IPFW Services for Students

IPFW is committed to your academic and personal success. In addition to working with your academic advisor, take advantage of the many support systems the University offers to help IPFW students succeed. These include the following Academic Services, Technology Services, Student Support, Health and Wellness, and Support from Administrative Offices.

Academic Services

Academic Advising: Visit the Academic Advising web site for information on finding an academic advisor, academic calendar and schedule of classes, registration, programs for success, and academic support services.

Mastodon Advising Center (MAC): Advisors help students explore and make informed decisions about majors and careers. Check “myIPFW” for your advisor’s name. Find out more at the MAC web site. [MAC is located at Ketter Hall, 109, 481-6595.]

Centers for Academic Support & Achievement (CASA): CASA provides study skills development, tutoring, supplemental instruction, math testing, and English as a Second Language (ESL). Find out more at the CASA web site. [CASA is located at Kettler Hall, G18, 21, and 23, (260) 481-5740.]

The Writing Center (CASA): This Center provides peer consultations for all phases of the writing process for all IPFW classes. Consultations are available face-to-face and through e-mail. The web site provides more information on specific services and includes useful Links & Handouts to support the writing process. [Beginning May 18, 2015, the Writing Center is located at Ketter Hall G21. Call 260-481-5740 or e-mail writingcenter@ipfw.edu for more information.]

Helmke Library: The library web site offers 24/7 access to research tools, databases, e-books and journal articles. To identify the librarian for the subject you are studying, use the Find Your Librarian link—your librarian can provide assistance with research and specialty guides to support your studies. Assistance also is available online at Ask-A-Librarian service. [For more services and information, go to the Helmke Library web site. The library is located on campus near Walb Student Union. Phone contact: (260) 481-6505. Check the Helmke Library Refresh page for news on the library renovation slated to begin at the end of Fall 2015 semester.]

Technology Support

Information Technology Services: IT Services provides help with accounts and passwords and technology resources and training, including Blackboard Learn. Services include information on computing at IPFW; hardware and software support; and student e-mail accounts. Particularly useful for most courses are the Microsoft Office tutorials, document viewing tools, and access to lynda.com tutorials. [Find out more at the IT Services web site. IT Services is located at Ketter Hall, 206, (260) 481-6030. E-Mail: helpdesk@ipfw.edu.]

Studio M: IT Services resources include Studio M. This studio is a curriculum-based multimedia lab for students who are working on projects or presentations for their courses. Students have access to equipment, software, and receive assistance in developing their presentations and materials to help meet course requirements. [Find out more at the Studio M web site. Studio M is located at Walb Student Union, 220, (260) 481-0114.]
**Student Support**

**IPFW Student Handbook, 2014-2015**: This handbook provides a list of campus services A to Z, including academic ceremonies, internships and service learning, athletics, CATV 5, child care, clinics, the bookstore, study abroad, as well as other services including the ones that follow. [The Student Handbook is available online and at various locations on campus, including the Information Desk on the first floor of Kettler Hall.]

**Services for Students with Disabilities**: SSD provides support in accommodating needs related to disabilities, including temporary disabilities. Students who want to request accommodations in their courses need to contact this office to complete the documentation needed to make any course accommodations. The SSD Student Handbook provides more information, including commonly asked questions and their answers. [Find out more at the SSD web site. The office is located at Walb Student Union, Room 113, (260) 481-6658.]

**Career Services**: Provides assistance with identifying job interests and career skills, selecting related majors, activities to develop professional skills and job search strategies, and on and off-campus job placement and internships. [Find out more at the Career Services web site. The office is at Kettler Hall 109, (260) 481-0689.]

**Center for Women and Returning Adults**: For both men and women, age 23 or older, this Center offers workshops, support groups, counseling, and other programs to support academic success. [Find out more at the CWRA web site. See also Being First, Students with Families, Students with Families Movie Night, Sexual Assault Prevention Project, Safe Zone, Being First Virtual Tutoring, and Omicron-Psi National Honor Society. The office is located at Walb Student Union, Room 120, (260) 481-6029.]

**Office of Diversity and Multicultural Affairs**: This office provides “a support system for African American, Hispanic, Native American, International, Asian American, and first generation non-traditional college students” at IPFW. Support includes skills workshops, support groups, diversity training, counseling, mentoring, cultural heritage programs; ASAP program. ODMA includes a variety of resources, programs, and departments including those in the following list. [Find out more at the ODMA web site. The office is located at Walb Student Union, Room 118, (260) 481-6921.]

- **TRiO Student Support Services**: TRiO assists first generation students, students who meet federal income guidelines, and those who have a documented disability registered with the SSD office. [Find out more at the TRiO web site, TRiO Facebook page, or on Twitter. The office is located at Kettler G25, (260) 481-0220.]
- **Military Student Services**: IPFW is recognized as a military friendly school because of the support it provides to service members and veterans. [Find out more through the Military Student Services Team.]
- **Resource Center**: This Center provides support for for LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Questioning/Queer) students, including efforts to “reduce heterosexism, genderism, homophobia, and transphobia.” [Find out more at the Resource Center web site. The office is located at the ODMA suite in the Walb Student Union. Safe Zone sites are posted around campus. Also see the diversity library at the Northeast Indiana Diversity Library (NIDL) Digital Archive.]
- **African American Male Initiative**: This program provides support for academic success to African American students including academic coaching and tutoring. [Find out more at the AAMI web site where students also can enroll in this initiative.]
Office of International Education: This office oversees international student services and study abroad programs. [For more information go to the ISS web site. The office is located at Kettler Hall, Room 145, (260) 481-6034.]

Health and Wellness
IPFW Center for Healthy Living Campus Clinic and Wellness Program: This center provides health and wellness services such as physical exams, acute illness care, chronic illness care, immunizations, lab work, medication prescriptions and management. Accepts most health insurance plans. [Find information on services, hours, how to schedule appointments, and fees at the IPFW Center for Healthy Living Campus Clinic web site. Also see Health History Form to complete before first visit. The clinic is located at the Walb Student Union, Room 234.]

IPFW Dental Hygiene Clinic: This clinic provides preventive dental care from September through April for appointments scheduled in advance. [Find out more at the IPFW Dental Hygiene Clinic web site. The clinic is located at Neff, Room 109.]

IPFW Lafayette Street Family Health Clinic: This clinic provides family planning and related exams, counseling, and education services to women and men. The clinic has a translator on site at no cost for Hispanic clients. Hablamos Español! [Find out more at the Lafayette Clinic web site. For appointments call (260) 481-0400, or stop by the reception desk at the clinic, located at 2700 S. Lafayette Street, 2nd floor, suite 200.]

IPFW/Parkview Student Assistance Program: This program provides short-term personal counseling free of charge for students, and when appropriate, for their family members and significant others. [Find out more at the Student Assistance Program web site. The office is located at the Walb Student Union, Room 113, and the program has off-campus locations in Fort Wayne, Huntington, Columbia City, Kendallville, and LaGrange. IMPORTANT: For after-hours crisis assistance, call (260) 373-7500 or (800) 284-8439.]

Personal Insurance: IPFW does not have a student insurance plan, but students can receive assistance in obtaining information about insurance. [Find out more at the Personal Insurance link or email trustedbenefits@gmail.com.]

Support from Administrative Offices
Office of the Dean of Students: This office serves as an advocate for students at IPFW, implements the IPFW Code of Student Rights, Responsibilities, and Conduct, manages policies on appeals, responds to inquiries about student history, manages policy on student records, late withdrawals, conflict resolution, academic honesty, and provides support information for families. This office also coordinates the CARE team for which there is a referral form for any enrolled IPFW student who may be in need of assistance. IMPORTANT: Use of 911 for emergencies. [Find out more at the Dean of Students web site. The Dean’s office is located at the Walb Student Union, Room 210, (260) 481-6601.]

Office of the Registrar: This office manages student academic records, including transcript requests, staff contacts, voter registration, military students and veterans, Family Education Rights and Privacy Act (FERPA), financial issues, graduation rates, and other student information. The web site includes related information on graduation rates, campus security, financial matters and protection of student information. Access: Online [Find out more at the Registrar web site, which includes Student Consumer Information. The office is located at Kettler Hall, Room 107, (260) 481-685]
NOTE: Other offices of possible interest include: Office of Admissions, Office of the Bursar (paying for college), Office of Financial Aid, Office of Student Affairs and Enrollment Management.