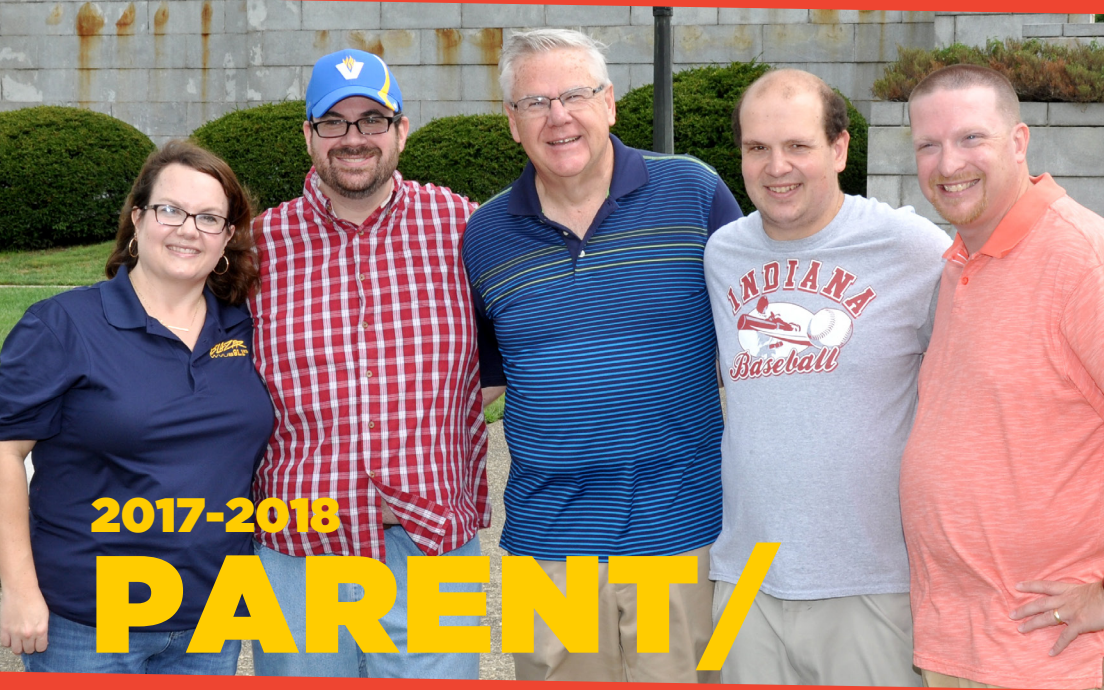




VINCENNES
UNIVERSITY

www.vinu.edu



2017-2018

**PARENT/
FAMILY
WELCOME
GUIDE**



Welcome to the Vincennes University Family!

Vincennes University is committed to parents and families and embracing each of you as valued partners in your student's educational process. We are excited that you have chosen to be part of the VU Family!

Vincennes University is a place where students have an opportunity to learn, grow, and realize their dreams. Both inside and outside the classroom our resources abound – from academic tutoring labs and individual tutoring (in almost every subject), to our Counseling Center, Student Success Center, and our Center for Career and Employer Relations. In addition, we offer many clubs and organizations to help your student find their place on campus.

Staying on track and staying connected has never been easier! Sign up for the monthly E-newsletter at vinu.edu/parents. Join the conversation with other Trailblazer families on Facebook at facebook.com/groups/vuparents.

One of the greatest challenges parents, families, and support group members face is how to support their student once they enter college. This guide is designed to provide information for VU Parents and Families about campus services. I highly encourage you to check out our online resources which include an academic calendar/handbook, campus phone numbers, and upcoming events for parents and families. Attend New Family Orientation during Move-In Day, join the conversation on Facebook, sign-up to receive our monthly newsletter, and don't be afraid to contact me with questions. I can be reached at 888-852-3940, 812-888-5004, or parents@vinu.edu. We share in your excitement and look forward to serving you in the next few years as this new chapter unfolds.

* This guide has been published by the Office of Parent and Family Services.

We Are Vincennes University



Founded in 1801, Vincennes University is Indiana's first college. VU is accredited by the Higher Learning Commission and is a member of the North Central Association of College and Schools (NCA). VU maintains its accreditation with the Commission through participation in the Academic Quality Improvement Program (AQIP).

Education students from across the country and all over the world, VU is known for its academic strengths. VU helps students prepare for well-paying jobs through certificate programs, associate degrees, and bachelor degrees. Another option is to invest in two years of study at VU and then transfer to a four-year college. Starting at VU first can save thousands of dollars in tuition and housing costs.

The Vincennes Campus is located in the agricultural heartland of Southwestern Indiana. This quiet, peaceful, and safe campus provides students with all of the elements needed for a complete college experience: seven residence halls, student recreation and aquatic centers, multiple dining facilities, a library, clubs and organizations, sports and intramurals, and finally, VU is the most affordable residential college in the state. VU's motto is 'Learn in Order to Serve' and VU provides students with an ideal environment to achieve their academic goals. Small classes allow students to have the personal attention that is often only found at more expensive private colleges. This focused teaching environment seeks to nurture and mentor students to achieve their full potential.

Tips for Parents and Families

1. Make sure your student knows that while change is exciting, it can also be quite stressful. Whether your student is a first-time freshmen, transfer student, or a commuter, acknowledge the impact of this change.
2. Engaged students tend to stay and finish their degree. Encourage your student to attend that special event or get involved in a club. Trying things outside the classroom can help students feel connected and part of our vibrant campus life.
3. Chances are your student has a full plate with school, work, social activities, and other involvements. Talk about visits home, commuter schedules, and family visits to campus. It is important that all students make connections.
4. Learning to deal with their new freedom and independence is one of the biggest adjustments for students during their first year. You may also need to compromise on rules related to curfew, chores, meals, and visitors when your student is home. For commuters, it is important to afford them more freedom to stay longer on campus to study, catch dinner with a friend, or attend an event on campus.
5. Promote an on-campus job. This will ensure regular engagement with staff and students. Your student will be involved with communication on campus and have a better opportunity finding their place within their student body.

The first step is to attend the Job Fair which is held every semester by our Center for Career and Employer Relations Office.
6. Classes can be delayed or canceled due to inclement weather. While this rarely happens, stay updated at www.vinu.edu or 812-888-7979. Students can also sign up to receive E-text alerts via their MyVU account.
7. Encourage your student to get to know his or her academic advisor. Many times this connection can lead to summer internships, co-ops, or just a person your student can talk to about goals. Scheduling classes early will also provide the best class selection options.
8. Guidance and direction from you is never outdated. Just remember that your student is coming into their own and will ultimately need to make their own decisions. How you react can dictate how much they tell you in the future.
9. Show your support! Attend Family Weekend, a sporting event, a theatrical production, and visit campus with your student.

Academic Resources

Did you know VU has free academic resources?! Students should check out the following:

Kirkwood Academic Skills Center

Location: Shircliff Humanities Center
E-136
812-888-4209

Science, Engineering & Math Tutoring Center

Location: Updike Hall, Room 132

Shake Learning Resources (Library)

812-888-4165

Student Success Center

Location: Davis Hall, Room 329
812-888-4451

Writing Center

Location: Shircliff Humanities Center
E-229
812-888-4484

Student Resources

Center for Career and Employer Relations

Location: Vigo Hall, South Lobby
812-888-4280

COPE*

Location: Vigo Hall, Room 396
812-888-4515

Counseling Center

Location: Welsh Administration
Building
812-888-4374



Experience VU*

Location: Vigo Hall, Room 296
812-888-4374

Honors Program*

Interested students should contact
Matthew Norman, Associate Professor
mnorman@vinu.edu or 812-888-4484

Office of Disability Services*

Location: Vigo Hall, South Lobby
812-888-4280

STEP (Student Transition in Educational Programs)*

Location: Shircliff Humanities
Building
812-888-4214

A fee is required for this program

Summer Bridge Program*

812-888-5531

**Indicates students must apply for this
service. Applications are available at
vinu.edu.*

Campus Police and Safety

Location: Vincennes University Police Department at Second and Depot Streets
812-888-5555

We understand your concern for the safety and security of your student while they are away at school. We take our responsibility serious to promote a campus environment that is safe for all. VU emphasizes crime prevention programs, victim advocacy, improved security measures, and enforcement as tools in creating an ideal academic environment conducive to education and personal growth.

We believe that safety is everyone's responsibility. If anyone sees something suspicious, it should be reported to VUPD immediately. Many safety tools are already in place and VU continually assesses crime prevention programs and new technologies to keep your student safe. Resources include camera security systems outside buildings and inside residence halls, emergency call boxes with direct links to campus police, a 24/7 escort service, an anonymous reporting tool located under the Student Right to Know tab at www.vinu.edu, and the E-Text Alert System. E-Text is available to all students. Students can add multiple contact avenues, including your information. Occasional test messages, emergency notifications including weather-related information, and class cancellations are reported.

Parking

While all students can bring a vehicle to campus, it is their responsibility to follow all parking regulations including obtaining a valid parking permit. Permits are \$30 and are good for the entire academic year. VU puts safety first and has placed the majority of parking lots on the perimeter of campus. Visitors may obtain a temporary parking permit from Campus Police.

Transportation

VanGo is our community transportation service. VanGo provides students with trips to Walmart on Tuesday and Friday. Students can also schedule alternative times to ride VanGo by calling 812-886-3381. Please note a valid VU Student ID is required.

Bus Service

Miller Trailways stops on the Vincennes Campus every day and provides services to many cities and states. Tickets are available online at hoosieride.com.

Area Airports

Indianapolis International Airport (IND)
Drive Time to Vincennes:
2 hours 15 minutes
Indianapolisairport.com

Evansville Regional Airport (EVV)
Drive Time to Vincennes: 1 hour
Flyevv.com

Area Hotels

Booking an area hotel has never been easier! Read reviews, see pictures, and book your hotel online at: <http://vinu.edu/web/parent-and-family-services/events>

For every hotel that is booked using this web link, the Parent Fund receives a 10% commission. The Parent Fund helps VU parents, families, and students in crisis situations.

Student Health Office: University Primary Care Center

Location: Young Building
812 888-7777

Vincennes University's Student Health Office serves the acute and minor health care needs of our students. Our goal is to help students maintain or improve their health, allowing students to reach their highest potential both in and out of the classroom.

The Student Health Office is a by appointment clinic available to full-time students on the Vincennes Campus. The fee is included in the room and board fee for residence hall students. Off Campus students may opt out each semester by logging into MyVU account.

The Student Health Office is staffed with nurses and services are administered under the supervision of the University Primary Care Center (UPCC) Staff. The nurses are available

for assessment of illnesses and injuries by appointment.

They may provide over-the-counter medications, initial care and follow-up care of injuries, and tetanus/diphtheria injections following an injury when indicated. Chronic disease management, diagnostic tests, pre-existing conditions, vaccinations, procedures, and physicals are not covered under this plan. Services needed beyond the scope of the Student Health Office, including but not limited to, prescriptions, x-rays or laboratory fees are the responsibility of the student. Services provided at the Student Health Office does not replace the need for a primary care physician.

It is recommended that all students have some type of health insurance to cover medical treatment. If your student does not have coverage, it is recommended they purchase health insurance from the company of their choice. Please note that the university does not offer a student group health plan.

Finances

Students may view their financial aid and charges on their MyVU account. E-bills are sent through electronic billing notification via the student's designated email address. Upon e-mail notification, students are responsible for accessing their e-bill account each month to view their account balance and confirm payment due dates. The university holds students accountable

for this information; therefore, students should check their designated email account regularly.

Are you feeling a little intimidated by the financial aid process? You're not alone. If you have a college-bound student, the good news is that you can get help – all you have to do is ask (and fill out the Free Application for Federal Student Aid, FAFSA, found at fafsa.gov.)

Filing the FAFSA is the key to helping families manage the cost of college. Never assume you won't qualify. There are options for everyone. It's free to apply, so you have nothing to lose. The Financial Aid Office maintains a strong commitment to assist our students as they progress through the financial aid process. Need help? One of our staff members will be happy to work with you and your student. Students can stop by the Financial Aid Office located in the Welsh Administration Building or call 812-888-4361.

Saving Money

As we navigate new financial waters we hear the frequent comment that everything is more expensive. It is taking increasing talent to stretch incomes. VU offers a few suggestions to help students save money in these challenging economic times.

- Textbook Rental Program – Could result in up to a 60% savings. Remember: Books are an out-of-pocket expense.



- Used Books – These go fast so purchasing textbooks early is a good idea.
- E-books – Another opportunity to save. See the Old Post Bookstore for more details.
- Book Buy-Back Program – Turn books into cash at the end of the semester.
- Personal Finance Management (ECON 208) – Teaches students to be good financial decision makers.

Steps for Adding Authorized Payer(s)

Students can set up account(s) for authorized payers (parents, guardians, etc.) to make payments via Cash Net through their university account. Authorized payers can view account balances and will receive billing alerts via email.

To add an authorized payer: Log into MyVU account, Click on the student tab, Access SSB, Student and Financial Aid, Billing and Statement, My Account, and finally 'Add New' in

Authorized Payers.

Blazer OneCard

The Blazer OneCard is your students official ID, their meal card (for those with a meal plan), and/or Flex Dollars, and it can also be a debit card. The Blazer OneCard can be an avenue for students receiving a refund. For more information, students should visit the Bursar's Office located in the Welsh Administration Building or call 812-888-4244.



Parent and Family FAQs

Q: What is a FAST PASS?

A: Students may print a FAST PASS from their MyVU account during Opening Weekend if they have excess financial aid after tuition, fees, room and board are paid.

Q: Is the financial aid award on my students Blazer OneCard?

A: No. All financial aid is initially credited to their MyVU account. After meeting federal guidelines, refunds will be dispersed to the students Blazer OneCard if applicable.

Q: How do I receive my student's bill? When is tuition, housing, and other charges due to VU?

A: VU sends bills directly to the student's MyVU account. No paper bills are mailed. Payments are due on the following dates: August 1, September 1, and October 1 for the fall semester. Payments are due on the following dates: January 1, February 1, and March 1 for the spring semester.

Q: What is the information release form?

A: Due to FERPA (Federal Education Rights and Privacy Act), Vincennes University isn't allowed to release confidential student information. If students wish for their parent, guardian, or third party member to have access to their educational records, they must complete an information release form. Students must sign the form and make sure their Student ID (A#) is included. All forms must be submitted to the Registrar's Office located in the Welsh Administration Building for processing.

Q: How can I access my student's grades, academic standing, tuition, and fees?

A: The best way is to talk to your student. Keeping the lines of communication open are important. Students can access many parts of their educational records and conduct secure transactions with the university through their MyVU account. Students can also grant access to their tuition and fees including their financial aid award at <http://my.vinu.edu/web/financial-services/bursar>. The disclosure of student records is governed by FERPA. Grades are not released over the phone or via email. Students can submit a transcript request to the Registrar's Office if they wish to release grades to a third party.

Q: How does my student access their MyVU account?

A: Students should have received a letter with their Student ID (A#), username, password, and instructions for logging into their MyVU account. If your student has misplaced this information please have them contact the Management Information Center at myvuhelp@vinu.edu or 812-888-4332. Note: MIC will only give this information to the student.

Q: Does my student need a parking permit?

A: Yes. All students wishing to park on VU property must have a parking permit. Permits can be purchased for \$30 per vehicle at the Campus Police Office. Please note that parking is mainly on the perimeter of campus.

Q: When will my student receive their housing assignment? Can my student request a roommate?

A: Housing assignments are emailed to the student's designated email address in mid-July. Residence Hall assignments are made in order of application and deposit received. Roommate requests must be mutual and listed on the Housing Contract. (Make sure to include the requested roommates' full name and Student

ID/A#.)

Q: There is a hold preventing my student from registering for classes. Why?

A: VU utilizes holds to stop registration and other transactions when the student fails to fulfill some obligation. While there are multiple reasons for holds, most holds reflect past due balances, disciplinary actions, and lack of immunization records on file. VU can only discuss a student's education records with parents or family members if the student has completed the information release form. Students should contact the appropriate office to resolve any holds on their account.

Q: Where can we find scholarship information?

A: The VU Scholarship Application becomes available at: vinu.edu/scholarships each fall for the following academic year. The priority deadline for submission is January 15 prior to the fall semester.

Q: What dining services are available on campus?

A: Tecumseh Dining Center (TDC) is the primary eating facility on campus. Students who are on a meal plan can use their Blazer OneCard as their meal ticket to access TDC. Students and staff are also able to enter using Flex Dollars, cash, or credit card. Jazzman's Coffee and Tea as well as the Food Court located at Jefferson Union, both offer alternative eating options. However, students must use Flex Dollars, cash, or credit card.

Vincennes University knows how important it is to stay connected with your student. Emails, visits, and phone calls are encouraged. Parent and Family Services offers many resources to assist you such as the Parent and Family Services Calendar/Handbook, E-newsletter, and help lines (both phone and email).

Parent and family members can find more information on Facebook at: www.facebook.com/groups/vuparents

*The Office of Parent and Family Services is committed to serving students by providing assistance and support for the family unit through quality parent programs and communication tools as a means to facilitate student success.

**PARENT &
FAMILY
SERVICES**



VINCENNES

UNIVERSITY

WWW.VINU.EDU/PARENTS

888-852-3940 (Toll Free Number)

812-888-5004

parents@vinu.edu

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