Hello and welcome to Indiana University!

I understand you will be joining us soon for classes, so I wanted to introduce myself ASAP. My name is Chris (see contact info in signature line below) and I’ll be your advisor in the School of Education (SOE).

You may receive this email more than once and for that I’m sorry, but I have no way of filtering these mailings. If you’ve already completed the steps below, please disregard this mailing. If you have not completed the steps below PLEASE do so immediately as it will be to your benefit when you start classes. The first thing you should do is follow the steps below to ensure you will/have complete/d all the right steps for the University.

**Everyone entering the SOE is required to create their Onestart account and IU email account**

1. Create your IU Onestart AND email account (they are two separate processes)
   a. MUST have your Onestart and IU email created BEFORE Orientation
   b. [https://Itaccounts.iu.edu](https://Itaccounts.iu.edu) (follow directions to create account)
   c. Hint: You should create your own account (do not let anyone create this account for you) and you should make your “passphrase”

**Everyone entering the SOE is required to Confirm Admission**

2. Confirm your admission
   a. Newly admitted students must confirm their intention to attend IU South Bend. This can be done online as follows:
      Log on to OneStart
      Look under "Services and Information"
      Under the "Academics" section, click on the "Admission Confirmation (IU South Bend)" link
      Select the status that applies to you and submit the form

**Most everyone in the SOE is required to take Placement Exams**

(See Admissions letter to determine if you should register to take these exams)

3. Take placement exams (if required) EARLY because we’ll need your scores to register classes
   b. [https://cf.iusb.edu/ss-placement/placementform.cfm](https://cf.iusb.edu/ss-placement/placementform.cfm)
c. Placement exams must be completed prior to meeting your advisor or attending orientation. Refer to your admission packet to determine if any exams have been waived. Click here for exam reservations or call (574) 520-5005. Results may be accessed via OneStart. If you have difficulty accessing your scores, they will be available when you meet with me.

Everyone, including transfer students without 26+ transfer credits, entering the SOE is required to attend an ALL DAY Orientation

4. Register for Orientation-
   d. https://www.iusb.edu/orientation/reservations.php
   e. Don’t forget to read the “important information section” just below the online registration link
   f. You may not leave early from Orientation. You must attend the full day’s Orientation for which you register. You will schedule classes with me a few days AFTER Orientation. We do not register for classes the same day as Orientation, but you will sign-up for your meeting with me to schedule classes during Orientation.
   g. Please bring your OneStart account username and passphrase. Make sure you are able to log into OneStart PRIOR to attending orientation. If having difficulties, call the Information Center at (574) 520-5005.

If you are a transfer student with 26+ credits, entering the SOE

5. Transfer students with 26+ credit hours-
   h. If you have already registered with me you should attend an open house session before classes start. (we would have talked about that during our meeting).
   i. Transfer students with 26+ credits who have not met with me to schedule for the upcoming semester should contact our office immediately to schedule an hour appointment. Please call 574-520-4845 to schedule your appointment with me today.

Most everyone (transfer students excluded) entering the SOE
Will have an opportunity to take the Noel-Levitz College Student Inventory
6. You should receive an email invitation from Jeff Johnston delivered to your IUSB.edu email account to complete this inventory
   j. If you choose to complete the survey, please do so (if available) BEFORE Orientation

Again, welcome to the University and I’m happy you too will be an Alumnus someday. Feel free to contact me via email if you have questions before Orientation. I look forward to meeting you at Orientation and hope you have a chance to enjoy your summer!

Regards,

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Please, think of the environment before printing this e-mail
Before, During & After Orientation Checklist

Before:
- Create your OneStart Account and IUSB.edu Email
- Confirm Admissions
- Take placement exams (if required)

During:
- Check-in
- Clear holds (if applicable—ask advisor at check-in & see below)
- Morning session—with Education Majors
- Sign-up for appointment
- Lunch
- Afternoon Session—with other majors

After:
- Noel-Levitz Survey (If applicable—check IU email)
- Explore OnCourse Site
- Read the Student Guide on Oncourse under “Resources”
- Complete Quiz, on Oncourse under “Test and Surveys” (see card you clipped on lanyard at the registration table)

See Bursar
See Financial Aid
See Admissions
Meningitis Hold
Citizen verification
Needs Email

Please COMPLETE & bring this to your 1 hour appointment. THANKS!
Faculty small group discussion topics

• Discuss the difference between:
  o High school and college level learning
  o Study habits

• Discuss Faculty expectations for class, (participation (encourage questions from students), attendance, homework completion) stressing student responsibility for learning

• Relationship building between faculty and students (Addressing faculty: Dr.? not Dr.?, purpose of office hours, e-mail expectations)

• Useful campus resources (Writing Room, tutoring, ERC, Education Club?)