1. Create your One Computing Account

If you have not done so, please set up your university computing accounts. One.IU is Indiana University’s Web-based application portal that provides a common front door to online services, including email, registration, tuition statements, payment options, and scholarship applications. You will need your Student ID number to create your One.IU computing account. If you cannot locate it, you can look it up at this link: https://itaccounts.iu.edu/ss/emplid_lookup.cgi

If you would like assistance with setting up your account, please phone the Gateway in the Administration Building at (574) 520-5005.

1. To create your account, go to One.IU (https://one.iu.edu/) and search for Create My First IU Account
2. Click on Create My First IU Account. This will bring you into the Account Management Service (AMS), which allows you to create the basic computing account(s) you will need at IU. To use AMS, you must provide your last name, date of birth, and University ID.
3. To activate your account, use your 10-digit student ID# from your admission certificate or the welcome letter from the Office of Student Services.
4. IU email is the official means of communication between a student and the University.
5. Students may grant third-party access to their One.IU accounts by submitting an authorization form.

2. Confirm your Offer of Admission

Undergraduate degree seeking students must confirm their intention to attend IU South Bend through their One.IU accounts in the summer and fall semesters beginning March 1. This is not necessary in the spring semester, nor is it necessary for non-degree students or graduate students.

IMPORTANT: Confirming your admission is an important decision. You should weigh all your options and commit to only one school by the stipulated deadline.

This process must be completed by the specified deadline for each semester in order to secure any scholarship funds that have been granted.

Undergraduate Degree-seeking DEADLINE: Summer and Fall Semesters: May 1.

3. Take your Placement Exam(s)

Please check your Admission Certificate or Admission Letter to learn whether you must sit for placement exams (English and/or math). Graduate students are usually excused placement exams.

These exams should be completed prior to meeting with your academic advisor about registration. Placement exams are offered at no cost. Please note that for undergraduate students, a computer automated “due date” based on your time of admission will be visible in One.IU. This specific “due date” can be disregarded as long as placement exams are completed before orientation and advising sessions.

Math Exam: ALEKS

You may arrange to take the math exam online at your convenience. For details, please see the following webpage: https://www.iusb.edu/exams/math.php

English Exam: You Must Make a Placement Exam Reservation At this time, you must arrange to take the English Exam on campus, if you are not otherwise exempt. Choose and reserve the available placement exam dates and times online at: https://crm.iu.edu/CRMEvents/SBPlacementExam/or you may phone: 574.520.5005.

Day of the English Exam

You may park in the visitor lot at the corner of Hildreth and Esther Streets. Maps and directions are linked at: https://www.iusb.edu/portal/maps/. You should arrive at least 10 minutes before the exam; late arrivals will not be seated. Please present a Photo ID and your 10-digit University ID number (which is included in your Admission Certificate). The English exam allows 60 minutes.

Exemptions/Special Accommodation

If you believe that you have adequate SAT scores or other course work/exam results that may exempt you from the English or Math placement exam, please write to your academic advisor.

Students with a documented disability requiring accommodation should make arrangements in advance with Disability Support Services by calling 574.520.4460.

Interpreting Exam Results

Instructions for accessing your exam results through your One.IU account, as well as information about which courses are prescribed from the results can be found here: https://www.iusb.edu/exams/examresults.php.

More Questions about the Exams?

Please call 574.520.5005 or consult the list of FAQ’s online: https://www.iusb.edu/exams/examsfaq.php.
4. Attend New Student Orientation, Complete Academic Advising, and Register

All new degree-seeking undergraduates and most degree-seeking graduate students must attend a New Student Orientation. Please refer to the Online Learning site to participate in the online orientation if you intend to take all of your course work online. Undergraduate degree-seeking students who are taking online course work together with lecture-based coursework should reserve a spot for one of the onsite orientations. You may make the reservation online: https://www.iusb.edu/orientation/reservations.php.

Undergraduate Student Account Holds

Both an advising hold and an orientation hold will appear on degree-seeking undergraduate accounts and cannot be lifted to enable registration until you have completed orientation and advising, except by arrangement with your advisor.

Conferring with your Academic Advisor

All degree-seeking students are assigned an academic advisor. You can learn more about your advisor assignment by calling the respective college or school into which you have been admitted. Students who will complete non-degree work are assigned to the Office of Admissions for academic guidance and assistance with registration: 574-520-4839.

Schedule of Classes Information

PDF - Students can view the schedule of classes online at https://www.iusb.edu/registrar/schedulelanding.php

Please be advised that pages captured by PDF may not reflect current course availability or class location.

Advanced Search

Students can view a real-time schedule at the link above and through One.IU.

Maps and Directions to Campus:


6. Arrange for Financial Aid, Scholarships and Paying your University Bills

Free Application for Federal Student Aid (FAFSA)

For maximum federal, state, and institutional aid consideration, students (and their parents) are urged to file the FAFSA application by March 10 each year. The application is online at: www.fafsa.gov. Our school code is 001816. Students and parents can learn more about financial aid during a new student orientation, by consulting IU South Bend’s financial aid Web pages: financialaid.iusb.edu, or by meeting with a financial aid counselor. Phone 574.520.4357 to set up an appointment or email your financial aid counselor directly at the email address listed on the Financial Aid website.

Title IV Authorization Form

Read and submit this form for the most inclusive use of your Title IV federal financial aid.

The Title IV Authorization form is accessed in One.IU by following this path: Services & Information, Financial > Student Authorizations > Grant Authorizations > South Bend Campus — Title IV Authorization. Read the Authorization and, if you choose to sign it, select Next. Click the box stating you have read the Authorization > click Submit.

Incoming Freshmen Counselor Assignments

All beginning first-year undergraduates will have an assigned financial aid counselor ready to assist them with financial aid questions and special circumstances. The counselors are located in the Enrollment Services wing of the Administration Building. Counselors are assigned to incoming based on the student’s last name.

In order to learn to which counselor you have been assigned, please see the updated listings at: https://www.iusb.edu/finaid/freshmen.php.

All other students may meet with any member of the financial aid staff by calling 574-520-4357, emailing (sbfinaid@iusb.edu), or stopping by the office (Administration Building 157).

Scholarships

All students are encouraged to submit an application through the Online Scholarship Application, due each year by the March 1 submission deadline. Instructions are available at: https://www.iusb.edu/scholarships/OSA.php.

A successful application ensures your consideration for over 200 scholarships available through IU South Bend and IU Foundation.

You are also urged to review additional scholarship opportunities, including scholarships that require submission of a paper application and the resource page for scholarships in the greater community. These are linked from IU South Bend’s Web pages at: https://www.iusb.edu/scholarships/index.php. Scholarship questions may be sent to scholar1@iusb.edu.
6. Arrange for Financial Aid, Scholarships and Paying your University Bills

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Paying your Bills
Student tuition, fees, grants, and awards for each semester are posted to your student account, accessible through One.IU. No paper bills will be sent. You can review Bursar policies and arrange for payment plans, direct deposit, and authorizing third-party access to your Bursar bills at the Bursar site: https://www.iusb.edu/bursar/index.php. Please note that direct deposit will allow the Bursar to process any refunds to your student account in the timeliest manner.

NOTES:

7. Review Other Important Considerations

Disability Support Services
Admitted students who wish to receive information about auxiliary aids or services, accommodations, and assistance should contact the Disability Support Services office as soon as possible to schedule an appointment with a representative.
Phone: 574.520.4460

Student ID
If you require an ID card in order to use campus facilities, you may go to the Gateway Information Center, in the Administration Building for assistance once you are registered for classes. You will need to present a photo ID (for example, a driver license). There is no charge for your first university ID card.

Textbooks
The View/Order Textbook links in One.IU will display the lists of required textbooks and costs for the schedule of classes you select.

The University bookstore is open Monday through Thursday 8:00 AM to 6:00 PM and Friday 8:00 AM to 1:00 PM. Phone: 574.520.4309 Web site: www.iusb.bncollege.com

Financial Literacy Module (First-Year Beginning Students Only)
New first-year beginning students are required to complete the Financial Literacy modules before attending the reserved orientation session. You will be able to link to the Financial Literacy Module, Transit, from your One.IU account> Student Center> To-Do List. Transfer students, international students, and students 21 or older are waived from this requirement.

Alcohol Awareness Module (First-Year Beginning Students Only)
New first-year beginning students will receive postal and email notifications on how to link to the AlcoholEDU module. Further information regarding deadlines and how to complete the module will be distributed at orientation.

Technology Assistance and Services
The University Information Technology Services office and Website outlines IT policies and serves as a gateway to a broad range of technology resources, including email set-up, software access, and training workshops and tutorials.
Phone: 574.520.5555
Website: https://www.iusb.edu/uits/index.php

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7. Review Other Important Considerations

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**Parking on Campus**
If you will take course work on campus and want to park in the adjacent lots, parking permits can be ordered and paid for during the online registration process and then picked up in the Parking Services office in the Administration Building, Room A123, open Monday through Friday. Parking passes become available 30 days before the start of the semester.
Phone: 574.520.5528; Web site: https://www.iusb.edu/parking/index.php

**On-Campus Dining Services**
Students may opt to add funds (“dining dollars”) to a student ID card which allows students to purchase food and drink on campus at a discount. Web site: https://www.iusb.edu/dining/index.php

**Diversity Resources**
You will find information about scholarships, support services, programs and activities that may me of interest at https://www.iusb.edu/admissions/diversity/index.php

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8. Immunization Compliance

Indiana State Law requires Indiana University to inform students of the risks of Meningococcal disease (commonly known as Meningitis) and the benefits of getting a vaccination.

College freshmen, in particular those who live in dormitories or residence halls, are at moderately increased risk for meningococcal disease as compared to individuals of the same age not attending college. The closed setting, combined with risk behaviors (such as alcohol consumption, sharing of food and beverages, exposure to smoke) may put college students at a greater risk for infection.

It is estimated that 100-125 cases of meningitis occur annually on college campuses across the country. The majority of these cases could be prevented by a vaccination.

**You do not have to be vaccinated.** However, you must go to the link below, read the attached information, and confirm that you understand the information presented. This process must be completed before you will be allowed to enroll for a second semester at IU South Bend.

**How to Complete the Immunization Compliance Form Online:**
1. Log into your One.IU account. Search for and click on the Immunization Compliance form.
2. After reviewing the information regarding meningitis, click the check box to signify you understand this information.
3. Click the Submit button. A confirmation page will be displayed.

If you have questions about the online form, contact the Office of the Registrar at 574.520.4451. If you have questions about immunization or meningitis, call the Health and Wellness Center at 574.520.5557.

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**Office of Veteran Student Services**
The office is staffed with current veteran students who go to school full time and work part time to help other veterans and their family members understand their benefits and help resolve other education issues that may arise for veterans.
Phone: 574.520.4115
E-Mail: veterans@iusb.edu
Website: https://www.iusb.edu/veteran/index.php