

O P E N Program

On-Campus Precollege Enrollment — Nondegree

Student Registration Guide
Spring 2010



INDIANA UNIVERSITY
BLOOMINGTON

What is The OPEN Program?

The OPEN (On-campus Precollege Enrollment—Nondegree) Program is offered by IU Bloomington, through the Division of Extended Programs, as a service to qualified high school students. It gives them special access to regularly scheduled IU courses for college credit on a space-available basis. The program is intended to meet the needs of highly motivated and high achieving precollege students. This nonresidential commuter program is available to eligible students each term of the regular academic year as well as during the Second Summer Session.

Applicants must be concurrently enrolled in high school classes (exception summer) pursuing a high school diploma and living with a parent(s) or legal guardian(s) within commuting distance of the IUB campus. Students (juniors or seniors) must be recommended for the program by their guidance counselor or principal. Usually, the recommendation is based on the reason for taking the class and on superior performance in high school as evidenced by rank in class and GPA. In some instances, credit earned from IU courses can also be used to fulfill high school requirements. This option, if desired, should be discussed and arranged with the student's high school counselor.

OPEN Applicant Criteria:

- High school Juniors or Seniors (younger students are NOT eligible)
- High School GPA must be at least 3.0 (on a 4.0 scale)
- Recommended by principal or guidance counselor
- Pursuing high school diploma
- Concurrently enrolled in high school (except summer)
- Located within commuting distance
- IU GPA must be at least 2.5. You may check your GPA on OneStart (<http://onestart.iu.edu>).

All policies are FIRMLY enforced.

Important Notice:

Indiana University generates electronic bills for tuition, fees, and other transactions on your bursar account. Please read "Electronic Billing and Payment" on page 7 for more information.

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OPEN Program general information can be accessed on-line at the following:
<http://www.open.indiana.edu>

Course offerings may be viewed at: <http://www.registrar.indiana.edu/>

Your schedule, fees, and final grades may be viewed at: <http://onestart.iu.edu>

Contact Information: OPEN Program
Leah Strain, Coordinator
Division of Extended Programs
Maxwell Hall 222
750 East Kirkwood Avenue
Bloomington, IN 47405
812/ 855-3839
openprgm@indiana.edu

Important Dates—Spring 2010

Specific deadlines are established to allow time for processing.

December 7	Application Deadline - LATE APPLICATIONS NOT ACCEPTED
December 14	Registration <i>We do it for you</i>
January 11	Classes begin
January 11–15	Late schedule adjustment (We <u>must</u> do it for you.) Contact the OPEN Coordinator at 855-3839 or openprgm@indiana.edu .
January 18	Martin Luther King Jr. Day (Classes do not meet.)
January 10	Fee payment deadline
January 15	Last day for 100% refund
January 22	Last day for 75% refund
January 29	Last day for 50% refund
February 5	Last day for 25% refund
March 10	Last day (before 4:00 p.m.) to drop a course with an automatic grade of W. You must let the OPEN Coordinator know by March 10.
March 13	Spring recess begins after last class
March 22	Spring recess ends. Classes resume at 8 a.m.
May 1	Last Day of classes
May 3–7	Final Exam Period
May 3	Final grades begin to be available through <i>OneStart</i> Self-Service
May 12	Grades are official as of this date. Term and cumulative grade point averages are now available through <i>OneStart</i> Student Center.

*Get your high school & IU faculty/department signatures as soon as possible.

NOTE: OPEN Program students are responsible for meeting the above deadlines, other university deadlines, and the following university regulations and policies.

How to Apply

Applicant Criteria

- High school Juniors or Seniors (younger students are NOT eligible)
- High School GPA must be at least 3.0 (on a 4.0 scale)
- Recommended by principal or guidance counselor
- Pursuing high school diploma
- Concurrently enrolled in high school (except summer)
- Located within commuting distance
- IU GPA must be at least 2.5. You may check your GPA on OneStart (<http://onestart.iu.edu>).

All policies are FIRMLY enforced.

Application Deadline

Refer to *Important Dates* on page 4. Late applications will not be accepted due to processing requirements.

Application Procedures

Interested students should discuss the OPEN Program with their high school guidance counselor. Students interested in music courses should see Special Instructions for Music Courses.

Students are required to complete the OPEN Program Application. An application must be completed for each term or summer session. Students currently enrolled in IU classes will be receiving information for the following term/session at their home address.

Step 1: Students must get signature approval to take a specific class(es) from their principal or guidance counselor. Information regarding the applicant's high school performance and the principal's or counselor's endorsement/recommendation must be on the application.

Step 2: Signature approval must also be obtained from the appropriate IU departmental chairperson or representative of the IU faculty member teaching the course. There may be special requirements or prerequisites recommended for specific courses.

Step 3: Students must obtain a parent signature agreeing to financial responsibility. Students are also required to sign the application.

Step 4: The completed application with all signatures of approval should be mailed or hand-delivered to the Coordinator of the OPEN Program, in the Division of Extended Programs, Maxwell Hall 222, 750 E. Kirkwood Ave., Bloomington, IN 47405. Final approval to take the course(s) is granted by the Division of Extended Programs.

Special Instructions for Music Courses:

Precollege students who wish to register in music courses for credit should contact Rachel Benirschke, School of Music Undergraduate Admissions, Merrill Hall 011, phone 855-3743, for information and registration instructions.

Precollege students who wish to enroll in noncredit music programs or workshops should contact the Office of Special Music Programs in Sycamore Hall 146 at (812) 855-6025 to arrange for private lessons.

Course Enrollment

Course Offerings

Course offerings may be viewed at: <http://www.registrar.indiana.edu>.

The 100-level courses are usually introductory courses or courses taken by college freshmen. Students enrolling in upper-level courses may have to take placement tests. Other courses may have prerequisites or require special permission. OPEN students will NOT be given access to English W131 on campus.

The foreign language departments may require students to test for placement into an appropriate course level if they have studied a foreign language previously. For information, current prices, and appointments for placement exams, please contact the Bureau of Evaluative Studies and Testing (BEST) at (812) 855-1595 located in Franklin Hall M014.

Auditing Classes & Pass/Fail

High School students are NOT permitted to enroll as auditors through the OPEN Program even if they are enrolled in one or more courses for credit.

High School students are NOT permitted to take a class Pass/Fail.

Student Status

OPEN Program students will be registered in the University Division of Indiana University Bloomington as part-time students with a special nondegree classification. This does not constitute regular admission to Indiana University. If a student decides to apply for regular admission to IUB, the Undergraduate Application for Admission must be completed and the student must comply with admission requirements.

Registration Agreement

If the completed application is received by the deadline and is approved, the OPEN Program Coordinator will complete the student's registration during special registration. Enrollment will be on a SPACE-AVAILABLE basis.

The Schedule Confirmation will be mailed to the student's home address the day after registration. Students may view their registration status online at <http://onestart.iu.edu>. Please DO NOT attempt to make any changes.

Once a student is registered, the student has assumed responsibility for paying the fees or notifying the OPEN Program Coordinator before classes begin if a decision is made to not attend. The registration will not automatically be canceled for nonpayment of fees.

Waitlist

If the course a student is requesting is full at the time of registration (and no alternatives have been noted) the OPEN Coordinator will place the student on the corresponding waitlist. The OPEN Coordinator will check the waitlist system daily after the initial registration. The waitlist system will run daily throughout registration. The final run falls on the day following the end of the 100% refund period.

It is the responsibility of the student to check the status of their waitlist courses, by checking OneStart or calling the OPEN Coordinator. Students may view their status on the waitlist at <http://onestart.iu.edu>. Please DO NOT attempt to make any changes.

Changes in Schedule

Schedule Adjustment

OPEN students are expected to have few or no schedule adjustment needs because of the special approval and course selection process. Continuous schedule adjustment as outlined in the Enrollment Bulletin is available via OneStart for regular IU students but not to OPEN Program students. OPEN students must request changes through the OPEN Program Coordinator since they are admitted to classes by special permission. If it is necessary to drop, add, or change a section, contact the coordinator to discuss procedures.

Late Schedule Changes

A Late Schedule Change fee of \$23.00 is assessed for each course dropped after the end of the 100% refund period. The Late Schedule Change fee also applies to a class number change, or a change of arranged hours.

Withdrawal

There is a process for withdrawing from a class(es). If for any reason a student is forced to withdraw from any course, call the OPEN Program Coordinator as soon as possible at (812) 855-5077 to begin appropriate procedures. We must complete the process for the OPEN Program students. Courses dropped after the first week of classes will be assigned a grade of W through the automatic withdrawal period; thereafter a grade of W or F must be assigned by the instructor. After this time, we expect withdrawals only in cases of emergency (such as extended illness or equivalent distress).

Please refer to the Office of the Bursar's Web site at <http://bursar.indiana.edu> for the refund policy.

IMPORTANT NOTE ABOUT WITHDRAWAL—Failure to pay does not withdraw a student from classes. If a student does not request a cancellation of the registration through the OPEN Program Coordinator, there is a risk of receiving a grade of F in the course(s). The student will also be responsible for all course fees, plus any applicable late fees through the date the withdrawal is requested. The fee refund schedule as listed in the Enrollment Bulletin and the Office of the Bursar Web site will be used.

Fees and Payment

OPEN students pay the same undergraduate credit hour and mandatory fees as regular students, with the exception of the Health Fee. All fees are subject to change without notice by action of the Trustees of Indiana University. Credit hour fees are assessed based upon the student's residence classification, school, and class standing. Please refer to <http://bursar.indiana.edu> or the Enrollment Bulletin for current undergraduate credit hour fees and mandatory fees.

Course-Related Fees

Course-related fees are assessed in addition to credit hour and mandatory fees. Special fees apply to courses including, but not limited to, film, fine arts, labs, music performance study, and studios. Refer to the Enrollment Bulletin or <http://bursar.indiana.edu> for fee amounts.

Electronic Billing and Payment

Indiana University generates electronic bills for bursar account activity. All students will be sent an e-mail notification to their IU e-mail account when the monthly bill is available on the Web. Students will be able to view and print copies of the statement as well as process electronic payments from the secure site. Students can also establish access for parents and other third parties to view current account balance information, view statements and process payments. Once access is created, authorized payers may also elect to have e-mail notifications sent when new bursar statements are generated. Please refer to the Office of the Bursar's Web site, <http://bursar.indiana.edu> for additional details.

Fee Payment Information

An account statement will be generated for fees based on the student's registration and any other debts owed to Indiana University and made available to the student electronically. An e-mail notification will be sent to the student's IU e-mail address alerting the student to new activity or a remaining balance.

You will be sent an e-mail notification of statement availability approximately two weeks before the payment deadline. If you do not receive an e-mail notification, please contact the Office of the Bursar by e-mail to bursar@indiana.edu or (812) 855-2636 for assistance. Failure to receive the e-mail notification will not be accepted as a reason for missing the payment deadline and your account will be assessed monthly late payment fees until the balance is paid.

Financial Aid Benefits**Fee Courtesy for Dependent Children of IU Employees**

Dependent children of full-time faculty and staff will be entitled to a fee courtesy consisting of one-half of the resident undergraduate fee rate. To receive fee courtesy for dependent children, the full-time employee must fill out the application titled IU Fee Courtesy Benefit Enrollment Form which is available from Human Resources Management in Poplars 165, may be requested by phone at (812) 855-2172, or may be accessed on the Web at http://www.indiana.edu/~uhrs/benefits/fee_courtesy.html. The form must be completed and returned to that office, directed specifically to the Records section, Poplars 165.

An application must be on file for each term during which the student is enrolled. If the form has been completed well in advance of registration, the credit will be reflected on the bursar account statement and the student may pay only one-half of the resident undergraduate fee. If overpayment is made, a refund will be issued.

Benefits for Children of Disabled Veterans

The Indiana General Assembly has provided an educational benefit for children of veterans disabled in the line of duty during wartime. The benefit reduces the amount of tuition at state supported institutions. A parent should call the Office of Student Financial Assistance at (812) 855-0321 if the student qualifies. The Indiana General Assembly has also provided a free tuition benefit for children of Vietnam veterans classified as POW/MIA after January 1, 1960.

University Services

CampusAccess Cards

Once registered, you are eligible to receive a CampusAccess Card. CampusAccess cards may be used to check books out of the library and for other university services. See <http://cacard.indiana.edu/cacard>. To obtain your card, please take some form of photo identification with you to one of the Campus Card Services offices. Their offices are located in Eigenmann Hall and in the Indiana Memorial Union. Cards become available the week prior to the first day of classes.

OPEN students, with valid CampusAccess cards, can enjoy various programs and services at the School of Health, Physical Education and Recreation (HPER) building. If you are 18 or younger, please call (812) 855-2371 for information regarding age policy restrictions.

Student athletic tickets are available only to regularly enrolled students with full-time status.

IU Computing Accounts

Once registered, you should use the Account Management Service (AMS) to create the basic computing accounts you need to access the IU network, send and receive e-mail, store files, and create Web pages. You may access this service at: <https://itaccounts.iu.edu/>.

To use AMS, you will need your university ID, which may be found on your class schedule.

University Identification Number (UID)

Once registered, you will be assigned a University Identification Number (UID). You may find your UID on your schedule confirmation or through OneStart. To find your UID through OneStart: Log into OneStart. Click the Services tab, and select the Student Self-Service link from the sidebar. Locate the Student Center section; Click the Go to Student Center link; Click the Personal Information link; click on the Demographic Data link.

In order to use most features of OneStart, you must have an IU network ID.

Campus Parking Permits

OPEN Program students are eligible for an off-campus commuting student parking permit. However, this may not help much. There may not be a parking lot near all classroom buildings. Students should look into the paid parking facilities near their class(es). Students experiencing major problems should contact the Manager of Parking Operations, Henderson Parking Garage, 310 S. Fess, or call (812) 855-9848.

Academic Standing

Academic Good Standing

OPEN students are expected to maintain a CGPA (Cumulative Grade Point Average) of 2.5 or above in their IU course work to remain in good standing, making them eligible to re-enroll in the OPEN Program.

Any student maintaining an outstanding grade of "Incomplete" (I) in an IU course will not be eligible to register in another course until the I is replaced with a grade that satisfies the CGPA criteria mentioned above.

Grades Reporting

Early access to final grades will be available in OneStart as they are submitted by the faculty and posted to students' records. Grades submitted by 10:00 p.m. will be available in OneStart at 7:00 a.m. the following day. Term and cumulative grade point averages will be available once all grades are submitted by the faculty and are official (see Important Dates). Grades are available via OneStart Monday through Saturday from 7:00 a.m. to 10:30 p.m., and Sunday from 8:00 a.m. to 10:30 p.m. (the system is not available on national holidays except when classes are in session).

To view available grades: Log into OneStart. Click the Services tab, and select the Self-Service link from the sidebar. Locate the Student Center section; click the Go to Student Center link. Click the My Academics & Grades link. Locate the Term Information section; click the View Grades link. Select the appropriate term. Click continue.

Permanent Record/Transcript

Students enrolled in classes as OPEN Program students have a permanent academic record (a transcript) established with IUB. The credit(s) and grade(s) earned as an OPEN Program student will be a part of that permanent record (transcript). The Office of the Registrar, Transcripts, Franklin Hall 100, can issue students a transcript. The request must be in writing from the student, and there is a fee for each transcript. Students should wait approximately three weeks after the course ends before making a request. Only the student can request a transcript. For transcript questions contact the Office of the Registrar at (812) 855-7505.

IU Policies and Guidelines

E-mail as Official IU Communication

The university reserves the right to send official communications to students by e-mail with the full expectation that students will receive e-mail and read these e-mails in a timely fashion. Official university e-mail accounts are available for all registered students. To create an e-mail account, use the Account Management Service (AMS) available at <https://itaccounts.iu.edu/>.

Official university communications will be sent to students' official university e-mail addresses. For IU Bloomington, this is the `username@indiana.edu` address. Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with university-related communications.

Students with Disabilities

Students can learn about available services from the IU Office of Disability Services for Students, Franklin Hall 096, 601 E. Kirkwood Avenue, Bloomington, IN 47405; (812) 855-7578; e-mail: mjacques@indiana.edu; Web: <http://www.indiana.edu/~iubdss/>.

Code of Student Ethics

The Code of Student Ethics was issued in 1990. It is the responsibility and right of every student enrolled in classes to become familiar with this information. The code may be viewed at <http://dsa.indiana.edu/Code/>.

Nondiscrimination Policy

Indiana University is committed to equal opportunity for all persons and provides its services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, religion, sexual orientation, or veteran status.

The applicant is not required to answer the question about ethnic origin and refusal to answer will not affect admission. Any information given by the applicant in answer to this question will be kept confidential.

Contact OPEN Coordinator

On-campus Precollege Enrollment – Nondegree Program

Leah Strain, Coordinator

Division of Extended Programs

Maxwell Hall 222

750 East Kirkwood Avenue

Bloomington, IN 47405

812/ 855-3839

openprgm@indiana.edu

OPEN Program Application

Spring 2010

On-campus Precollege Enrollment / Nondegree Program Indiana University Bloomington

Return form to OPEN Program, Maxwell Hall 222, 750 E. Kirkwood Ave., Bloomington, Indiana 47405. Questions, call 855-3839. Application is due by December 7 for Spring 2010. PLEASE DO NOT USE THIS FORM FOR MUSIC COURSES.

This application is to be used only to authorize students to concurrently enroll at Indiana University Bloomington while completing their high school diploma; those enrolled under this authorization are classified as special nondegree students. Students intending to enter into a degree program at Indiana University must complete the basic Undergraduate Application for Admission and file supporting academic credentials. This application is not valid unless signed by high school counselor, appropriate IU departmental chairperson, student, and parent/guardian.

PLEASE PRINT OR TYPE

Legal Name _____

Social Security Number*

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 Birth Date _____ - _____ - _____ Female
Example: 06-22-87 Male

What is your U.S. citizenship status? U U.S. Citizen N Visa not yet obtained
 O Other _____ P Immigrant, Permanent Resident
 F2 Dependent of Student J2 Dependent of Exchange Visitor

If you are not a U.S. citizen, what is your country of citizenship? _____

Ethnic Information Check one. (Optional question)* A Asian or Pacific Islands I American Indian or Alaskan Native
 B African American W White
 C Hispanic X Other American

Residence What is your age? _____ Which state is your state of legal residence? _____

How long have you lived in that state? _____

If you have lived in Indiana, give dates of Indiana residence and Indiana addresses. _____

Phone () _____ - _____ E-mail Address _____
Area Code and Number

Home Address _____
Number and Street

City _____ County _____ State _____ Postal Zip Code _____

From what high school will you graduate? _____ Month and year of graduation? _____
Example: May 2006 = 5-08

I'm a high school junior senior.

Have you previously enrolled at Indiana University? This includes ACP courses. Yes No

If yes, when and for what course(s)?

Course _____ Date _____

Course _____ Date _____

Course _____ Date _____

How many high school courses will you be taking during the semester for which you are applying? _____

Why do you wish to take a course(s) at IU for credit while still in high school? _____

Parent or Guardian _____ Daytime Phone () _____ - _____
(Print name) Indicate relationship: Mother Father Guardian Area Code and Number

Address _____
Street City State Zip

Please check here if either parent is a full-time faculty or staff member at any IU campus? (See Fee Courtesy information in Registration Guide.)

High School Endorsement: (To be completed by high school principal or guidance counselor)

Student's GPA / Number of semesters _____ / _____ Students must have a 3.0 GPA to qualify to the OPEN Program

Class rank / Total number in class _____ / _____

I certify that _____ has discussed the OPEN Program and the course(s) listed with me, and I am recommending this student for enrollment in the course(s) requested.

Principal or Counselor Signature _____ Title _____ Date _____

Printed Name _____ Phone _____ Extension _____

Subject (Math-M, Psy-P etc.)	Catalog Number (211, 110, etc.)	Class Number*** (4 or 5 digit #)	Course Meeting Time	High School Endorsement (Counselor/principal signature)	IUB Endorsement (IU faculty/Dept. Rep signature)	Phone
1) _____	_____	_____	_____	_____	_____	____-____-____
**** Alternative for 1:						
_____	_____	_____	_____	_____	_____	____-____-____
2) _____	_____	_____	_____	_____	_____	____-____-____
**** Alternative for 2:						
_____	_____	_____	_____	_____	_____	____-____-____
3) _____	_____	_____	_____	_____	_____	____-____-____
**** Alternative for 3:						
_____	_____	_____	_____	_____	_____	____-____-____

*** Please double check section numbers and whether your class requires a lab, drill, discussion, etc.
WE WILL NOT BE RESPONSIBLE FOR CHOOSING THESE FOR YOU.

**** You will be placed on the Waitlist for your original choice if no alternatives are listed or alternatives are full.

Total IU classes you would like to be registered in this semester or session? _____

Are you using the credit earned in the IU course(s) for high school credit also? Yes No
(If so, discuss and arrange with your high school counselor.) NOTE: Student is responsible for transferring college credit to high school record.

NOTE: Completion of this application is not an official admission or registration. Your application will be reviewed and if approved, you will be registered on a space-available basis. Also see the Enrollment Bulletin for information on the Waitlist system.

I authorize the OPEN Program of Indiana University to obtain information pertaining to my academic record at Indiana University.
I understand that any information released to the OPEN Program will be used for program purposes only. Yes No

I understand that all registration matters (including Adds, Drops, and Withdrawals) as an OPEN student are to be handled through the OPEN coordinator. I certify that all information provided on this application is accurate and I understand that any falsification of information is cause for immediate cancellation of my registration at Indiana University. In addition, I have read and understand the OPEN Student Registration Guide for the semester/session in which I am applying.

Financial Responsibility

I agree to pay the fees incurred from registering in the IU courses listed on this application. I understand that I will be billed by the Office of the Bursar and that non payment of fees does not constitute withdrawal from courses. If you have any questions regarding your bill, call 812/855-2636.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

THIS APPLICATION IS NOT VALID UNLESS SIGNED BY THE STUDENT, PARENT, COUNSELOR, AND IUB DEPARTMENT

* The applicant has the right to refuse disclosure of this number. If so, a special number will be assigned for record purposes throughout the duration of the student's involvement at IU. ** Please refer to Nondiscrimination Policy statement in the OPEN Student Registration Guide.