINE RESOURCES

- Corporate Connect is our exclusive online campus job board where employers post full and part-time employment opportunities, including internships. Corporate Connect is housed inside [www.pnc.optimalresume.com](http://www.pnc.optimalresume.com). All actively registered PNC students may log on at [www.pnc.optimalresume.com](http://www.pnc.optimalresume.com) by using their MyPNC user ID and password.
  - The OptimalResume suite is an online toolbox for students to help them develop:
    - a professional looking resume
    - a broad variety of business letters
    - electronic portfolios
    - a self assessment of their skills against any occupation in the O\*NET database
    - practice interview skills with an online interview coach
    - a video resume
    - a web-based resume/website
  - The Career Map is a series of Journeys that will assist you in preparing for your future career by following a four-step career development model. The Career Road Map will assist you in developing a better understanding of who you are and exploring what types of careers or career paths might be the best fit for you. It will also provide you with a basic template that will enhance your career readiness. The Career Road Map is located at [www.pnc.edu/careers/Road\\_Map\\_Index.html](http://www.pnc.edu/careers/Road_Map_Index.html)

Whether you want to work one on one with a Career Advisor or prefer to use our online resources, we are here to help you **Commit, Succeed and Graduate!**

### ON-CAMPUS STUDENT EMPLOYMENT

Each year PNC students work in many different departments throughout our campus. Students work in a variety of roles including information technology, research, campus communications, office administration and more. Student employees play an integral part in making PNC run smoothly and through their employment, gain skills to help develop a professional skill set for a future career.

Students must apply for On-Campus Student Employment at the beginning of each semester. To learn how to apply for On-Campus Student Employment log on to: [www.pnc.edu/student\\_employment/Index.html](http://www.pnc.edu/student_employment/Index.html)

## DEAN OF STUDENTS OFFICE LSF 103 • EXT. 5230

Student Services at Purdue North Central are administered through the Dean of Students Office. The Dean of Students Office provides students with a place they can feel comfortable and free to ask any question. The goal is to assist students to meet the challenges of academic life, make personal and career decisions and participate in extracurricular activities. Our office will always welcome you and attempt to find an answer to your concern.

**Personal Counseling** - Short-term, confidential, individual counseling is available to enrolled students, free of charge for a variety of personal problems. Our door is always open for those challenged by mental health concerns, substance abuse and the multitude of life's demands. Referral to outside services is available when necessary and appropriate.

**Career Interest Testing** - A specially developed test battery relating to aptitude, personality, mental ability and career interests is available for both enrolled and non-enrolled students. A nominal fee is charged for this service. The fee is waived for Veterans and Service Members.

**Career Advising and Computer-based Career Assessment** - A computerized career guidance program containing the latest occupational and educational information is available to assist students in career planning, including major and school selection.

**Disability Services** - PNC, in compliance with Section 504, Rehabilitation Act, 1973, and the Americans with Disabilities Act, 1990, provides reasonable and appropriate accommodations for qualified individuals with disabilities. The Disability Services Coordinator makes available information and resources to all students with disabilities and faculty and staff on the PNC campus ensuring equal access to all educational opportunities that are offered.

**Veteran Services** - The PNC Veterans Organization was established to provide Veteran-to-Veteran support during the transition from military life to university life. Services available include Academic Allies – Veteran students providing tutoring, assistance and advice for VA claims and connecting with campus and community resources. Laptop computers and graphing calculators are available for Veterans and Service Members to borrow on a limited time basis through the Veterans Office. Priority registration offers Veterans and Service members the opportunity to register along with graduating seniors at the opening of registration. Fee deferment is put in place by the Bursar's Office allowing additional time for GI Bill educational benefits to be applied to tuition and fees for Veterans who are certified as eligible.

### STUDENT CONDUCT

Students are responsible for observing the policies, rules and regulations of PNC. Academic honesty and appropriate classroom behavior are the responsibility of each PNC student. As a PNC student, you are expected to be familiar with the University's Code of Conduct and possible sanctions. You can access this document on the Dean of Students webpage under University and Campus Policies/Student Conduct, Disciplinary Procedures and Appeals, or at: <http://www.pnc.edu/cd/policy/conduct.html>. These, in general, state the expectation that PNC students will at all times conduct themselves as responsible citizens.

Students should also make themselves aware of an addendum covering classroom disruption, which can be found at: [http://www.pnc.edu/academic\\_affairs/Disruption\\_in\\_Classroom\\_Policy.pdf](http://www.pnc.edu/academic_affairs/Disruption_in_Classroom_Policy.pdf)

Students should understand that if they are charged with an offense, pleading ignorance of the rules will not serve as an excuse. You need to make yourself familiar with these university documents. Any questions you may have can be directed to the Dean of Students.

### CHILD CARE LSF 135 • EXT. 5242

The Panther Cubs Child Care operates during the fall and spring semesters to provide high-quality child care service for the children of students, faculty and staff members at Purdue North Central. Children ages two through seven years (until their eighth birthday), provided they are toilet trained, will be accepted.

A variety of activities are offered, including painting and art, weekly show and tell, science projects, Spanish lessons, color, letter and number lessons, learning toys, puzzles, blocks, books, board games, sand play and special holiday projects. Provided there is enough supervision, the child care staff will also take groups of children outside to play when the weather permits.

## VETERAN CERTIFICATIONS AND IMPORTANT INFORMATION

LSF 067 • EXT. 5674

At Purdue North Central, a designated Military Friendly Institution, services offered to veteran students at Purdue North Central include priority registration and fee deferment. The PNC Veterans Organization has been established to provide support during the transition from military to academic life. Academic mentors are available free of charge to PNC and service members and consists of one-to-one or small group study sessions.

### ABOUT THE ACADEMIC ALLIES VETERAN PROGRAM:

The Academic Allies Veteran Program is a student veteran to student veteran mentoring program. The allies provide veterans with academic tutoring, continued support with transition issues, assistance with university services and assistance in understanding the benefits the U.S. Department of Veterans Affairs provides to veterans.

The program had been highly successful with 72% of all recognized student veterans utilizing some or all of the services offered. The peer to peer component is an ideal model for a veteran to seek assistance from another who understands this unique mentoring opportunity.

### VETERAN STUDENT CENTER:

In order to service our student veteran via our unique Academic Allies program, a dedicated space has been provided on campus in the Library Student Faculty Building. Besides the one-on-one mentoring from Academic Allies, our veterans will have access to computers, can network with other veterans, and study outside of traditional student areas. This area will also serve as the new home for PNC's Veteran Club.

## STUDENT ACTIVITIES

LSF 78 & 80 • EXT. 5660

Participation in student organizations, activities and athletics assists in the development of lasting friendships and allows students to enjoy and feel more involved in university life. Important skills such as leadership, teamwork, decision-making, problem solving and organizational and time management capabilities are also developed. In essence, student-related activities are not only complementary to academic excellence, but inherently educational as well and can help you **Commit, Succeed and Graduate** as a Purdue North Central student.

### CAMPUS PROGRAMS

The Student Activities Office supports campus programs during the fall and spring semesters by planning, coordinating and co-sponsoring a variety of events. Students interested in helping to initiate, plan, develop, implement and evaluate programs and activities are encouraged to see the Director of Student Activities.

### CAMPUS CLUBS & ORGANIZATIONS

Being a member of a student organization enriches your college experience in a number of ways. Good times and lots of laughs can help transform what is sometimes an overwhelming institution into a place you can call "home". Involvement with student organizations also gives you the opportunity to explore new interests, develop skills, enhance your academic program and have an impact on the PNC community.

The Student Activities Office encourages students to explore whatever ideas they may have for changing an existing program or initiating a new organization on campus. To this end, our staff will help you through the planning, implementation and execution processes. Our office is committed to helping you make the most of your experiences in student organizations.

If you would like to start a new club, follow these steps:

1. You must find a group of students who share the same interest and a faculty or staff member who is willing to serve as the club advisor.
2. Write a constitution outlining the operational guidelines that are to be followed within the club. Examples of former Constitutions are available at [www.pncactivities.com](http://www.pncactivities.com)
  - a. Print out a Petition for Student Organizations form at <http://www.pncactivities.com/wp-content/uploads/2013/10/Petition-for-New-Student-Organization.pdf>
  - b. A representative (student or advisor) from the club seeking approval will need to submit the completed petition with 20 student signatures along with a copy of the club's constitution at a Student Government (SGA) meeting. SGA meetings can be found on the campus calendar. From here, the recommendation by SGA to recognize the club is passed on to the Director of Student Activities and the Dean of Students for final approval.

Information about all campus clubs can be found on the PNC Activities home page at <https://www.pnc.edu/activities/clubs-and-organizations/>

## TRADITIONS

Purdue Pride Week (PPW): Celebration week for new school year: food, games, and music. (August/September)

Chancellor's Cup: Team Competition during PPW. Earn bragging rights for your team- the name of the winning team is engraved on the Chancellor's Cup trophy

Chancellor's Annual Golf Outing (September)

Alumni Baseball team vs. PNC Panthers (October)

Children's Halloween Party (October)

5k/10k Panther Pounce and kid's fun run (November)

Tree Lighting Ceremony (December)

PNC vs. Purdue Calumet Basketball "Black-out" game (December/ January)

Spirit Week: Spring Semester Spirit celebration: food, games and music (January)

Student Government Association Honor's Convocation (April)

Student Athletic Banquet (April)

Pounce Week: End of year celebration: food, games and music (April/May)

Honors Banquet (April/May)

Picture of Graduates at the Running Arch (sculpture in front of campus with tassel) with Chancellor (April/ May)

## ATHLETICS

LSF 82 • EXT. 5660

### INTERCOLLEGIATE SPORTS

The Purdue North Central Panthers are affiliated with the National Association of Intercollegiate Athletics (NAIA) and compete in the Chicagoland Collegiate Athletic Conference (CCAC). Intercollegiate athletics at PNC give students the opportunity to compete at a high level while building and maintaining long-lasting relationships. PNC currently sponsors men's basketball, baseball and golf, as well as women's softball, volleyball and cross country.

*Women's Volleyball* - The women's volleyball team competes in roughly 40 games during the fall season, some of which include tournaments. Currently, the team holds practice at The Courts of Northwest Indiana in Valparaiso. Home games are played at The Courts of Northwest Indiana, as well as the La Porte Civic Center.

*Women's Softball* - The women's softball team plays roughly 55 games each season. Currently, home games take place at Patriot Park in Michigan City, just a few miles from campus. A practice field is located on the north end of campus.

*Women's Cross-Country* - The women's cross country team is the newest addition to PNC Athletics. The new club is planned to begin in fall 2014 and offers competitors the chance to run on our beautiful campus grounds.

*Men's Basketball* - The men's basketball team plays roughly 30 games beginning in November and ending in February. Men's basketball hosts home games at the La Porte Civic Center. PNC provides entertainment for fans through halftime shows and promotional themes at each game.

*Men's Baseball* - The baseball team plays a mix of single game contests and doubleheaders adding up to 50+ games a year. Home games are played at Hicks Field, which is located at the south end of campus. The field provides a great baseball atmosphere that displays the natural beauty of PNC's scenery.

*Men's Golf* - This team is unique in that their season is split between the fall and spring. There are numerous events that the team is scheduled to compete in throughout the entire year. Home competitions are played at Briar Leaf Golf Club in La Porte.

Students interested in athletics are encouraged to pursue information through the athletic director or the athletic website. Athletic schedules, live broadcast information, staff information and facility directions are available on the athletic website at [www.pncathletics.com](http://www.pncathletics.com).

### CHEER SQUAD AND MASCOT (POUNCE)

The Cheer Squad and Pounce help promote and provide team support to the college sports programs at PNC. They also support other programs and activities, on and off campus, when appropriate.

### INTRAMURALS

Intramural sports activities are planned occasionally throughout the year based on staffing and facilities availability. In the past, intramural activities have been provided for men and women, both team and individual. Intramural related activities may be added as interest arises.

## OUTDOOR RECREATIONAL FACILITIES

- Two tennis courts
- Four basketball courts
- Hicks Field baseball complex
- Softball Field
- 18 hole disc golf course
- One-mile walking trail

Hicks Field, tennis courts, basketball courts, and the 18 hole disc golf course are all located at the south end of campus. The softball field is located on the north side of campus. Scenic trails are located all throughout campus. Maps are available.

## INDOOR RECREATIONAL FACILITIES

Housed in the Library-Student-Faculty Building is a Game Room and a Fitness Center complete with locker rooms on the lower level.

The Game Room (LSF 18) is a supervised recreational room where a number of indoor activities take place. Available for student use is a regulation pool table, ping pong table and a television with X-box. Game Room hours are posted at the room's entrance at the beginning of each semester.

The Fitness Center (LSF 77) is free to current students, faculty and staff. The facility features a wide range of cardiovascular and strength training equipment.

Locker and Shower Rooms (LSF 74 and LSF 76) are located across the hall from the Fitness Center. Lockers are available for use with a rental fee payable at the Bursar's Office (SWRZ 127). Personal locks are required.

## THE PNC BOOKSTORE LSF 001 • EXT. 5247

The Bookstore is located in the LSF Building, lower level. Regular store hours are Monday- Thursday, 9 a.m. – 6 p.m., and Friday, 9 a.m – 3 p.m. On-line orders can be placed 24/7 at [www.purduenc.bkstr.com](http://www.purduenc.bkstr.com). All on-line orders take 24-48 hours to fill from our in-store stock and 3-5 days when books arrive from other locations. Students are notified via email of the status of their order and arrival of books. All orders can be picked up with a photo ID at the Purdue North Central Bookstore, shipped to Purdue Porter County in Valparaiso free of charge or shipped to the student's home for a small fee.

Our newest service is our Rent-a-Text program. Students are able to rent their books at an average of 50% savings over the price of a new book. We currently offer about 45% of our titles as rental titles. Students are allowed to write and highlight in rental books and once the semester is over, undamaged books are returned to complete the rental agreement. Students have the option of purchasing any rented book during the semester for no additional charge beyond the book purchase price – all rental fees are applied to the purchase during the semester.

Digital textbooks are available in-store and on our web site at [www.purduenc.bkstr.com](http://www.purduenc.bkstr.com). All digital books sold at the PNC Bookstore are web-based so they can be used on any device – PC, Laptop, Kindle, Nook, or mobile device. Students are able to purchase or rent the digital book depending on the publisher's options.

## PURDUE NORTH CENTRAL ALUMNI ASSOCIATION (PNCAA) TECH 101 • EXT. 5697

We connect the Purdue family forever. Loyalty begins and lives here!

Purdue graduates come from campuses in West Lafayette, Indianapolis, Fort Wayne, Calumet and, of course, Purdue North Central in Westville! PNC's 12,000+ graduates are part of the over 437,000 living Purdue alumni worldwide. The alumni association offers opportunities for members to connect with Purdue alumni locally & world-wide. Membership in Purdue Alumni is open to Purdue graduates, current or former Purdue students and any community members who wish to support the university.

PNCAA is dedicated to reconnecting our alumni, partnering with the community and forming lasting relationships with students prior to graduation. Membership in the PNC Alumni Association provides meaningful programs for all alumni - from social to professional development opportunities, as well as scholarships for future PNC alumni.

Join in the fun today and keep us up to date so we can easily keep you connected with the latest news and events. It is simple to update your information - just call the PNC Alumni Association at 219-785-5307 for more information and to join, or visit our website at <http://www.pnc.edu/alumni/>. While visiting our site you can also view our many services, events and membership benefits.

Don't forget to check us out and like us on Facebook at: Purdue North Central Alumni.

## PNC THINGS TO KNOW

### Academic Advising - LSF 215

Based on PNC's mission statement of learning, engagement, and discovery the primary mission of academic advising is to assist students in identifying and clarifying their academic directions and educational goals, and to help them develop and maintain effective plans and strategies for continued success. Comprehensive academic advising not only develops a foundation for student achievement but also for institutional excellence.

### Academic Probation

Students may be placed on academic probation after their GPA drop below a certain point based on their student classification. This is a warning that the student is in danger of being academically dropped if the GPA is not raised to a satisfactory level. Specific GPA guidelines and additional information can be obtained at <http://www.pnc.edu/sa/probation.html>

### Biology/Chemistry Department - SWRZ 120

Degree choices include a Bachelor of Science in Biological Sciences a Bachelor of Science in Biology with concentration in: ecology and environmental biology, microbiology, biochemistry, pre-dentistry, pre-medicine (including optometry and physical therapy), or pre-veterinary medicine. A minor in Ecology a minor in Chemistry biology majors is also available.

### Blackboard Learn

Software used for online courses. Many instructors also incorporate use into their classroom courses for possible online quizzes, tests, grade book, chat lines, homework or notes. For additional information, contact Information Services Help Desk. You may access additional information and online tutorials at <http://www.pnc.edu/distance/studentsupport.html>

### Bookstore - LSF 001



★ FACT ★

SAVE 50%  
ON AVERAGE OR MORE

 \$300 MILLION SAVED & COUNTING\*

\*Savings based on total North American textbook rental savings vs new book price. Individual store savings vary by location. See store for details.

NORTH CENTRAL CAMPUS SHOP  
Library-Student-Faculty Building 001  
219-785-5247 | WWW.PURDUENC.BKSTR.COM



**Bursar's Office - SWRZ 217**

The university office that handles students accounts and billing. The Bursar's Office also cashes checks and sells stamps. For additional information, <http://www.pnc.edu/depts/br/>

**Cafeteria - LSF 172****Career Testing**

We have an array of career testing programs to help students define their major, career, goals, etc. [www.pnc.edu/discover](http://www.pnc.edu/discover).

**Career Development - LSF 104**

The Office of Career Development at PNC provides career and job search services to Purdue students and alumni. As a bridge from college life to the world of work, it is our mission to support the exploration of career and academic options, the development of job search skills and to facilitate connections between employers and students that lead to successful outcomes and satisfying futures. This office offers an Externship Program, helps with resume writing/coverletters, Internships, and hosts career fairs...For additional information, contact [www.pnc.edu/careers](http://www.pnc.edu/careers)

**Center for Service Learning & Leadership - LSF 28**

Activities include service learning projects embedded within courses, community service opportunities and leadership programs. The Center for Service Learning & Leadership also partners with other campus departments and community organizations to develop and offer excellent learning and engagement opportunities for the PNC community.

**Child Care - LSF 135**

The Panther Cubs Child Care provides care for children of Purdue University North Central students, staff and faculty and is available during the Fall and Spring semesters. A professional director and staff provide a program combining planned activities and supervised play.

**Chancellor**

The person who is head of one campus of a university in the Purdue system.

**Chancellor's Office - SWRZ 137**

The Chancellor has Open Office Hours throughout the semester.

**Co-requisite**

A course that is required to be taken at the same time as another course.

**CODO**

CODO is an acronym for Change of Degree Objective. Students seeking to declare a change of major should complete a CODO form. For additional information, contact an academic advisor. <http://www.pnc.edu/academics/advisors.html>

**Communication Department - Tech 264**

Communication involves a broad area of study that may lead to job opportunities in a wide range of fields including Public Relations, Broadcasting, News reporter, Recruiter, and many more. The department is very involved in service learning which gives your great experience for your career.

**Computer & Information Technology Department - Tech 269**

The Computer & Information Technology Department (formerly called Computer Technology) is committed to offering courses and degrees which will enable students to be successful in the highly competitive world of information technology.

**Credit Hour**

A credit hour is equivalent to one hour of class time during a given week and is a unit of measure used to determine if a student meets the graduation requirements for their degree program. For additional information, contact the Registrar or your academic advisor. [www.pnc.edu/ap/registra.html](http://www.pnc.edu/ap/registra.html)

**Dead Week and Testing**

Dead Week is the week before final exams. No course exams or tests should be given during Dead Week (with exception of lab exams) in order to allow students time to prepare for final exams. [www.pnc.edu/ap/registra.html](http://www.pnc.edu/ap/registra.html)

**Dean of Students - LSF 103**

This is the office for the interpretation and regulation of policies and procedures as they apply to student life. This office provides services in career counseling, disability accommodations, educational and personal counseling. For additional information, contact the Dean of Student's Office. [www.pnc.edu/sa/index.html](http://www.pnc.edu/sa/index.html)

**Degree Works**

A computerized degree audit program and academic advising tool designed to assist students, academic advisors, and faculty mentors in reviewing a student's degree progress. A web-based program, Degree Works re-organizes the student's academic transcript chronologically and categorically, easily identifying courses the student has completed and courses still needed to fulfill the student's degree requirements.

**Department of Business and Leadership - Tech 186**

Students who are interested in Business, Human Resources and Organizational Leadership Supervision should know where this office is located.

**Drop/Add**

This is a 'time window' during which a student may change her/his semester schedule. For additional information, contact the Registrar's Office. [www.pnc.edu/ap/registra.html](http://www.pnc.edu/ap/registra.html)

**Education Department - Tech 205**

This department houses the following majors: Early Childhood Education, Elementary and Secondary Education.

**Encumbrance Fee**

An additional fee charged to students who have not yet paid for the previous semester's fees or another miscellaneous item (i.e. printer units). For additional information, contact the Bursar's Office. [www.pnc.edu/br/index.html](http://www.pnc.edu/br/index.html)

**Engineering Technology Department - Tech 269**

Different majors include: Construction Engineering, and Management Technology, Electrical and Computer Engineering Technology, Engineering Technology: Interdisciplinary Emphasis, Industrial Engineering Technology, Mechanical Engineering Technology.

**English/Modern Languages Department - Tech 353**

Students interested in a major in English, minor in Latin American Studies, or interested in taking a foreign language (Spanish, German, French, and American Sign Language).

**Enrollment Services - Tech 157**

This is the Admissions and Financial Aid office on campus. Staff assist students in knowing when to file FAFSA, educating students on their financial aid and getting their PUID.

**Excess Financial Aid**

The remainder of student aid (grants and loans) after tuition and fees are paid. This can be in the form of a Change Check or Direct Deposit. For additional information, contact the Bursar's Office. <http://www.pnc.edu/br/payments.html>

**Financial Aid Warning**

When a student is at risk of losing financial aid, and different than academic probation. A review of cumulative attempted credit hours is conducted at the end of each semester. Failure to complete at least 67% of the total hours attempted (including all withdrawals and F's) will result in Pace (Completion Rate) WARNING status for the next semester of enrollment. You have one semester to improve that percentage above 67% before not being able to use financial aid to pay tuition. For additional information, contact Enrollment Services. [www.pnc.edu/financialaid](http://www.pnc.edu/financialaid)

**Fitness Center - LSF 77**

Free to PNC students, faculty and staff. Locker rental \$25. Payable at the Bursar's Office.

**Full-time Student**

A student enrolled for 12 or more credit hours per semester.

**FYE (First-Year Experience)**

An introduction to PNC and the resources and opportunities available to help students succeed; also a first course in college-level general education, and an introduction to the requirements and expectations of college study, through an interdisciplinary curriculum. <http://www.pnc.edu/academics/FYE/index.html>

## **GPA**

This stands for Grade Point Average. Each grade is worth index points. For each course you have taken, multiply the number of semester hours for each course by the number of points for the grade you received. Now, divide the number of index points by the number of semester units to get your semester GPA.

## **Library – LSF 206**

### **Lost/Found Westville & Porter County**

Items left somewhere on campus by students, staff, and faculty are taken to the campus police station to be claimed (found). [www.pnc.edu/pd/](http://www.pnc.edu/pd/). Items left in either of the buildings at PNC-Porter by students, staff, and faculty are put in the student lounge of each building at the end of each semester to be claimed (found). [www.pnc.edu/portercounty](http://www.pnc.edu/portercounty)

### **Mathematics, Statistics & Physics Department - SWRZ 120**

This department offers courses designed to enable a student to transfer to another Purdue University campus, or other college or university, to complete a baccalaureate degree in mathematics, statistics, physics, or other related discipline.

### **Nursing Department - Tech 357**

The traditional BS Degree option as well as the RN-BS prepares the graduates for leadership roles and graduate study in nursing by offering a broad foundation in general studies, sciences and nursing.

### **Office of Graduate and Extended Learning (GEL) - LSF 28**

This department can help any student further his or her education. Travel study classes can range from: a trip to Peru, Washington D.C., and The Great Smoky Mountains. Other classes are offered through this department and can be found online <http://www.pnc.edu/gel>.

### **Panther News Network (PNN)**

Student run news website and e-newsletter. <http://www.pncactivities.com/>

### **Part-time Student**

This is a student who is enrolled for less than 12 credit hours per semester

### **Plan of Study (POS)**

This is a four or five year plan of courses that will meet the requirements of the student's chosen degree. This plan can be created by the student with the assistance of an academic advisor. <http://www.pnc.edu/academics/advisors.html>

### **Pre-requisite**

A pre-requisite is a course that is required to be completed prior to taking a particular class.

### **Purdue Porter County (PPC)**

### **Purdue Learning Center (PLC)**

### **Registrar's Office**

This office on a university or college campus is responsible for maintaining and transferring all students' academic achievement records such as transcript, grade audits, enrollment verifications, and graduation requirements. [www.pnc.edu/ap/registra.html](http://www.pnc.edu/ap/registra.html)

### **Registration - SWRZ 40**

### **Self Service BANNER (SSB)**

Students can log onto Banner within their student portal and view their personal information, register for courses, view their academic transcript, conduct business with the Bursar's Office, and review financial aid information.

### **Self Service BANNER (SSB) Registration**

Students will sign up for classes online after an orientation to SSB with an advisor.

[http://www.pnc.edu/advising/SSB\\_Instuc\\_Advr.pdf](http://www.pnc.edu/advising/SSB_Instuc_Advr.pdf)

### **Service Learning**

A course-based, credit-bearing educational experience that combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility. For additional information, contact the Center for Service Learning & Leadership. [www.pnc.edu/csll](http://www.pnc.edu/csll)

### **Social Sciences Department - SWRZ 203B**

Offers bachelor degrees in Liberal Studies, Behavioral Science (Sociology and Psychology), and Social Work.

## **Student Athletics - LSF 78**

Sports on campus include: Men's Basketball, Golf, Baseball and Women's Volleyball, Softball, and Cross Country. [www.pncathletics.com](http://www.pncathletics.com)

## **Student Organizations (Clubs)**

Over forty clubs are currently active at PNC. Clubs are sanctioned by the Student Government and must have a constitution, by-laws, club advisor, etc. Anyone interested in forming a group or participating should contact the Office of Student Activities. Be sure to check out the **Club Call Out Day** during each semester. [www.pnc.edu/activities](http://www.pnc.edu/activities)

## **My PNC**

Students log in by clicking on the PNC Portal link on the website home page, and then entering their username and password. The portal gives students access to their PNC e-mail account, Blackboard, Banner, campus calendar, events, etc.

## **Student Photo ID**

A card that serves as proof of an individual's status with Purdue North Central. Students can have photo taken and ID made in the Enrollment Services Office, TECH 157

## **Student Success Center - LSF 202**

Offers tutoring services, writing center, academic and study skills development, and academic guidance are provided through seminars, workshops, individual appointments, and group study sessions. <http://www.pnc.edu/ssc/>

## **Student Support Services - SWRZ 38**

Student Support Services is specially designed to provide academic and social/cultural support services to program participants. <http://www.pnc.edu/s3/index.html>

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**STUDENT SERVICES & ACTIVITES COMPLEX**

