



FACULTY AND STAFF FOR STUDENT EXCELLENCE MENTORING PROGRAM

FASE Policy and Mentoring Tools Handbook



DEPARTMENT OF MENTORING AND LEADERSHIP DEVELOPMENT
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In the FASE Mentoring Program, it is every mentor's responsibility to do the best they can for their proteges and the program. As a leader, mentors should work towards improving the quality of the services provided by the program.

The policy manual is to inform the mentors about the policies at FASE. It should be used as reference whenever a mentor has a question or concern about the program. This document does not replace or overpower any information or rules set by the Lead Peer Mentor (LPM) or the Director of the FASE Mentoring Program.

Orientation (Fall and Spring)

Every year the program has 2 orientations, fall and spring. Fall orientation is mandatory for all mentors, new and returning. It usually takes place on the weekend before classes begin (typically welcome week). The Fall orientation is a full day program, mentors should plan out their weekends accordingly.

Spring orientation is mandatory for new incoming mentors. The spring orientation is led by the LPM and consists of a team of current mentors who assist with the process. Mentors should create presentation groups and cover different topics (as directed by the LPM). All current mentors should assist with the process by either making the presentation or presenting during the orientation.

Protégé and SMART Student Meetings

Every mentor is assigned a handful of protégés. Protégé's can either schedule with a mentor via SAS, Student Advising Scheduler (Appendix 2), or walk into the office and meet with the mentor in the office. After the meeting is over, mentors should ensure that the student fills out the 'Mentor Evaluation Form'. A QR code for the form is in every office. (also attached in Appendix 1). Mentors should fill out AdRx documenting the interaction.

The process of a SMART student meeting is the same as a protégé. The key difference is SMART students, at minimum should have one meeting a semester.

Protégé/SMART Student Concerns

Unresponsive Protégé's/SMART Students: If a protégé is unresponsive for 2 weeks, email the Director of the Program regarding the situation. If a SMART student is unresponsive, email Andrew Schwartz (schwaran@indiana.edu) and copy the FASE director.

Other Concerns: Discuss the situation with the LPM or your Senior Peer Mentor (SPC). They would be the best resource to discuss any issues you may be having.

Office Hours

Every mentor is assigned hours and a room to hold office hours. The hours are set by the Administrative Secretary of FASE based on the mentor's class schedules. Any scheduling issues should be addressed to the FASE administrative secretary.

Mentors should have the following apps logged in during office hours: Email, SAS, AdRx, and Skype (IM). Office hours should be clocked into Quali Time as the end of every session. Hours should not be logged in advance.

Conflict with office hours: If you have a conflict or are unable to hold office hours, mentors are responsible to find another mentor to cover their hours. Email the Secretary of the Program and cc the Director of the Program and the replacement mentor. If you want to make up the hours lost, meet with Secretary of the Program.

Late to office hours: If you are going to be late for your hours, email the Secretary of the Program about the situation.

Leave the office during office hours: If you must leave the office for more than 15 mins during your hours for unplanned reasons, IM the Secretary of the Program and the other mentor on schedule. This is to ensure if a student or protégé comes in looking for you, they can be directed accordingly. Otherwise, this should be discussed in advance if you need to leave.

In-Service

Mentors are required to attend all In-Services, Mentor Training Sessions, and Advising Sessions unless otherwise notified by the Director of the Program or the LPM. In-Service takes biweekly (twice a month) from 7:00 p.m. – 8:30 p.m. At the beginning of the semester, the Lead Peer Mentor would share the in-service dates for the semester.

If you have a conflict with the schedule, it must be discussed with the LPM as soon as possible. Mentors would receive one unexcused absence every semester. If you are going to miss an in-service (excused or unexcused), email the Lead Peer Mentor. Mentors are required to follow up with the Lead Peer Mentor regarding missed in-services. Mentors who have been excused or approved absence, are required to attend a Make-up In-Service, Mentor Training Session and or Advising Session. Make-up session dates will be scheduled by a Lead Peer Mentor. Absences to a make-up session will not be tolerated.

FASE Events

Mandatory Events: Mandatory events are usually the Meet and Greet, Classroom Secrets, IUPUI Mentoring Symposium, Etiquette Dinner, Career Dinner and Spring Recognition. The date of these events would be announced by the Lead Peer Mentor in the beginning of the semester. Mentors are required to RSVP for all events. If you have a conflict, email the FASE director (cc the Lead Peer Mentor) about the situation at least 2 weeks before the event.

IUPUI Mentoring Symposium: Strict attendance is required for the due to its relevance in building shared mentoring experience between programs and fostering individual leadership growth. Missing the Symposium must be discussed with the FASE director in advance and accompanied with a valid reason. Mentors who fail to attend this event will immediately be placed on probation and be called before the Director of the Program for a performance review. Missing the symposium can be cause for dismissal from FASE.

Non-Mandatory Events: Other FASE events like, Lunch and Learn, Information Sessions, FAB events are not mandatory, but attendance is encouraged. If ever unclear whether a event is mandatory, the Lead Peer Mentor would be a good resource.

FASE Call out meetings: Mentors are encouraged to assist with the FASE Program call-out meetings. Mentors can either present their experiences at the meetings or support the process by helping make the presentations.

Peer Mentor Interviews: Mentors are encouraged to sign-up to interview potential new mentors. Interviews take place during the Spring semester. Mentors have in-depth knowledge about the program and the skills required to be successful, they should support the process to ensure we hire individuals that would be a good fit with the program. Note: Participation is a paid activity.

FASE Advisory Board

Every mentor in FASE is a part of the FASE Advisory Board. There are approximately 9+ members in FASE apart of the FASE Advisory Board. The positions are held for the entire academic school year and work alongside the FASE Lead Peer Mentors, also known as the co-President. The goal of F.A.B. is serves to compliment all OMSLD mentoring services and initiatives and will represent a comprehensive and developmental approach to understanding and enhancing the quality of undergraduate life and learning. We will encourage students, faculty, and staff to participate in a variety of initiatives supporting personal, social, cultural, academic, leadership, and professional growth. Finally, through unique contributions to the campus community and to student life, the FASE Advisory Board will be representative of the highest quality University efforts to create a stronger and more diverse campus community, better prepare students for life and work in a diverse and global society, and support a common future founded in enhanced achievement and success for all. Following are the responsibilities:

Secretary: Enforces the agenda, Maintains notes of all meetings, Keeps box file neat and organized, Works closely with president to ensure all documents are kept from events, training, etc.

Parliamentarian: Ensure proper order and decorum during meetings, Mediates conflict during meetings, keep the constitution current

Treasurer: Responsible for keeping track of amount in account, Works closely with the Finance Director, of DEMA to ensure money is being spent within budget, Collaborates with Co-Presidents to build budget for each event, Plan with event chair to get materials for an event at least 2 days in advance

Fundraising: Responsible for creating/finding opportunities for FAB, Solicit support from mentors and proteges for fundraising activities, Work closely with Treasurer on transferring revenue to the FAB account

Historian: Manage FASE networking pages, Facebook events, photos, etc., Ensure photos are taken at events, Work with Marketing for FASE advertisements

Marketing: Cover publicity for all FASE events, Create and distribute all ads through various avenues (office, included in others newsletters, etc.), Present new ideas to attract more students to come to FAB events at board meetings, Assist with the involvement fairs

Events Coordinator: Helps President to ensure all events are ran smoothly, Checks with Treasurer before event to get any supplies, Plans set up and tear down of event

MAP

The Mentor Apprenticeship Program (MAP) is an 8 week program in the Fall and Spring semesters designed to aid students in learning the foundational aspects of mentoring. This program is voluntary and is oftentimes composed of students who are proteges themselves; however, the program is open to every student at Indiana University regardless if they were already a participant in the FASE program. By attending the weekly sessions and participating in the activities, students get a hands on experience and a “head start” to becoming a peer mentor the following year if they choose to apply. The first semester of

the program is focused on general mentoring and leadership competencies like communication, utilizing probing questions, and mentor roleplay. The second semester of MAP is more structured in that it aids students in learning professional components in hopes that they will be able to implement these tools as they begin to fill out their peer mentor applications; for example, resumes, cover letters, and interviews are just some of the few topics that are covered.

Job Description & Requirements of MAP Coordinator: As a MAP coordinator, one can expect to work alongside another coordinator for the duration of the school year. The job description includes creating materials and flyers to recruit MAP students, communicating with the peer mentors to relay the information about MAP onto their proteges, and maintaining a consistent flow for the program in terms of lessons. The first semester of the program, the coordinators should focus on doing lots of team building activities amongst the students, introducing commonly used mentoring strategies (i.e. probing questions, mentor roleplay), and facilitating discussion in the sessions. The second semester of MAP, the coordinators should ensure that the students are well informed about the hiring process for becoming peer mentors and develop lessons and activities that help them to be better prepared for this. As a whole, the MAP coordinators should be in good academic standing, and possess great dependability, responsibility, and creativity for ensuring that MAP students are being best prepared for becoming new mentors.

KUALI TIME Sheets

Mentors are required to electronically submit a TIME Sheet detailing their work activities for each pay period. TIME Sheets should be submitted to the OMSLD via the proper channel as directed by the Lead Peer Mentors. TIME Sheets should be submitted as instructed and reflects only their paid hours this excludes all hours donated to FAB positions.

TIME Sheets should be submitted no later than the date specified by the Lead Peer Mentors for the given pay period. If there is a legitimate excuse for a late submission Mentors should contact the Director of the Program immediately and cc the Secretary of the Program. Mentors who chronically submit TIME Sheets late (two or more late submissions) will immediately be called to meet with the Lead Peer Mentors for review. Mentors who further continue to submit TIME Sheets late will be brought before the Director of the Program for a review of their performance with the possibility of probation.

Session Summaries

Mentors are required to electronically submit a Session Summary detailing their work and volunteer activities for each pay period. Session Summaries should be submitted to the OMSLD via the proper channel as directed by the Lead Peer Mentors. Session Summaries not submitted correctly will not be positively accounted to the submitting Peer Mentor unless excused by the supervising Lead Peer Mentor.

Session Summaries should be submitted no later than the date specified by the Lead Peer Mentors for the given pay period as determined by the University payroll schedule. If there is a legitimate excuse for a late submission Mentors should be given no more than three days to have their Session Summary submitted. Mentors who chronically submit Session Summaries late (two or more late submissions) will immediately be called to meet with the Lead Peer Mentors for review. Mentors who further continue to submit Session Summaries late will be brought before the Director of the for a review of their performance with the possibility of probation.

A sample session summary is in Appendix 4.

Types of Absences

There are three types of absences: Absences due to the following reasons are considered excusable absences. Mentors are still required to contact the necessary individuals about the situation. The reasons are:

- Class schedule conflict (labs count as classes)
- Exam review sessions (professor mandated)
- Exams
- Professor office Hours that must be attended
- Conflict due to preparation or application for graduate school/professional certifications. (includes classes, exams, interviews)
- Interviews for professional careers
- Illness
- Doctor appointments
- Bad weather conditions or conditions where personal safety is threatened
- Other situations to be discussed with FASE Director

Approved Absence: The above list is not exhaustive. Mentors that have conflict not listed above would need to discuss the situation with the Director of the Program or the Lead Peer Mentor's.

Unexcused and Unapproved Absence: A absence that is not excused or approved by the Director of the Program is acceptable and would affect a mentor's performance measure.

AdRx Documentation

Mentors are required to document every student/protégé meeting on AdRx, however should not document sensitive or private information about their protégé's. Mentor's should be careful not to violate FERPA, HIPAA or the FASE Mentoring Program Confidentially Agreement (Links to these documents are in Appendix 5). In case of any confusion, discuss the situation with a Senior Peer Mentor or the Director of the Program.

Steps on how to use AdRx are listed in Appendix 3.

Professionalism

The best mentoring relationships tend to be ones where the student feels comfortable and safe to share their concerns. However, Mentors should keep in mind that they are representing an organization and should not engage in unprofessional activities or exhibit unprofessional behavior in front of proteges.

Communication: Mentors are required to respond to emails from the program within 12-24 hours. Emails from the program include protégé's, Lead Peer Mentors, Senior Peer Mentor's, the Secretary and Director of the Program.

Tardiness: All FASE Peer Mentors are expected to be punctual to events. Chronic and excessive tardiness will not be tolerated. Mentor's tardiness should not exceed five minutes unless they have contacted a Lead Peer Mentor prior to the start of an event. Mentors who are continuously tardy to events (three or more consecutive events) will be required to meet with the Lead Peer Mentor for review. Mentors who further continue to be late to events will be brought before the Director of the Program for a review of their performance with the possibility of probation.

Dress Code: Mentors should wear the FASE black polo shirt with either solid blue jeans, khakis or dress pants for FASE events.

Performance Review

Every spring semester, Mentors would have a performance review with the Director of the Program of the Program. It would be scheduled by the FASE secretary and are generally 30-40 minutes long.

The review would go over the Mentor's performance during the year, how they can improve performance as a peer, any suggestions or concerns about the program, etc. Mentors would also be asked if they intent to return as a mentor the next academic year.

Mentor Probation

The aim of probation is not to punish mentors, but to provide a more structured system of guidance for mentors to expand their leadership and professional development in areas for which they have shown a need.

There are two types of probation, Academic and Program Performance.

Academic Probation: Academic Probation is based on the cumulative GPA of a Mentor. If a Mentor's cumulative GPA drops below the required level (2.8 for Peer Mentors and Lead Peer Mentors, 2.9 for Senior Peer Mentors) would trigger academic probation. At the end of the next semester the Mentor's GPA is above the required level, they will be removed from probation. If the Mentor's GPA goes not meet the required level but has improved from the prior semester, the Mentor would remain on academic probation with the program. However, if the Mentor's GPA does not improve, they would have to meet with the Director of the Program to discuss their future with FASE.

Program Performance Probation: This probation is triggered by a Mentor's performance with the program. Program Performance is monitored with the Program Performance Tool. It takes into consideration late session summaries submissions, unexcused and unapproved absences from in-services or mandatory events, unprofessionalism. If a Mentor's performance drops below 50%, they would be on program probation. A Mentor would be off probation, if they are above 60% by the end of the semester.

Mentors who are placed on probation will be called to meet with the Graduate Assistant or the Director of the Program to discuss the nature and reason of their probation. The terms of a mentor's probation will be specific to the behavior that got them placed on probation so that the mentor will receive leadership training as a way of increasing their leadership potential. For example, mentors who have been placed on probation, due to their tardiness, may be given the responsibility of having to arrive early to events to coordinate event set-up and break-down over the course of the course of their probationary period. These measures will help chronically tardy mentors to establish a habit of punctuality while also expanding their sense of accountability and responsibility as a FASE Peer mentor.

In addition to monthly check-ins with their respective Senior Peer Mentor, they would need monthly check-ins with the Graduate Assistant. There has to be a 2-week gap between meetings with the Senior Peer Consultant and the Graduate Assistant, essentially the Mentor has a check-in meeting every two weeks. The increased meetings is to ensure that the Mentor receives the support required to improve performance. If the Graduate Assistant and the Senior Peer Consultant see significant improvement in the Mentor's performance, they can request the Director of the Program to take the Mentor off probation.

Reporting Tools

FASE has two feedback and concern reporting mechanisms.

Feedback Survey: This survey would be open throughout the academic year and regularly monitored the Graduate Assistant, Secretary and FASE Director. The form is anonymous, however if a mentor requires a prompt response, they should include their names. It is not mandatory.

The link is attached in Appendix 6.

End of Semester Feedback Survey: At the end of every semester, another feedback survey will be opened for a short duration of time. It is intended to reflect upon the program's performance over the last semester and address ways to improve the program. This survey is mandatory. The link would be sent out by the Graduate Assistant.

The results of the survey would be discussed during the second last in-service of the semester. As a group, we would evaluate the program and brainstorm ideas, methods of improvement and set up a implementation plan.

Title IX Responsibilities

If you have experienced sexual misconduct, or know someone who has, the University can help. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with:

- The Sexual Assault Crisis Service (SACS) at 812-855-8900
- Counseling and Psychological Services (CAPS) at 812-855-5711
- Confidential Victim Advocates (CVA) at 812-856-2469
- IU Health Center at 812-855-4011

More information about available resources can be found here:

<http://stopsexualviolence.iu.edu/help/index.html>

In the event of a report, Deputy Title IX Coordinator or IU's Title IX Coordinator will work with a small number of others on campus to ensure appropriate measures are taken and resources are made available to the student who may have been harmed. Protecting a student's privacy is of utmost concern, and all involved will only share information with those that need to know to ensure the University can respond and assist. I encourage you to visit <http://stopsexualviolence.iu.edu/help/index.html> to learn more.

Bias Incident Report

According to the IU Division of Student Affairs, a bias incident targets a person based on age, color, religion, disability (physical or mental), race, ethnicity, national origin, sex, gender, gender identify, sexual orientation, marital status, or veteran status. Bias incidents occur when someone is subject to discrimination, harassment, abuse, bullying, stereotyping, hostility, marginalization, or another form of mistreatment simply because they identify with or a part of a particular group.

Report a Bias Incident : https://indiana-advocate.symplicity.com/care_report/index.php/pid581930

You can contact the department through email, incident@indiana.edu or call 812-855-8187

Important Note:

The handbook should be reviewed by the SPC(s), Lead Peer Mentor(s) and Graduate Assistant at least once a year to ensure it accurately reflects the current state of the program. Ideally it should be reviewed in the spring, which would allow time for editing and implementation of the policy in the coming Fall.

Last Edited:

8th May 2020

SPC(s), LPM, and Mr. Smith (FASE Program Director)

Appendix

Appendix 1: Mentor Evaluation Survey

Peer Mentor:



https://iu.co1.qualtrics.com/jfe/form/SV_1z5v3wIP9I8C2i1?Q_CHL=qr

Senior Peer Mentor:



https://iu.co1.qualtrics.com/jfe/form/SV_bwp5RfqxO7wQNLL?Q_CHL=qr

Appendix 2: Student Appointment Scheduler (SAS) Instructions

- Go to one.iu.edu
- Search for student appointment scheduler
- Search for advisor- all mentors should show up
- Click and continue to schedule an appointment

Appendix 3: AdRx Instructions

1. Log in
2. Click on initials on the top
3. Go to profile to set settings
4. Calendar Settings
 - a. Allow drop-ins- yes
 - b. Don't worry about group advising size
 - c. Minimum future appointment time- go at your own preference (typical us 24 hours)
 - i. This makes it so people cannot schedule an appointment with you last minute
 - d. Maximum future appointment- again, own preference (typical is 14 days)
 - ii. Allows others to see schedule 2 weeks out
5. Advisor Information
 - e. Advisor bio
 - iii. Something about yourself and FASE, office number

6. Advisor Messaging
 - f. Confirmation message
 - iv. Customize the appointment confirmation messages that go out to students
 - g. Reminder message
 - v. Will go out if they've scheduled more than 48 hours out
 - vi. Can customize the reminder emails
7. Creating availability
 - h. Click on SAS calendar on your dashboard
 - i. Once your calendar is open, can choose your view preference (day, week or month)
 - j. To create an appointment slot- hover over the slot and click on the pop up that
 - k. Need individual appointments slots for each availability- not chunking time
 - vii. Options include length of appointment
 - viii. Can change from appointment to drop in
 - ix. Can set appointments to repeat
 1. Set beginning and end dates- have them align with the semester
 - l. FOR GROUP APPOINTMENTS ONLY
 - x. Create a brief description
 - xi. Group size
 - xii. Change building place
 - xiii. Set a time
 - xiv. Students select a slot and group will fill up
 - m. How to see your appointment
 - xv. Go to dashboard- click upcoming appointments
 - n. Creating a note
 - xvi. Go to dashboard
 - xvii. Click on upcoming appointments and click add note
 - xviii. OR
 - xix. Search for your student and add the note from there
 - xx. Notes should not have personal information- should use very basic language and unbiased

Appendix 4: Sample Session Summary

Submission Link: <https://mentoringservices.indiana.edu/resources/summary-form.html>

Sample Session Summary Form

FASE Activities/Program Involvement

Pay Period 10/13/13 – 10/26/13

Total Time:

Week of 10/13/13 –10/19/13

Total Time:

10/14 Monday Time: 5:00 p.m. - 5:30 p.m.

I spent a few minutes catching up with my protégés over the phone. I called all of them and asked how they were doing. A few of them were really stressed out about their midterms. I was able to calm a couple of them down, but they still see stressed.

10/15 Tuesday Time: 5:30 p.m.-7:30 p.m.

I attended the Stress Free Zone and helped with setting up and cleaning up. Many of my protégés came to the event so I was able to catch up with them.

10/18 Friday Time: 4:00-5:00 p.m.

I went to Jimmy John's with my protégé Carl. We talked about writing papers because Carl mentioned he had trouble with writing papers. He asked me about resources to help him with his papers and I mentioned the Academic Support Centers, as well as, highly encouraging him to talk to his professors. I think talking to him helped.

Week of 10/20/13 – 10/26/13

Total Time:

10/22 Tuesday Time: 7:00 p.m. – 8:30 p.m.

I attended the FASE In-Service. I found the information about CAPS very interesting and helpful for my protégés.

10/23 Wednesday Time: 6:00 p.m. – 7:00 p.m.

I had my monthly counselling session with the Senior Staff. We were able to talk about some problems my protégés were having that I wasn't sure how to address.

10/24 Thursday Time: 5:30 p.m. – 8:30 p.m.

I attended the Business Etiquette Diner. My protégés found this event very valuable.

Student Mentor Comment's

Write the name of every protégé below. Then, write a brief paragraph about your interactions with every protégé, any improvements you've seen in your protégés, any problems you may notice, or anything else that is important about your protégé.

Carl: Carl and I met at Jimmy Johns and he was concerned about writing papers. I talked to him about it and gave him resources like the Academic Support Center to help him. I saw Carl at the Business Etiquette Diner and followed up with him. He said he talked to his professor and went to the Academic Support Center. He said doing both things extremely helped him with writing papers and he feels more confident with writing papers.

Billy: I tried contacting Billy by phone and invited him to attend FASE's Stress Free Zone and Business Etiquette Diner. I have not heard from Billy. I am worried about Billy because I have not heard from him.

Session Summary Template

FASE Activities/Program Involvement

Pay Period 00/00/00-00/00/00

Total Hours: 00

Week of 00/00/00-00/00/00

Total Hours: 00

00/00 Day Time: 0:00am/pm – 0:00am/pm
Description

00/00 Day Time: 0:00am/pm – 0:00am/pm
Description

00/00 Day Time: 0:00am/pm – 0:00am/pm
Description

Week of 00/00/00-00/00/00

Total Hours: 00

00/00 Day Time: 0:00am/pm – 0:00am/pm
Description

00/00 Day Time: 0:00am/pm – 0:00am/pm
Description

00/00 Day Time: 0:00am/pm – 0:00am/pm
Description

Student Mentor Comment's

Protégé Name:

Protégé Name:

Protégé Name:

Personal Update

This is an optional section in which you can include any personal problems/concerns you had during a pay period. If you do not have anything you want to share, leave this section out of the Session Summary.

Appendix 5: FERPA, HIPAA and FASE Mentoring Program Confidentially Agreement

FERPA: <https://ferpa.iu.edu/>

HIPAA: <https://compliance.iu.edu/compliance-areas/hipaa/index.html>

FASE Confidentially Agreement: <https://mentoringservices.indiana.edu/resources/confidentiality-agreement.html>

Appendix 6: Reporting Tools

Feedback Survey: https://iu.co1.qualtrics.com/jfe/form/SV_6L3YiQnZdzaeEAZ

Appendix 7: Campus Resources

SCHOLARSHIP PROGRAM OFFICES

1. *IU 21st Century Scholars Program*

- **Description:** The IUB 21st Century Scholars Office supports underrepresented college students from Indiana who have been awarded scholar status in their middle school years. Their wide variety of programs and services include: academic tutoring, peer mentoring, and workshops. Proteges who are 21st century scholars will have obligations to uphold as a scholar and can turn to the office for advising tailored to their needs throughout their collegiate journey.
- **Location:**
 - i. Office of the Vice President for Diversity, Equity, and Multicultural Affairs (OVPDEMA) 300 North Jordan Ave. Bloomington, IN 47405-1106
- **Administrative Office Hours:**
 - ii. Monday-Friday: 8:00 a.m. - 5:00 p.m.
- **Study Table Hours:**
 - iii. Monday-Thursday: 8:00 a.m. - 7:00 p.m.
Friday: 8:00 a.m. - 5:00 p.m.
- **Website:** <https://21centuryscholars.indiana.edu/contact/index.html>
- **Social Media:** Instagram-@iub21cs, Twitter-@iub21cs, Facebook-@iub21cs
- **Tags:** 21st Century, Scholars, Tutoring, Indiana Resident

2. *GROUPS Scholars Program*

- **Description:** The IU GROUPS Scholars Office supports underrepresented college students from Indiana who have been awarded scholar status in their senior year of high school. Their wide variety of programs and services include: academic tutoring, peer mentoring, and workshops. Proteges who are GROUPS scholars will have obligations to uphold as a scholar and can turn to the office for advising tailored to their needs throughout their collegiate journey. Groups scholars spend the summer before their freshman year on IU's campus and form strong bonds with their Summer cohorts which are referred to as G-(year of summer in groups), eg. G16. G17. G18, G19.

- **Location:**
 - i. Office of the Vice President for Diversity, Equity, and Multicultural Affairs (OVPDEMA) 300 North Jordan Ave. Bloomington, IN 47405-1106
- **Administrative Office Hours:**
 - ii. Monday-Friday: 8:00 a.m. - 5:00 p.m.
- **Study Table Hours:**
 - iii. Monday-Thursday: 8:00 a.m. - 7:00 p.m.
Friday: 8:00 a.m. - 5:00 p.m.
- **Website:** <https://groupsscholars.indiana.edu/>
- **Social Media:** Instagram -@IU_Groups, Twitter-@IU_Groups, Facebook-@GroupsProgram
- **Tags:** Groups Scholars, Tutoring, Indiana Resident

3. *Hudson & Holland Scholars Program*

- **Description:** The Hudson & Holland Office supports underrepresented college students who have been awarded scholar status in their senior year of high school or who have applied later during their time at IU. Their wide variety of programs and services include: academic tutoring, peer mentoring, and workshops. Proteges who are HH scholars will have obligations to uphold as a scholar each semester known as L.E.A.D requirements and can turn to the office for advising tailored to their needs throughout their colligate journey.
- **Location:**
 - i. Office of the Vice President for Diversity, Equity, and Multicultural Affairs (OVPDEMA) 300 North Jordan Ave. Bloomington, IN 47405-1106
- **Administrative Office Hours:**
 - ii. Monday-Friday: 8:00 a.m. - 5:00 p.m.
- **Study Table Hours:**
 - iii. Monday-Thursday: 8:00 a.m. - 7:00 p.m.
Friday: 8:00 a.m. - 5:00 p.m.
- **Website:**<https://hudsonandholland.indiana.edu/>
- **Social Media:** Instagram-@hudson_holland_iub,@hhsplink, Twitter-@IU_HHSP
- **Tags:** HHSP Scholars, Tutoring, \$6000 scholarship

4. *Hutton Honors College*

- **Description:** The Hutton Honors College is a community of high achieving scholars who are held to high academic standards and promote a highly stimulating intellectual environment. HHC provides a number of networking, research, scholarship, and experiential opportunities. Various funding partners. Proteges can apply to be in the HHC based on the requirements found on their current website. They will be expected to enroll in a number of honors level courses.
- **Location:** Hutton Honors College
 - i. 811 E. 7th St
Bloomington, IN 47405
- **Hours:** Monday-Friday: 8:00 a.m. - 5:00 p.m.
- **Website:** <https://hutton.indiana.edu/index.html>

- **Social Media:** Instagram-@iu_hhc, Twitter-@iu_hhc, Facebook-@iu_hhc
- **Tags:** Hutton, Honors, Challenge, Opportunity

INTERNATIONAL AFFAIRS

5. International Student and Scholar Services Office

- **Description:** The OIS provides international students and scholars with assistance in all areas related to international study-including admissions, visas, advising, and employment. The OIS website also has information on topics such as international banking, taxes, cellphones, health insurance, and housing in the US.
- **Location:** IU Office of International Studies
 - 400 E. 7th St
Bloomington, IN 47405
- **Hours:** Monday-Friday: 8:30 a.m. - 4:30 p.m.
- **Website:** <https://ois.iu.edu/>
- **Social Media:** Instagram-@iu_ois, Twitter-@iu_ois, Facebook-@iu.ois
- **Tags:** International Student, Visa, New Country

STUDY ABROAD

6. Leo R. Dowling International Center (Study Abroad Office)

- **Description:** The primary center for all study abroad needs for IU students. They offer scholarship workshops and advising tailored to every region of the world. A list with contact info for each advisor for the world's regions as well as an advisor who is dedicated to non-IU programs can be found below. Students should use the Student Appointment Schedule (SAS) on One.IU in order to schedule an appointment with an advisor that is specific to their area of interest.
- **Location:** Leo R. Dowling International Center (In front of Read Residence Hall)
 - 111 S. Jordan Ave
Bloomington, IN 47405
- **Hours:**
 - Walk-in:* Monday-Friday: 10:00 a.m. - 4:00 p.m.
 - Building:* Monday-Friday: 8:00 a.m. - 5:00 p.m.
- **Website:** <https://overseas.iu.edu/index.html>
- **Advisor List:** <https://overseas.iu.edu/about/staff/index.html>
- **Social Media:** Instagram- @iuoverseas, Twitter-@iuoverseas, Facebook- @iuoverseas
- **Tags:** International, Study Abroad, Student, Visa, New Country, Scholarship, Advising

7. OVPDEMA Overseas Studies & Scholarship Program

- **Description:** The Overseas Studies & Scholarship Program is a division of OVPDEMA designed to provide support and empower underrepresented students to study abroad. They offer custom short-term OVPDEMA programming abroad and are equipped with support funding. Each semester they open applications for these various scholarships. They also put on workshops pertaining to international study and travel of any duration length including explanation/assistance filling out

scholarship applications. They work to ensure that students who would not normally study abroad get the chance to see the world. Please, encourage students to attend events put on by OVPDEMA Overseas Studies & Scholarship Program as well as reach out to the Program Director or Program Assistant for advice or guidance through an appointment on (SAS) or email if needed.

- **Location:**
 - i. Office of the Vice President for Diversity, Equity, and Multicultural Affairs (OVPDEMA) 300 North Jordan Ave. Bloomington, IN 47405-1106
- **Hours:** Monday-Friday: 11:00 a.m. - 4:30 p.m.
- **Website:** <https://ovpdemaoverseas.indiana.edu/programs/custom-programs.html>
- **Contact Director or Program Assistant:** <https://ovpdemaoverseas.indiana.edu/contact/index.html>
- **Social Media:** Instagram- @ovpdemaoverseas, Twitter-@ovpdemaoverseas, Facebook- @ovpdemaoverseas
- **Tags:** International, Study Abroad, Student, Visa, New Country, Scholarship, Minority

CULTURAL CENTER SUPPORT

8. *Neal Marshall Black Culture Center*

- **Description:** The NMBCC strives to create and consistently facilitate activities and programming that challenges, supports, and contributes to the continued development and success of Black students within the Indiana University community. They also seek to be an agent of cultural education and cross-cultural engagement for the broader community. They collaborate with several university entities to provide academic and other resources to help students navigate the college experience, support their academic success, and enable them to overcome obstacles that might hinder their pursuit of a degree. They also provide dedicated space for students to complete homework assignments, study for upcoming exams, and prepare for group presentations.
- **KEY RESOURCES:**
 - i. **Computer Lab**
 - ii. **Library**
 - iii. **Academic Support Center**
 - iv. **Graduate Mentoring Available**
 - v. **African American Arts Institute (AAAI)**
 - vi. **African American and African Diaspora Studies**
 - vii. **Archives of African American Music and Culture**
 - viii. **Black Film Center/Archive**
 - ix. **Black Student Groups**
 - 1. <https://blackculture.indiana.edu/student-resources/student-groups.html>
- **Location:** Neal Marshal Black Culture Center

- x. 275 N. Jordan Ave
Bloomington, IN 47405
- **Hours:** Monday-Friday: 8:30 a.m. - 5:30 p.m.
- **Website:** <https://blackculture.indiana.edu/about/index.html>
- **Social Media:** Instagram- @NMBCC_IU, Twitter- @NMBCC_IU, Facebook- @nealmarshallblackculturecenter
- **Tags:** Culture, Student Scholar, Scholarship, Counseling, Black Excellence, Tutoring, Retention

9. *LA CASA Latino Cultural Center*

- **Description:** La Casa/Latino Cultural Center at IU Bloomington eases the transition to college for Latino students with academic support, tutoring, cultural activities, and more. In collaboration with campus and community partners, the center also assists with recruitment and retention initiatives.
- **KEY RESOURCES:**
 - i. **Tutoring**
 - ii. **Computer Lab**
 - iii. **Latinx Breakout Initiative (In House)**
 - iv. **Collectiva Dinner (Free dinner at 7pm once a month & every day during dead week)**
 - v. **Chicano-Riqueño Studies**
 - vi. **Library/Study Area**
 - vii. **Latino Student Groups**
 - 1. <https://lacasa.indiana.edu/resources/student-groups-orgs.html>
- **Location:** 715 E 7th St, Bloomington, IN 47408
- **Hours:** Monday-Friday: 9:00 a.m. - 9:00 p.m.
- **Website:** <https://lacasa.indiana.edu/about/index.html>
- **Advisor List:** <https://overseas.iu.edu/about/staff/index.html>
- **Social Media:** Instagram- @la_casa_iub
- **Tags:** Culture, Student Scholar, Scholarship, Si Se Puede, Latino, Tutoring, Retention

10. *Asian Culture Center*

- **Description:** The Asian Culture Center (ACC) aims to promote awareness, understanding, and acceptance of Asian American and Pacific Islander cultures, history, and issues as an integral part of the fabric of American life in the United States. The ACC, a program of the Office of the Vice President for Diversity, Equity, and Multicultural Affairs, accomplishes this through advocacy, institutional resources, cultural and educational support, and community outreach activities that promote participation and dialogue with students, faculty, staff, and residents of Indiana. One does not have to be of Asian or Pacific Islander heritage to be involved with the ACC. Everyone is welcome.
- **KEY RESOURCES:**
 - ii. **Tutoring**

- iii. **English Tutoring**
- iv. **Cultural Initiatives**
- viii. **Asian Student Groups**

2. <https://asianresource.indiana.edu/news-and-stories/group-updates.html>

- **Location:** 807 East Tenth Street, Bloomington, IN 47408
- **Hours:** Monday-Friday: 9:00 a.m. - 7:00 p.m.
- **Website:** <https://asianresource.indiana.edu/about/index.html>
- **Social Media:** Twitter- @ACC_IU, Facebook- @asianculturecenter
- **Tags:** Culture, Student Scholar, Asian

11. *First Nations Culture Center*

- **Description:** The mission of the FNECC encompasses four components: To build a safe, supportive, and inclusive Native community within IU Bloomington. To actively support the recruitment and retention of Native and Indigenous students at IU Bloomington. To connect with and provide support to students, faculty, and staff who have historical roots to the land that is present-day Indiana. To provide educational opportunities that further awareness of contemporary issues within Native and Indigenous communities and create a campus environment that welcomes multiple perspectives on these issues.
- **KEY RESOURCES:**
 - iii. **Tutoring**
 - v. **Cultural Initiatives**
 - vi. **Tribal Education**
 - vii. **712 E 8th St Bloomington, IN 47408**
- **Location:** 807 East Tenth Street, Bloomington, IN 47408
- **Hours:** Monday-Friday: 8:00 a.m. - 5:00 p.m.
- **Website:** <https://firstnations.indiana.edu/>
- **Social Media:** Twitter- @ACC_IU, Facebook- @asianculturecenter
- **Tags:** Culture, Tribe, Native, Scholarship, Powwow, Land Acknowledgement

12. *LGBTQ+ Center*

- **Description:** Through the LGBTQ+ Culture Center, students will find a safe and welcoming learning environment that provides resources and support to help students successfully reach their educational goals. They actively foster the academic and personal success of LGBTQ+ students through programming, services, and support, while enhancing the campus community's understanding and appreciation of LGBTQ+ people and issues.
- **KEY RESOURCES:**
 - vii. **Ally training**
 - viii. **Initiatives/Programming**
 - ix. **Gender inclusive restrooms**
 - x. **Transitioning Support**
 - ix. **LGBTQ+ Student Groups**

3. <https://lgbtq.indiana.edu/resources/student-groups.html>

- **Location:** 705 E 7th St. Bloomington, Indiana 47408
- **Hours:** Monday-Friday: 8:30 a.m. - 5:30 p.m.
- **Website:** <https://lgbtq.indiana.edu/>
- **Social Media:** Twitter-@IU_LGBTQ_Center
- **Tags:** Culture, Student Scholar, Scholarship, Tutoring, LGBTQ+, Ally Support

13. Center for Veteran and Military Students

- **Description:** The Center for Veteran and Military Students helps veterans and military-connected students make the transition from the military to IU and provides support and resources during their time on campus. A multitude of benefits can be found on their page through the IU Office of Student Affairs.
- **Location:** 823 E. 11th Street Bloomington, IN 47408
- **Hours:** Monday-Friday: 8:00 a.m. - 5:00 p.m.
- **Website:** <https://studentaffairs.indiana.edu/student-support/veteran-services/index.html>
- **Social Media:** Twitter-@IU_LGBTQ_Center
- **Tags:** Military, Veteran, Support Scholarship

TUTORING

14. Writing Tutorial Services

- **Description:** Writing Tutorial Services (WTS) offers students one-on-one help with any phase of the writing process—from brainstorming to revising the final draft. When you visit WTS, you'll find a tutor who is a sympathetic and helpful reader of your prose. Services are available within various locations which can be found on their website under schedule an appointment.
 - i. WTS can help students:
 1. Develop strong thesis statements
 2. Develop effective outlines
 3. Find and integrate credible sources
 4. Identify patterns of error and fix these problems on your own
 5. Understand and avoid plagiarism
 6. Write effective answers to essay exam questions
- **Location:** Wells Library Learning Commons
- **Hours:** Monday-Friday: 8:30 a.m. - 5:30 p.m.
- **Website:** <https://wts.indiana.edu/>
- **Schedule an Appointment:** <https://wts.indiana.edu/tutoring/schedule-appointment.html>
- **Tags:** Writing, Essays, Help, Library

15. Student Academic Center

- **Description:** This is the primary free tutoring offered through the university. Locations are in residence halls, culture, centers, or in various rooms on campus. PASS stands for Peer Assisted Study Sessions which are small group study sessions led by

undergraduates. The SAC specializes in math, english, science, and history courses and is expanding subjects each semester.

- **Location:** 408 N Union St #300 | Bloomington, IN 47405
 - Directions to the SAC
 - We are located in the Student Central building. Use door no. 3 on the east side of the building (there will be a sign that says Student Academic Center). Take the stairs or the elevator to the third floor.
- **Hours:** (Vary by location and subject matter)
- **Website:** <https://sac.indiana.edu/>
- **Social Media:** Instagram- @iub_studentacademiccenter, Twitter-@IUB_SAC, Facebook-@IUB_SAC
- **Tags:** Tutoring, help, Dorms

FINANCIAL SERVICES

16. Student Central

- **Description:** Any financial inquiry a student has must be taken up with Student Central. This includes financial aid inquiries, transcripts, and work-study. Scholarship checks can be deposited in person to SC at their office. Additionally student central services can be accessed online through their confidential.
- **Location:** 408 N. Union Street
- **Hours:** Monday–Thursday: 8:30 a.m.–4:30 p.m. Friday: 9 a.m.–4:30 p.m.
- **Website:** <https://studentcentral.indiana.edu/>
- **Tags:** Scholarship, Appeal, FAFSA verification, billing, disclosure, todo list

17. Money Smarts

- **Description:** Money smarts offers financial consultations. Their goal is to increase financial literacy among students and help students master their financial situations. Appointments can be made via their website to meet with financial consultants who aid with information regarding budgeting, credit cards, debt, establishing credit, and getting a job etc.
- **Location:** 504 N. Fess Ave. Bloomington, Indiana 47408
- **Hours:** Monday-Friday: 8:30 a.m. - 5:30 p.m.
- **Website:** <https://moneysmarts.iu.edu/>
- **Social Media:** Instagram- @iumoneysmarts, Twitter-@iuoverseas
- **Tags:** Money, Advice, Financial, Budget

ADVISING

18. University Division

- **Description:** UD is a realm all students enter IU as if they are not Directly Admitted to their school or change majors. They offer academic advising, peer academic coaches, and resume help. Students can make an appointment via their website or One.IU Student Appointment Scheduler (SAS).
- **Location:** OVPUE Herman B Wells Library, 002 | 1320 E. 10th St.
- **Hours:** Monday-Friday: 8:30 a.m. - 5:30 p.m.
- **Website:** <https://ud.indiana.edu/>

- **Social Media:** Instagram- @iub_ud, Twitter-@iub_ud
- **Tags:** Advising, coach, help, classes, register

19. Career Development Center

- **Description:** The CDC is personalized career coaching which helps students find the ideal career and major. There are resources on how to improve professionalism and gain internship opportunities. A full list of their services and networking resources can be found on their website.
- **Location:** 1320 E 10th St, Bloomington, IN 47405
- **Hours:** Monday-Friday: 8:00 a.m. - 5:00 p.m.
- **Website:** <https://cdc.indiana.edu/>
- **Social Media:** Instagram- @iucareers, Twitter-@iucareers
- **Tags:** Career, guidance, testing, job

20. Health Professions & Pre Law Center (HPPLC)

- **Description:** HHPLC is an office of advisors who specialize in educating students on how to succeed in pre-health and law professions such as dentistry, optometry, physical therapy, and more. They put on numerous events throughout the semester and have an email list to help students better understand the testing and application processes for their desired profession.
- **Location:** Wells Library 002, 1320 E 10th St, Bloomington, IN 47405
- **Hours:** Monday-Friday: 8:00 a.m. - 5:00 p.m.
- **Website:** <https://hpplc.indiana.edu/about/index.html>
- **Tags:** law, health, profession

TECHNOLOGY

22. UITS

- **Description:** University Information Technology Services (UITS) tends to the modern, multifaceted technology environment at Indiana University. Each day, UITS works to develop and maintain a rich information-technology environment throughout the university that supports IU's vision for excellence in research, teaching, outreach, and lifelong learning.
- **Location:** Herman B Wells Library Commons | 1320 E. 10th St.
- **Hours:** Monday-Friday: 8:30 a.m. - 5:30 p.m.
- **Website:** <https://uits.iu.edu/tech-help>
- **Tags:** Tech help

23. IU Anyware

- **Description:** IUanyWare is a client virtualization (CV) service available to Indiana University students, faculty, and staff. With IUanyWare, you can stream a web browser or mobile app to run certain IU-licensed software applications without having to install them on your computer or mobile device.

- **URL:**<https://uits.iu.edu/iuanyware>
- **Tags:** free software stream, anywhere

24. *IU Ware*

- **Description:** Free downloadable IU sponsored software.
- **URL:**<https://iuware.iu.edu/Windows>
- **Tags:** free software

32. *Assistive Technology & Accessibility Centers*

- **Description:** The Assistive Technology and Accessibility Centers (ATAC) provide support and training for various assistive technologies available throughout the IU system. These tools help with reading, writing, studying and information access. Students referred to the ATAC by their disability service offices can receive assistive technology loans and necessary consultation, training and support at no cost to them.
- **URL:** <https://atac.iu.edu/students/index.html>
- **Tags:** service, DSS, tech

33. *UITS IT Training*

- **Description:** UITS offer free comprehensive technical certificate series such as:
 - Audio and Video Production Series
 - Media Design Series
 - Microsoft Access Essentials Series
 - Microsoft Excel Essentials Series
 - Microsoft Office Productivity Series
 - Web Creation Series
 - Along with these are topics in CyberSecurity, Adobe products, and much more!
- **URL:** <https://ittraining.iu.edu/>
- **Tags:** Certificate, learn tech, free

34. *iMechanic*

- **Description:** Computer repair shop in bloomington that specializes in iOS Mac software and hardware.
- **URL:** <https://www.imechanic.com/>
- **Tags:** fix, mac, iOS

TRANSPORTATION

25. *GoExpress Travel*

- **DESCRIPTION:** A direct shuttle from IUB to the Indianapolis airport.
- **URL:**https://goexpresstravel.com/airport_shuttle
- **Tags:** Shuttle, airport

26. *Campus Commute Shuttle*

- **DESCRIPTION:** A direct shuttle to IUPUI or the Indianapolis statehouse from IU Bloomington.
- **URL:** <http://www.campuscommute.com/>
- **Tags:** Bus

27. Nomad Rides

- **DESCRIPTION:** An alternative to uber and lift created by an IU graduate with a flat rate fee. Drivers get to keep the ride fee in full.
- **URL:** <https://www.nomadmoments.com/>
- **Tags:** Ride, Lift

STUDENT TOOLS

31. IU Grade Distribution

- **Description:** A website that compiles the average grades of all IU classes taught by various professors. This can help determine if students do generally well or not well in a class. Students might find it helpful to check the HOW TO USE GRADE IU DISTRIBUTION page before using this tool to get the most meaningful results.
- **URL:** <https://gradedistribution.registrar.indiana.edu/index.php>
- **Tags:** grades, class, easy, hard

32. Rate My Professor

- **Description:** A website that ranks the professors of various classes and a can help a student decide which section of a class to take.
- **URL:** <https://www.ratemyprofessors.com/>
- **Tags:** professor, teacher, ranking, rating

33. How to Change or appeal a grade

- **Description:** This form helps students change or appeal a grade from a class in the most recent semester.
- **URL:** <https://studentaffairs.indiana.edu/student-support/advocates/help/academic-help/changes-appeals.html>
- **Tags:** grades, class, change

HEALTH

38. CAPS-Counseling And Psychological Services

- **Description:** CAPS is IU's primary mental health facilitator. CAPS has 2 free visits which are primary consultations. After that, if there is a financial need/gap, students may fill out a confidential pay form stating how much they can pay for each visit and must recomplete this form every semester. Otherwise they will be charged at the full rate. Appointments must be made by phone at (812) 855-5711. The crisis line is (812) 855-5711 and choose option 1.
- **Location:** IU Health Center 600 N. Jordan Avenue Bloomington, Indiana 47405
- **Hours:** Monday-Friday: 8:00 a.m. - 4:30 p.m.

- **Website:** <https://healthcenter.indiana.edu/counseling/index.html>
- **Social Media:** Instagram- @iub_ud, Twitter-@iub_ud
- **Tags:** mental health, therapist, therapy, form

39. *Center for Human Growth*

- **Description:** CHG is a training counseling center staffed by graduate students in the Department of Counseling and Educational Psychology, serving residents of south central Indiana. Each student counselor receives supervision from a faculty member or an advanced graduate student being supervised by a faculty member. Because our counselors are trainees, all sessions will be videotaped. These sessions may be reviewed by supervisors to provide feedback to counselors. Additionally, sessions may be viewed live by supervisors and other counselors. They offer counseling in madarin, spanish, and english. The individual counseling fee is \$15 and couple and family counseling is \$20. Payment deferral options are available. They accept cash, checks, as well as bursar billing, no outside insurance companies are accepted.
- **Location:** Basement of the School of Education
- **Hours:** Vary by semester
- **Website:** <https://education.indiana.edu/chg/index.html>
- **Tags:** Advising, coach, help, classes, register

40. *IU Health Center*

- **Description:** The on campus health center. Services include psychological, pharmacy, travel clinic, wellness or nutritional training, sexual health, preventative care, gynecological services and more. The only insurance they accept is blue cross blue shield. Appointments may be scheduled online or by phone at (812)855-7688.
- **Location:** OVPUE Herman B Wells Library, 002 | 1320 E. 10th St
- **Hours:** Monday-Friday: 8:30 a.m. - 5:30 p.m.
- **Website:** <https://ud.indiana.edu/>
- **Tags:** health

41. *IU Health*

- **Description:** An urgent care facility outside of campus which accepts Indiana state insurance. For questions regarding services call this number (812) 353-3443
- **Location:** 3443 W 3rd St, Bloomington, IN 47404
- **Hours:** Mon-Fri 8am-6pm Fri 8am-2pm, Sunday closed
- **Website:** <https://iuhealth.org/find-locations/southern-indiana-physicians-urgent-care-indiana-university-health-326-s-woodscrest-dr>
- **Tags:** Insurance, health, urgent care

42. *Addiction Recovery Support*

- **Description:** Through the office of student affairs, The collegiate recovery community offers connection and referrals to local and campus resources and a supportive community for students seeking or maintaining recovery.
- **Website:**<https://studentaffairs.indiana.edu/health-safety/get-help/drugs-alcohol/addiction-recovery.html>
- **Tags:** Addiction, recovery, drug, abuse, support

43. Submit a Care Referral

- **Description:** A Care Referral is a confidential online form that can be submitted to get you or a friend help with:
 - Academic or administrative issues (advising, attendance, grade appeals, financial aid concerns)
 - Personal issues (relationship or family issues, adjustment to IU)
 - Health or wellness issues (mental health concerns, substance abuse issues)
 - Behavioral issues (disruptive behavior in class, sudden behavior change, conduct policy violations)
 - Bias issues (harassment or discrimination)
 - What happens after a Care Referral is submitted? You can expect to receive acknowledgement of your Care Referral during regular business hours within 48 hours of submitting it. It will be reviewed by the members of the Care Team in the Office of the Dean of Students, who will follow up with the student and connect them with appropriate support and resources.
- **Website:**<https://studentaffairs.indiana.edu/health-safety/get-help/drugs-alcohol/addiction-recovery.html>
- **Tags:** help, action

44. Confidential Victim Advocates

- **Description:** Confidential Victim Advocates are specially trained advocates who help students who have experienced sexual misconduct, including sexual assault, rape, sexual harassment, dating/domestic violence, or stalking. Your Confidential Victim Advocate can help address any safety, academic, or other university-related concerns and assist you in making a report, if you choose.
 - If you would like to speak with a Confidential Victim Advocate, call 812-856-2469 or email cva@indiana.edu.
- **Website:** <https://healthcenter.indiana.edu/counseling/sexual-assault/index.html>
- **Tags:** sexual assault, victim, advocate

STUDENT LIFE SUPPORT OFFICES

46. Office of Parking Operations

- **Description:** The Office of Parking operations manages citations and distributes parking permits. The majority of their services can be accessed online or by visiting their offices in person at the following address.
- **Location:**
 - i. Office of Parking Operations
 - ii. Henderson Parking Garage
 - iii. 310 S. Fess Avenue
 - iv. Bloomington, Indiana 47401
- **Hours:** Monday-Friday: 8:00 a.m. - 5:00 p.m.
- **Website:** <https://parking.indiana.edu/>

47. Crimson Card Replacement Offices

- **Description:** If a student loses their crimson card they can get a new one for \$25 within 10-30 minutes at one of the offices. Each new crimson card requires a new photo to be taken and the fee will be pushed to their bursar bill. To deactivate their card (prevent someone from using their crimson cash or meal points) while they look for it can be done through One.IU or by calling (317) 274-00400.
- **Location & Respective Hours:**
 - v. Wells Library Learning Commons 106 (Middle of West Main lobby)
 - a. Mon-Thurs 8am-7pm
 - b. Fri 8am-5pm
 - c. Sat 12-5pm
 - d. Sun 12-5pm
 - ii. IMU Main Level (Down a hallway past the food court and bowling alley)
 - a. Mon-Fri 8am-5pm
- **Website:** <https://crimsoncard.iu.edu/about/replacing.html>

48. Disability Services for Students

- **Description:** The Office of Disability Services for Students is dedicated to ensuring that students with disabilities have the tools, support services, and resources that allow equal access and reasonable accommodations to be successful at Indiana University Bloomington. Proteges should reach out to DSS if they need services in their classes like extra time for tests or assistance reading notes. Services are not retroactive so they need to get whatever they need ASAP so they semester does not overwhelm them.
- **Location:**
 - vi. Wells Library W302
 - vii. 1320 E. Tenth Street
 - viii. Bloomington, IN 47405
- **Hours:** Monday-Friday: 8:00 a.m. - 5:00 p.m.
- **Website:** <https://studentaffairs.indiana.edu/student-support/disability-services/index.html>
- **Tags:** Disability, Extra time on tests, Resources, help

49. *IU Legal Services*

- **Description:** IU legal services are free legal advice/representation for non-criminal cases. The cost is covered by the student activity fee and licensed attorneys and legal interns can be reached by filling out an in-take form.
- **Location:**
 - ix. Poplars Building
 - 400 E. Seventh Street
 - Room 712
 - Bloomington, IN 47402
- **Hours:** Monday-Friday: 8:00 a.m. - 5:00 p.m. .
- **Website:** <https://studentaffairs.indiana.edu/student-support/legal-services/index.html>
- **Tags:** Legal help, Law, Lawyer

51. *Crimson Cupboard*

- **Description:** Crimson Cupboard offers free food to IU Bloomington students who cannot otherwise afford it. Stocked by donations and staffed by volunteers, this special food pantry lessens the effects of poverty and food insecurity in our community. How it works? Crimson Cupboard operates on the honor system. They will never ask you for financial information. At your first visit to the pantry, you will complete a client form, which asks for general personal and demographic information. At each following visit, they will ask for your name. Students can visit the pantry once a week.
- **URL:** <https://studentaffairs.indiana.edu/student-support/crimson-cupboard/index.html>
- **Tags:** Free food, meal supplements, Food pantry

RESEARCH OPPORTUNITY IDEAS

54. *REU Research Experience for Undergraduates*

- **DESCRIPTION:** REU's are summer opportunities for students to conduct research typically for pay throughout 8-10 week programs. Protege's can look into these opportunities if they are in STEM or Social Science fields.
- **URL:** <https://www.nsf.gov/crssprgm/reu/>
- **Tags:** Research, opportunity, nationwide

55. *LSAMP*

- **DESCRIPTION:** LSAMP is a nationwide REU program that assists universities and colleges in their efforts to significantly increase the numbers of students matriculating into and successfully completing high quality degree programs in science, technology, engineering and mathematics (STEM) disciplines in order to diversify the STEM workforce. Freshman, Sophomores, and Juniors may apply to LSAMP through IU in January. Students from Indianapolis might want to apply to IUPUI's LSAMP.
- **KEY BENEFITS**
 - Research Experience, Stipend, Housing, Meals

- **URL:** <https://inlsamp.org/iub/>
- **Tags:** Research, opportunity

<https://inlsamp.org/iupui/>