

INDIANA**TECH**

**Early Start  
Student Handbook**

[admissions.indianatech.edu/early-start](https://admissions.indianatech.edu/early-start)

# Early Start Student Handbook

Welcome to Early Start, Indiana Tech's dual-credit/dual-enrollment program. Whether you are taking classes at your high school, online or on our beautiful campus, we are excited to have you with us.

This handbook is filled with important information about Early Start, such as grades, withdraw/refund policies, schedules and book information.

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## Your Next Steps

**Visit campus:** Come see where you will be taking classes and meet with the dual enrollment and underclassmen counselor to go over your next steps.

**Choose your classes:** During this time you will work with the dual enrollment and underclassmen counselor to pick out the right classes for you. We have on-campus and online courses to choose from.

**Enroll in LetMeIn, our self-service password management system:** Once you have registered for classes and have received your welcome email, you must set up your account information through [LetMeIn.indianatech.edu](https://letmein.indianatech.edu) and change your password. Once you have completed that step, you can log into your my.indianatech.edu account. There you will be able to access Blackboard, your Indiana Tech email, and your class schedule.

- Access **Blackboard**: Username is XXX01 and password
- Access **my.indianatech.edu**: Username is XXX01 and password
- Access your **email**: Email address XXX01@indianatech.net and password
- Access **LetMeIn.indianatech.edu**: Full email address XXX01@indianatech.net and password

If you forget your password you can go back to [LetMeIn.indianatech.edu](https://letmein.indianatech.edu) and click "Forgot Password" button to retrieve it first. If you have any issues, call Indiana Tech Information Technology's helpdesk at 260.422.5561, ext. 2369.

**Billing and payments:** View bills and make payments through your [my.indianatech.edu](https://my.indianatech.edu) account. You will not receive a bill in the mail. Once logged in, click on My Account, Access My Account-Traditional Day, Account Manager.

## Early Start Benefits

### Experience college while still in high school

- Get personal attention and hands-on learning opportunities.
- Small class sizes.
- Connect with Indiana Tech students, faculty and support staff.
- Use the facilities of Indiana Tech's main campus, including our McMillen Library, computer labs, Fitness Center and Recreation Center.
- Participate in campus activities and events, including performances and sporting events.

### Early Start is financially smart

- Classes are just \$75 per credit hour compared to \$510 per credit hour for a traditional student enrolled at our campus. If you take the maximum number of Early Start courses, you can save approximately \$17,000 over the course of your undergraduate degree.
- Receive a \$500 Indiana Tech scholarship for every Early Start class you complete with a grade of C or higher if you enroll as a freshman at Indiana Tech (maximum benefit is \$1,500).
- Students who are eligible to receive free or reduced lunches through their high school are eligible to get one Early Start class fee waiver.

### Everything is included

- All Early Start students receive a parking pass, provided by the Admissions Office, at no charge (savings of \$60).
- Textbooks are included at no cost for all Indiana Tech students as long as all books are returned to the Warrior Fieldhouse (see campus map) at the end of the semester.
- Early Start students can receive a student ID, just like any other student. This allows you to have access to facilities and participate in events on the Fort Wayne campus. You can also use it to take advantage of [student discounts](#) available from participating Fort Wayne businesses.

#### Other benefits

- Free tutoring: Managing college courses while still in high school can be challenging and you may need a little extra support in your college courses. The [Tutoring Center](#), within our Office of Student Success, offers free peer tutoring to Indiana Tech students, particularly in courses like mathematics, engineering, science, English, and accounting. Feel free to stop by the Office of Student Success, located in the lower level of the Snyder Academic Center (see campus map), to meet the staff and peer tutors. The Tutoring Center staff will assist in identifying specific areas in which assistance is needed and determine the best plan of action that suits your needs. Contact the Tutoring Center at 800.937.2448, ext. 2337, to learn more about the services offered. Online tutoring is also available at [tutor.com](#). Michelle Regan, assistant director of the Office of Student Success, is the academic coach for all Early Start students, [MERegan@indianatech.edu](mailto:MERegan@indianatech.edu).
- Free library services: All students have free access to our online databases through our McMillen Library. Students can also take advantage of our Book-A-Librarian program if they need assistance with research for papers. For all services, visit the website for our library [library.indianatech.edu](#).
- Indiana Tech Career Center: Even as an Early Start student you are able to take part in the many activities that the Career Center hosts throughout the year such as mock interviews, best resume contests, internship round-up weeks and more. To see all of the services we offer, please visit [careercenter.indianatech.edu](#).

## General Information

**Am I an Indiana Tech student?** Yes, you are a student at Indiana Tech. You are considered a non-degree seeking student. Once you graduate from high school you will be an incoming freshman in college not a transfer student. The credit you earned in high school through Indiana Tech's Early Start Program does not make you a transfer student. Also, when you are accepted into Indiana Tech's Early Start Program, you automatically meet the criteria for admission into our traditional day program. We require a new application for admission and updated high school transcript and SAT or ACT test scores to review for an admission decision as a full-time degree seeking student. Our application is available for free at [indianatech.edu/applynow](#). We require updated high school transcripts and SAT or ACT test scores to review for an admission decision as a full-time degree seeking student.

**Do I have a student ID number?:** Yes, your student ID number is on your class schedule once your register for classes.

**How do I get another copy of my schedule?:** You have access to your schedule on your [indianatech.edu](#) account, or you may request one to be emailed to you. Contact the Dual Enrollment and Underclassman Counselor at [earlystart@indianatech.edu](mailto:earlystart@indianatech.edu).

**When and where do I get my books?:** If you are taking classes on campus you can pick up your books from the Warrior Fieldhouse one week before classes start (must have your physical student ID with you). If you are taking online classes, you should expect your book to arrive via UPS mail a day or two before the class begins. If you drop/withdraw from a class, it's your responsibility to make sure you return your book. On-campus students must return it to the Warrior Fieldhouse. Online students must email the Dual Enrollment and Underclassman Counselor, or [earlystart@indianatech.edu](mailto:earlystart@indianatech.edu), to request a UPS label be sent to your Indiana Tech email address. You will need to ship your book back to Indiana Tech to the attention of the Indiana Tech Bookroom.

**How will I know if Indiana Tech has any weather delays or closings?:** Check your local news stations or [indianatech.edu](#) webpage for updates on closing or delays. In addition, all students will also get updates through email, text, or phone calls.

## Tuition

**What is the cost for students taking dual-credit/dual-enrollment classes at Indiana Tech?:** All dual-credit/dual-enrollment classes are \$75 per credit hour. Books and parking permits are included in the cost.

**Is there financial assistance?:** Unfortunately there is no financial assistance available for classes, but if you qualify for free or reduced lunch through your high school, your first class fee is waived. Please have your guidance counselor email [earlystart@indianatech.edu](mailto:earlystart@indianatech.edu) to verify this information.

**When do I get a bill?:** Bills are published to your [my.indianatech.edu](#) account (never mailed) to students, starting in July for the fall semester, and December for the spring semester as long as you are registered for a course. Payments can be made through the portal or in person at Student Financial Services, located on the second floor of the Abbott Center (see campus map). Please note, if you pay with a credit or debit card it must be done online and there is a convenience charge of 2.75 percent added to the cost. Students who use an ACH (pay by check) will not be charged this fee. Cash or check can be submitted to Student Financial Services.

**What happens if I don't pay for my course?:** Indiana Tech does not drop Early Start students from courses for nonpayment. A hold is put on the official transcript, which holds your college credit and grades. Your transcript will not be released until your account is paid in full.

## Dropping a Course

**How do I drop/withdraw from an Early Start course?:** During the first week of classes the student must email the Dual Enrollment & Underclassman Counselor at [earlystart@indianatech.edu](mailto:earlystart@indianatech.edu) to be dropped from the course. After the first week the student must email the Dual Enrollment & Underclassman Counselor at [earlystart@indianatech.edu](mailto:earlystart@indianatech.edu) from your Indiana Tech student email to be withdrawn from the course.

**How does dropping/withdrawing from a class reflect on my transcript?:** If a student drops the first week of class it does not show up on the transcripts. Students who withdraw after the first week of classes will receive a "W" on their transcript that will not affect a student's GPA.

**Does dropping/withdrawing from a class have any impact at all?:** Early Start students are not eligible for Title IV funds, however, a withdraw in an Early Start class may impact future aid eligibility at Indiana Tech as an admitted student. Other questions should be directed to Student Financial Services.

## Refund of Fees

### Summer 2019

	Withdraw Dates	Charge
5th week	On or before 7/5/2019	No charge
After 5th week	On or after 7/6/2019	100%

### Fall 2019

	Withdraw Dates	Charge
5th week	On or before 9/23/2019	No charge
After 5th week	On or after 9/24/2019	100%

### Spring 2020

	Withdraw Dates	Charge
5th week	On or before 2/26/2020	No charge
After 5th week	On or after 2/27/2020	100%

**How will my refund be sent to me?:** Student Financial Services will review accounts for refunds. If a refund is needed, the refund will be issued in the same manner in which you paid for the course. If your payment was submitted via debit/credit card, the refund will be credited back to your debit/credit card.

*\*Student Financial Services reserves the right to review, approve, decline or issue refunds in a different manner.*

## College Credit

**What is the difference between high school and college credit?:** College credit is typically given when a student completes a college course for either three, four or five credit hours. The amount of high school credit awarded for the same class is determined by your high school guidance office.

**How do I transfer my credit to another college?:** You can request an official college transcript from Indiana Tech's Registrar's Office, located in the lower level of the Snyder Academic Center, or online at [registrar.indianatech.edu](http://registrar.indianatech.edu). Click on Transcripts at the top of the page, and follow the instructions listed. The cost is \$8.

## Grades

**How are my grades recorded if I participate in Indiana Tech's Early Start program?:** Your grades will be posted twice: once on your high school transcript and once on your permanent college transcripts. Once your college course has been completed your instructor will submit your final grade. If you fill out the Student and Parent Consent form, your official college transcripts will be mailed to your high school after every semester with the appropriate grade received. You can view your unofficial college transcript on you [my.indianatech.edu](http://my.indianatech.edu) account.

**What if I do poorly in my class?:** A grade exchange is allowed on courses in which a grade of "C-" or lower has been earned. Although a given course may be repeated more than once, by choice or necessity, the grade exchange provision above will apply only the first time the course is repeated. The "C-" or lower grade will be exchanged with the grade earned in the first repeat attempt, regardless of if that grade is greater than, equal to, or less than the original "C-" or lower grade. The exchange grade as well as any subsequent grades earned by repeating the class are used to calculate the cumulative GPA and degree major cumulative GPA. The following detail regulations apply to the grade exchange:

- No grade exchange will be made unless you completely repeat the course.
- All grades will remain on your transcript.
- It is not intended that this system of grade exchange shall alter the probation procedures now in effect; specifically, the academic dismissal procedures shall not be postponed to take advantage of this provision.

**What is the basis for grades?**

- A=Excellent, highest possible grade

- B=Good performance
- C=Satisfactory performance (a "C-" is not considered to be a passing grade in some courses)
- D=Unsatisfactory but passing (a "D" is not considered to be a passing grade in some courses)
- F=Failure
- W=Course withdrawal; Assigned on the academic calendar for each term, it has no effect on the student's GPA. All withdrawals must be initiated by the student. To begin the withdrawal from one or more courses, students must contact their advisors. If students are considering withdrawing from one or more classes, they should be aware that future financial aid may be affected. Students should contact the [Student Financial Services](#) for further information on how their aid may be affected.
- I=Incomplete

## Accessing On-Campus Computers

**How do I activate my computer account?:** Once you are registered for a course you will receive a "Welcome to Indiana Tech Email." It is very important that you use a personal email address and not your high school email address when you apply. Be sure to look for this welcome email, and if you do not see it check your trash/junk email. The email contains your permanent user name and generic password and instructions on how to set up your account through [LetMeIn.indianatech.edu](http://LetMeIn.indianatech.edu). You must follow all directions provided and answer all the security questions to finalize your account setup. If you ever forget your password you can go back to LetMeIn to retrieve it. Through your [my.indianatech.edu](http://my.indianatech.edu) student portal you are able to see your class schedule, access blackboard and your student email, complete your Release of Information form, and pay your bill.

**May I use the computer labs on campus?:** Yes, we have a 24-hour computer lab located in the Snyder Academic Center on the first floor. The 24-hour computer lab allows students to have around-the-clock access to computers and printers. A valid student ID is required to access the building and computer lab after regular business hours.

## Services for Students with Disabilities

**Where can I get assistance as a student with disabilities?:** The Office of Student Success is located in the lower level of the Snyder Academic Center. Indiana Tech is committed to helping all students reach their goal of earning a college degree. The purpose of the Office of Student Success is to offer students the extra support they need. Students with disabilities are encouraged to contact Jessica Black at 800-937-2448 ext. 2338 or [JBlack@indianatech.edu](mailto:JBlack@indianatech.edu) to develop an individualized access plan.

**What is FERPA?:** The Family Education Rights and Privacy Act (FERPA provides privacy protection to students enrolled in college classes). As an Early Start Student, Indiana Tech requires that you fill out our Release of Information Authorization Form. By signing this form, you are allowing Indiana Tech to talk to whomever you indicated on the form about your account. If you chose not to fill this form out, we cannot share information about your account with anyone.

## Students Rights, Responsibilities and Conduct

**What is student dishonesty?**

- Student dishonesty (cheating or plagiarizing) will not be tolerated in any class at Indiana Tech. Students are encouraged to inform the academic advisors of instances of cheating or plagiarizing.
- Cheating is defined as dishonesty or deceitfulness in order to gain an advantage. Examples are talking to other students or looking at their work during examinations.
- Plagiarism is another form of cheating. Students are guilty of plagiarism when they present someone else's work as their own. Examples are asking a friend to write an assignment paper for you, or including portions of material from a book, journal or computer file without giving appropriate credit to the author.
- Self-plagiarism (or recycling fraud) is the resubmission of part or all of one's own work to fulfill academic requirements in the same course or in other courses without providing proper acknowledgment of the original work with accurate citations.
- Fabrication is the falsification or invention of information or data in any academic undertaking.
- Facilitating academic dishonesty involves assisting someone in an act of dishonesty. Consequences: Academic dishonesty is regarded as a serious offense against the academic community. When a student has violated the principles of academic integrity, consequences will result as follows:
  - Violations of academic integrity will be handled by the faculty at the course level with an academic penalty for the course as stated on the course syllabus. The instructor will notify the student of the penalty and that the incident will be documented at the university level through the submission of an Academic Integrity Violation Reporting Form.
  - Once a second violation of academic integrity has been documented at the university level through the Academic Integrity Violation Reporting process, the student will be required to meet with the appropriate dean (day school) or academic coordinator (online). At this meeting, the dean or academic coordinator will discuss the seriousness of the integrity violations and notify the student that any further integrity violations may result in dismissal from the university. A letter from the dean or academic coordinator will also be provided to the student documenting the information that was discussed at the meeting.
  - Upon subsequent violations, the appropriate dean or academic coordinator will meet with the student to discuss the seriousness of the offense and/or make a decision on dismissal in consultation with the Vice President of Academic Affairs. The student may appeal the decision by following the appeal procedures on conduct sanctions documented in the Student Handbook.

## What is academic misconduct?

- To review Indiana Tech academic misconduct policies please refer to [Academic Policies & Requirements](#)

## Important Contact Information

- Indiana Tech Early Start Program: 260.422.5561, ext. 3433
- Email: [earlystart@indianatech.edu](mailto:earlystart@indianatech.edu)
- Website: [earlystart.indianatech.edu](http://earlystart.indianatech.edu)
- Student Financial Services: [busoffice.indianatech.edu](http://busoffice.indianatech.edu)
- Physical address ([campus map](#)):  
Traditional Admissions Office  
1600 E. Washington Blvd.  
Fort Wayne, IN 46803

## Things a Student Should Know

**What is a syllabus?:** A syllabus is one or more pages of instruction given by the professor at the beginning of a semester that serves as a guideline for the class. The syllabus generally identifies the course objectives, the main topic of every class meeting, grading standards, attendance rules, assignments, office hours, and how to contact the professor. It is wise to keep your syllabus handy to refer to throughout the semester. A syllabus will also include information on submitting late assignments, what happens if you are late or miss a class, and what you would need if you have to miss a class for an important appointment.

**How do I navigate Blackboard portal for my classes?:** Once you log into Blackboard, click on Blackboard Resource Center and read through each section. You can also reach out to your professor with questions.

**What happens if I turn in class work late?:** You should always refer to your syllabus for instructions on this. Some instructors lower the grade on late work. Part of your responsibility as a student is to meet the deadlines on coursework. Checking your syllabus on a regular basis will help know when assignments are due.

**What should I read in the textbook, and when?:** Your syllabus will list all reading assignments. It is your responsibility to read what's assigned even if it's not discussed in class. Sometimes that material may show up on an exam.

**What if I have to miss a class?:** The best thing to do is to notify your professor via your Indiana Tech student email as soon as you know you're going to miss a class.

**What if I'm late for a class?:** It is important to make sure you're in class when it meets but if an emergency occurs you need to contact your professor via your Indiana Tech student email, preferably before the class meeting.

**What if my spring break does not coincide with the university schedule?:** It is your responsibility to communicate with your professor via your Indiana Tech student email if you are going to miss class. If you know before you start class that you will be missing a good amount of time for spring break you will want to check with your professor to see if they will work with you. If not, you may want to reconsider signing up for the course.

## Campus map

