

SPEA Administration and Student Services Staff

David McSwane, Ph.D., Interim Associate Dean and Professor, Dr. McSwane oversees all aspects of the SPEA programs and services on the Indianapolis campus.

Alfred Ho, Ph.D., Associate Professor and Director of Public Affairs Programs. Dr. Ho is available to discuss the program with you.

Terry Baumer, Ph.D., Associate Professor and Director of Criminal Justice Programs. Dr. Baumer is available to discuss the program with you.

Paul Lang, Director of Health Administration. Contact Mr. Lang if you have questions or concerns about the MHA program.

Ingrid Ritchie, Ph.D., Associate Professor and Director of Academic Affairs. Dr. Ritchie is available to discuss the program issues with you.

Nancy Lemons, Director of Student Services. Nancy can assist with questions concerning registration, authorizations, or anything related to serving our students.

Luke Bickel, Manager of Graduate Student Services. Luke can answer questions about the graduate admissions process. Luke can also answer questions about assistantships, internships, fellowships, and scholarships.

Sara Allen, Student Services Assistant. Sara assists with all aspects of the graduate admissions process. She maintains graduate student academic records for SPEA and can assist with questions regarding grade point averages, academic probation, or student record changes. Sara also processes the applications for graduation, mid career credit, and service credit.

Denise Scroggins, Program Manager. Denise can assist with registering for all online courses.

Teresa Abney, Recorder. Teresa maintains undergraduate student academic records for SPEA and can assist with questions regarding grade point averages, academic probation, or student record changes. Teresa also processes the applications for graduation for undergraduates and special credit.

Key Contacts for SPEA Graduate Programs

If you have questions regarding any of the SPEA graduate programs, or about IUPUI, you may initially contact the **SPEA Student Services Office, 317-274-4656**, or 1-877-292-9321, located in BS 3027. Other contacts include the following individuals:

Master of Public Affairs (MPA)

General Program Information
Luke Bickel 278-0308
lbickel@iupui.edu
or
Nancy Lemons 278-2077
nlemons@iupui.edu
Director of Public Affairs
Dr. Alfred Ho 278-4898
altho@iupui.edu

Master of Health Administration (MHA)

General Information
Luke Bickel 278-0308
lbickel@iupui.edu
Director of Health Administration
Paul Lang 278-0343
plang@iupui.edu

Joint Degree Programs

The School of Public and Environmental Affairs offers several joint degree programs. For more information about one of the following joint degree programs, please contact SPEA Student Services at 317-274-4656:

Master of Public Affairs-Doctor of Jurisprudence (MPA-JD)

Master of Public Affairs-Master of Arts in Philanthropic Studies (MPA-MA)

Master of Health Administration-Doctor of Jurisprudence (MHA-JD)

Master of Health Administration-Master of Business Administration (MHA-MBA)

SPEA Student Services

A variety of information and assistance is available to you at the Student Services counter in room 3027 of the Business/SPEA (BS) building. Staff will assist you with registration, provide appropriate referral to other campus offices, serve as your advocate, trouble shoot, and answer many of your questions. They can answer questions regarding graduation, SPEA social activities, student organizations, and much more. You are invited to consider the SPEA Student Services Office as your **partner** throughout your graduate career.

Academic Status

Registration

IUPUI offers registration by computer through One Start. One Start allows you to register through a special computer program from home, your office, or any available campus computer cluster. Students can access One Start by clicking the link on the IUPUI Homepage. Students should select the "Self Service" tab to begin the registration process. For more registration information, contact the Office of the Registrar, Cavanaugh Hall 274-1508. The Registration Hotline is 274-1512.

Course Authorization

Note that arranged courses (e.g. independent readings, SPEA-V580/SPEA-P580, practicum SPEA-V585/SPEA-P585, research, SPEA-V590/SPEA-P590, SPHA-H702 and some other specially targeted courses) require authorization. Please consult the schedule of classes for instructions or requesting authorization. **Online NPMC and PMC courses require authorization from Denise Scroggi at dscroggi@iupui.edu or 274-6629.**

Academic Checklists

Occasionally students will be placed on academic or administrative checklists because they have not met certain requirements (i.e. GPA requirements or conditional admission). Students who are checklisted need to contact the student services office or their faculty advisor in order to obtain a clearance to *register for classes*.

Schedule Adjustments

To add or drop a course after the first week of classes, students must obtain a schedule adjustment form. This can be obtained at SPEA Student Services Desk (BS 3027). Before classes begin, students may add courses without signatures, unless the course is full. After classes begin, if authorized by the appropriate program director, instructor and advisor signatures are required to add a course. If a course is full, you can add your name to the waitlist for the course. It is recommended that you attend class if you are one of the top 3-5 students on the waitlist. If you are able to get in, you will not be behind.

*Refer to the Schedule of Classes and Academic Information for date deadlines.

What is eDrop?

Electronic Class Drop (**eDrop**) was developed so that students could make needed changes to their class schedules without having to walk paper forms to various campus offices for approvals and processing. After students submit their electronic eDrop requests, academic advisors and others can review and approve (or disapprove, if necessary) those drop requests using an electronic workflow system. Approved drop requests will then automatically update student class schedules before email notifications are sent to students indicating the completion of their eDrop requests.

Paper drop/add forms are still available from your advisor or school and will still be accepted at the Office of the Registrar (with the required signatures and grade assignments).

How does eDrop work for me?

If you need to drop a class, link to **OneStart** (<https://onestart.iu.edu>) just as you did to register for classes. Under **Registration & Classes**, click on the **Drop/Add Classes** link. On the **Drop/Add Classes** page, click on the **eDrop** link.

Probation

Students are placed on probation following a semester in which their cumulative or semester grade point average falls below a 3.0. Students on probation or admitted provisionally are required to attain an average of at least 3.0 for all work completed by the end of the next semester. Failure to do so is cause for dismissal.

Appeals Procedures

Students are eligible to make appeals of academic decisions made by SPEA faculty members. Appeals should be submitted in writing to the appropriate program director of SPEA at the campus where the decision was made. In every case, the student must first attempt to resolve the issue at the class/instructor level before submitting the written complaint or appeal. Every appeal must be initiated before the end of the last day of class of the next semester, fall or spring, immediately following the session in which the academic decision was made or the event occurred.

Curriculum

Students must fulfill the degree requirements listed in the Graduate Bulletin at the time of their matriculation. However, students may choose to follow the revised requirements implemented during their course of study. To do so, contact the SPEA student services office in BS3027.

Application for Graduation

Students are also required to notify the Recorder of their pending graduation by completing the Application for Graduation form. This form may be obtained in the SPEA Student Services Office, BS 3027. The deadline to apply for December graduation is **October 1**; the deadline for May and August graduation is **January 2**. These deadlines are critical as decisions regarding honorary societies are made after these dates and Alumni Office must be notified of your tentative graduation status. **All students, including certificate students, must apply for graduation.**

Academic Records

Mid-Career Credit Option

The Graduate Admissions Committee of the School of Public and Environmental Affairs may grant up to 12 credit hours toward the program for students who have had significant managerial-level work experience. Please see Luke Bickel for details.

If the mid-career option has been met

This will meet the experiential requirement. Depending on the number of credits (3-12), mid-career credit will reduce the total number of credits required for the 48 credit hour MPA degree or 51 credit hour MHA .

NOTE: Students may receive more mid-career option credit than they are eligible to use.

Options for students if the mid-career requirement has not been met:

Student has applied for and been denied mid-career credit or decides not to apply for mid-career credit. If the admissions committee and/or student deems that significant technical, administrative, or policy-level work experience is not in their background prior to admission into the M.P.A. (or within the first 36 credits), students may still meet the experiential requirement by demonstrating that they have work-related experience. Students may not meet the criteria

for granting of mid-career credit, however, students may have appropriate professional work experience to meet the experiential requirement.

If a student chooses this option, documentation of employment must be provided to the faculty advisor specifying the nature and type of work experience completed. Specifically, the following requirements must be met:
Minimum of three months of continuous full-time employment or six months part-time employment in a public or nonprofit organization--or private organization that has significant interaction with public or nonprofit organizations. A 150-200 word description of how the work was related to technical, administrative, or policy-level work.
A letter from your supervisor confirming your job title, dates of employment, and description of responsibilities and job tasks.
A resume

The faculty advisor has the authority to decide if a student's current or past work experience meets the criteria for certification of professional experience. Students should apply for this option by 30 credit hours into the MPA. If approved by the faculty advisor, students may register for V585 (internship) for ZERO credit hours. All students, however, must meet the 48 credit degree requirement. If an internship is not chosen, students will need to take an elective instead.

Note: There will be no fee charged for registration for zero credit hours of V585. All students must obtain permission from the graduate program director to enroll in V585.

Internship Option for Credit

Students may satisfy the internship requirement by taking V585 for the MPA and H702 for the MHA. **MHA students should contact Paul Lang prior to initiating an internship.** Students may enroll in 0-6 credits for doing an actual internship. A one-hour internship satisfies the curricular requirements for professional experience. Students should follow the steps below:

- Students interested in internships should first go to SPEA Student Services. This should be done regardless if they already have lined up an internship with an organization. The internship proposal form is completed at Student Services.
- The student should take the form from Student Services to their proposed internship supervisor to review and approve.
- The student should route the completed paperwork to their graduate faculty advisor for approval. Advisor completes this form, indicating the reporting requirements for the completed internship and returns the signed form to SPEA Student Services. The advisor and student may want to meet at this point to clarify the internship requirements. A copy of the internship proposal form will be put into the student's file. The student is authorized to register for the internship based on the information in the proposal. The student is notified of this via e-mail.
- If the student is registering for the internship after the beginning of the semester the student will need to pick up an add slip and a late registration fee waiver at Student Services.
- At the completion of the internship, all paperwork is to be submitted to the faculty advisor.
- The faculty advisor assigns a grade of "pass" or "fail" ("S" or "F") as a grade at the completion of the internship. Please consult with your programs requirements to determine how many hours of work are required for the internship.

Service Credit

The School of Public and Environmental Affairs may grant up to a maximum of 6 credit hours for service in the AmeriCorps, Peace Corps, City Year, VISTA, Teach for America, or AIM. Please contact the Graduate Admissions Coordinator for details.

Incompletes

A grade of incomplete (I) indicates that a 'substantial portion' of the work in a course has been satisfactorily but not entirely completed by the student as of the end of the semester. The incomplete can be given to a student facing a hardship such that it would be unjust to hold the student to the established time limits for completing the work. To be eligible for the incomplete, the student's work must be of passing quality and it must be substantially completed. In SPEA, this means the student must have completed 75% of the course requirements. If the faculty member assigns an incomplete, the student must complete the work within a one year period (or earlier as determined by the instructor). The incomplete will revert to an 'F' if the work is not completed within the allotted timeframe established by the instructor.

The use of the incomplete is not and should not be a substitute for a withdrawal and re-enrollment in the course, and an instructor can not give a student the option of retaking the entire course over while using an incomplete.

Students Called to Active Duty

A student called to active duty may qualify for an incomplete (provided that all the above criteria have been met). For further information, please see the Office of the Registrar's website at <http://registrar.iupui.edu/activeduty.html>.

Electronic Library Records

IUPUI has an electronic course reserve system that students can use to access assigned readings for courses at IUPUI. Many times instructors will assign just one chapter or article from a book or scholarly journal. Instead of requiring the student to purchase the entire book or journal, the instructor will make the chapter or article available for download, which can be accessed from the IUPUI Library Home Page. You can search for your readings by department (e.g. Public and Environmental Affairs for SPEA courses), by instructor's last name, or by the course number, using any computer with Internet access. Because most materials are protected by copyright laws, your instructor will provide you with a password to access your course reserves. For more information go to reserves.ulib.iupui.edu

Oncourse

Oncourse is an online course management application that allows faculty and students to create, integrate, use, and maintain Web-based teaching and learning resources. Students can email their instructor and other students in the class, check current status of grade in course, post messages, participate in chat rooms, and review profiles of other students in the class. Please see <https://oncourse.iu.edu/portal>

Transfer of Credits

Upon admission to a masters program, you may discuss with your faculty advisor, the possibility of transferring credit from another institution or program. The transfer credit must be approved in writing by the appropriate faculty advisor, Program Director, and Associate Dean. In most cases, the maximum transfer credit permitted will be limited to 9 hours. Only credits that have not been used in acquiring another degree can be considered. Information on transfer credits must be submitted to the Graduate Admissions Coordinator in Student Services.

Program Deviation

Course substitutions, course waivers, distribution of Mid-Career Option Credit, etc. which have been approved by your Faculty Advisor and Program Director, should be submitted to the SPEA Recorder in BS 3027. Forms are available in the Student Services Office and should be completed and signed by your academic advisor at the time the deviation is approved.

Change of Address

It is important to keep your address up-to-date with the school and the university. This will ensure the prompt delivery of school related information. Please note that all official university mail for students on the IUPUI campus is sent to the student's current address. To update your address, please complete a change-of-address using OneStart and notify SPEA Student Services.

Student Organizations

IUPUI has many student organizations. We invite you to participate in one or more of these organizations, which will enhance your experience as a graduate student at IUPUI.

The IU MHA Student Association's goal is to plan events for IU MHA students that will allow students to get to know each other and network with experienced professionals in the health care arena.

The Officers of the Student Association are as follows:

President: David Garrison, dgarris@indiana.edu
Vice-President: Jessica Wiejak, jwiejak@iupui.edu
Treasurer: Neal Mangus, namangus@indiana.edu
Secretary: Brent DeJulio, bdejulio@iupui.edu

Public Affairs Student Association (PASA) is a social organization that will provide networking and volunteer opportunities for all public affairs grad students.

Contact: Laura Littlepage, llittlep@iupui.edu

Philanthropic Studies Society (PSS) is an organization designed to bring together students, faculty, staff, alumni and anyone interested in the study of philanthropy. We are a student group that fosters the discussion and practice of philanthropy, and supports the Center on Philanthropy. Through theoretical discussion, practical action, and community connections, we further the art, the study, the practice, and the joy of philanthropy through our broad-based view of the third sector.

President
Amanda Turney
aturney@iupui.edu

Honorary Societies

ALPHA PHI SIGMA

Alpha Phi Sigma is the national criminal justice honor society with a chapter established on the Indianapolis campus of Indiana University. The society recognizes scholastic excellence by students in the field of criminal justice. Membership is by invitation only. Graduate criminal justice students must achieve a minimum, overall 3.4 grade point average in their studies. (Students who apply for graduation by the posted deadlines will be considered.)

PI ALPHA ALPHA

Pi Alpha Alpha is the national honor society of schools of public affairs and administration. The society acknowledges outstanding scholarship and contributions to these fields. Membership criteria: graduate students must be in the top 20% of their MHA or MPA graduating class with a minimum 3.5 grade point average. Membership is by invitation only. Students who apply for graduation by the posted deadlines will be considered.

Academic Resources

Libraries

There are five separate libraries on the IUPUI campus. Each is open to all students enrolled at the University. The one commonly used by SPEA graduate students is the University Library. The collection at the University Library covers a wide range of academic disciplines from the liberal arts to science, engineering, and technology. This collection contains 570,000 volumes and 4,500 current periodicals. The library has over 600 study carrels and 40 group- study rooms. In addition, the library is equipped with over 120 computer workstations that permit users to search for information through one of the most extensive and sophisticated online systems in the county. The information system gives access to a wide variety of resources such as library catalogs from around the world, bibliographic databases, full-text and numeric databases, videotapes and cable television, and the Internet. Access to many of these resources is provided from workstations across the campus.

Since procedures vary slightly among the different libraries, consult each before checking out books and other materials. During summer and winter break it would be wise to check with each library for possible hour changes.

<i>University Library</i>	274-8278	<i>Herron School of Art Library</i>	274-8278
<i>Ruth Lilly Medical Library</i>	274-7182	<i>Dental School Library</i>	274-7204
<i>Law School Library</i>	274-4027		

Research Institute

Students have numerous opportunities for becoming involved with research activities.

The IU Public Policy Institute is a collaborative, multidisciplinary research institute within the Indiana University School of Public and Environmental Affairs. The Institute serves as an umbrella organization for research centers affiliated with SPEA, including the Center for Urban Policy and the Environment, the Center for Health Policy, and the Center for Criminal Justice Research. The Institute also supports the Office of International Community Development and the Indiana Advisory Commission on Intergovernmental Relations (IACIR).

IU Public Policy Institute
School of Public and Environmental Affairs
334 North Senate Avenue, Suite 300
Indianapolis, IN 46204-1708
Contact: John L. Krauss, Director, phone: (317) 261-3000; fax: (317) 261-3050; e-mail: jkrauss@iupui.edu

Web: <http://policyinstitute.iu.edu/>

Bookstore

Barnes & Noble @IUPUI Bookstore
IUPUI Campus Center
420 University Boulevard
Indianapolis, IN 46202

Store telephone: (317)278-2665

Store Hours

Monday
8:00 AM - 7:00 PM

Tuesday
8:00 AM - 7:00 PM

Wednesday
8:00 AM - 7:00 PM

Thursday
8:00 AM - 7:00 PM

Friday
8:00 AM - 7:00 PM

Saturday
8:00 AM - 5:00 PM

Sunday
12:00 PM - 5:00 PM

Tutoring Programs

Bepko Learning Center located in the University College building, UC 2nd floor, for tutoring or mentoring call 274-4818

All IUPUI students may take advantage of tutoring in **math** through the Department of Mathematical Sciences or tutoring in **writing** through the University Writing Center (see below). These services are **free**.

University Writing Center

Cavanaugh Hall, Room 427, 425 University Blvd., phone 274-2049 tutorial appointments, 274-3000 Writing Center hotline

All students are invited to bring any writing project to the center to receive help finding a topic; focusing, organizing, writing, and revising; and/or overcoming writer's block. The center provides tutorial appointments, call ahead for a one-half hour session. Walk-in help is also available, if all tutors are not occupied with appointments. The Writing Center also runs a hotline that will answer your questions concerning grammar, sentence structure, punctuation, documentation, or other aspects of the writing process.

Campus Resources

Office of the Bursar

***Cavanaugh Hall, Room 147
Phone (317) 274-2451***

The Office of the Bursar is responsible for maintaining student accounts and collecting student fees. The office also disburses all aid awarded through the Office of Student Financial Aid.

Office Hours are Monday - Friday 8:30am to 4:30pm. At times, extended hours are available and will be posted at the Cavanaugh Hall Office. For more detailed information refer to the IUPUI Schedule of Classes and Academic Information or visit their Web site: <http://www.iupui.edu/home/bursar.html>

Office of the Registrar

Cavanaugh Hall 133, 425 University Blvd. Phone 317-274-4666 or 274-1501

The Office of the Registrar maintains official student records. Contact the office with questions concerning your records. Transcripts may also be obtained from this office. Information or visit their Web site: www.registrar.iupui.edu

Career Center

Business/SPEA Building Room 2010, Phone (317) 274-2554

Career Services assists students with: defining realistic careers, evaluating their personal abilities and skills, and choosing a field of study based on market trends, and job search preparation. They offer a range of services including:

- Computerized career planning
- Up to date Career Resources
- Resume preparation advice
- Job search strategies
- Interview techniques
- Current job vacancies posting
- Workshops and career fairs

Adaptive Educational Services

Cavanaugh Hall, Room 001C, Phone (317) 274-3241

IUPUI actively works to make campus life and learning opportunities accessible for both permanently and temporarily disabled students, not only by better campus access to buildings and campus events, but by special support services to these students, provided and coordinated by the Office of Adaptive Educational Services.

Services offered to students:

- Orientation to campus
- Special parking provisions
- Sign language interpreters
- Exam proctors
- Readers and note takers for blind
- Classroom aids for disabled and visually impaired students

A Disabled Students Organization is active on campus and membership is invited from the able-bodied as well as the disabled.

Office of Scholarships and Financial Aid

Cavanaugh Hall, 425 University Blvd., Room 103, Phone, 278-GRAD or 274-4162

The office administers federal, state, university, and private funds. Students can receive answers to questions regarding financial aid in several ways. Students may seek assistance from counselors in person during the hours of 8:00 am to 5:00 p.m. by either scheduling an appointment or on a walk-in basis. An automated phone response system is available at 278-FAST. Financial aid answers from counselors can be obtained through the FAST system from 7:00 a.m. to 9:00 p.m., Monday through Friday, and 7:00 a.m. to noon on Saturday. Financial aid responses are also available through electronic mail at the following address: FINAID5@IUPUI.EDU

Counseling and Psychological Services

Union Building, Room 418, 620 Union Drive, Phone 274-2548

Counseling and Psychological Services (CAPS) offers a variety of programs to assist students with intellectual, emotional, or social problems. The office is staffed by counseling psychologists and trained counselors prepared to help with personal problems through individual and group counseling and developmental workshops. Appointments are free (except for a one-time application fee) and can be scheduled by calling CAPS.

Student Health Services

Coleman Hall, 1st floor, Phone 274-8214 or 8215

All IUPUI students may be seen at the Student Employee Health Service on a fee for service basis. All X-rays or referrals will be the responsibility of the student. Service hours are Mon., Tues., Wed. 7:00 a.m. – 5:00 p.m., Thurs. 9:00 a.m. – 6:00 p.m. and Fri. 7:00 a.m. – 5:00 p.m.

Student Health Insurance

Graduate students enrolled in three or more hours are eligible to participate in a voluntary student health insurance program offered through Chickering. Questions regarding plan rates can be answered at <http://www.indiana.edu/~uhrs/benefits/index.html>. Follow the links to the Voluntary Health Care Plans. The Chickering customer service lines are open to take any questions that you may have. The customer service number is 1-877-375-4243.

Parking and Transportation Services

***Vermont Street Garage,
1004 W. Vermont St., Phone (317) 274-4232***

Parking at IUPUI is an auxiliary service. All fees are spent on the parking system operations and facilities. "E" areas are specified for students. Parking regulations are in effect 7 days a week, 24 hours a day. Students with a physical disability may be eligible for special parking permits issued for "A" and "B" garages and disabled parking areas during

their period of disability. Requests for disabled services are to be submitted to Parking and Transportation Services. More specific information may be obtained by calling the Parking and Transportation Services Office directly.

Parking and Transportation offers the following FREE services:

- Automobile Jump-start service
- Pressurized air for your automobile tires
- Assistance getting gasoline for you car
- Shuttle bus service (*limited service to and from Clarian Health Facilities*)

Call Parking and Transportation Services during office hours at **274-4232**. After hours call **274-SAFE**.

Escort Service

To obtain an IUPUI Campus shuttle or Police escort to your car or another building on campus after hours, call 274-SAFE; available daily, 6 p.m.-2 a.m.

Emergencies/Police/Safety

IUPUI Public Safety Dispatch Center
Emergencies, 274-7911
Non-emergencies, 274-7971

The Emergency Procedures Handbook, which should be at all reference desks, is available from the Environmental Health and Safety Office, Union Building (UN 043), 274-2005. Topics include medical emergencies, earthquakes, bomb threats, fire, and evacuation of persons with disabilities.

Outside emergency telephones are yellow boxes with **blue lights** located throughout campus. Emergency telephones are also located in the parking garages and in the hallways of some of the campus buildings. All emergency telephones are identified by the word, EMERGENCY. Telephones connect directly to the IUPUI Public Safety Dispatch Center, 274-7911.

Frequently asked questions

Do I need an identification card?

Yes, the JagTag will serve as your I.D. This card will serve not only as your Campus I.D., your library card and access card to the Natatorium. Students may also elect to use it as a debit card that will allow them to make purchases at the bookstore, campus vending machines, University College Food Court, University Place Food Court student center food court, coffee shops, and some cafeterias. The JagTag will allow you access to the SPEA Student Lounge in BS100. To have your JagTag activated for BS1000 please go to BS0001.

Where do I obtain an identification card?

Your JagTag can be picked up at the Campus Card Service located in University College on the main floor. For more information please call 317-274-5177. There is no charge for the first card. However, there will be a charge for lost or stolen card replacement.

Where do I get my e-mail account?

Electronic mail (e-mail) is available to all faculty, staff, and students who have a user ID. Faculty, staff, and students may obtain user IDs and passwords from University Information Technology Services (UITS) Help Desk located in the Engineering and Technology Building (ET) 025, 274-HELP or on-line at www.iupui.edu/it/dags/student.html.

It is advisable that you set up your IUPUI email account and if you do not want to use it as your regular email, that you forward the email to the account you check regularly.

The following website will help you to do this.
<http://kb.indiana.edu/data/beoj.ose.help?osecat=e-mail>

In order to verify the identity of all parties involved, all email communication from current SPEA students to SPEA staff must originate from an Indiana University email account.

How do I find out about events on campus?

The Sagamore (IUPUI's student newspaper) is published weekly during the fall and spring semesters. Copies are available in most campus buildings.

The SPEA Listserv has been set up for SPEA students to find information on job and internship opportunities, scholarships. Etc. Useful information about classes, deadlines, and special events are also advertised over the list. To subscribe to the listserv send the following e-mail message to LISTSERV@LISTSERV@IUPUI.EDU and in the body of the message type **SUBSCRIBE SPEAGR-L**.

Are there any refresher courses on some of the new software commonly used by SPEA-IUPUI?

STEPS Classes (formerly TIPS classes) are fast, fun, and teach more than just the fundamentals. They offer students in-depth instruction in computing technology, including using computers in the student technology centers and mastering skills such as word processing, electronic mail, browsing and publishing on the Web, spreadsheets, and databases.

The Student Technology Fee pays STEPS classes, so most are free for students.

About STEPS Classes

- No registration is necessary.
- Your admission ticket to class is your student ID.
- Arrive early. Late arrivals (10 minutes after start time) may not be admitted.
- Class lengths vary from 90 minutes to 3 hours check each listing.
- Classes are nearly 100% hands-on.
- Classes include class materials that you keep.
- Class topics range from beginning to advanced.
- Classes may be added. For the most current class information, check UITS web site or call 274-7383.
- Classes may have prerequisites. Check each listing.
- Class locations are listed with each class description.

***For more information about STEPS Classes contact University Information Technology Services at 317-274-7383**

Is it true I can obtain a copy of software used by IUPUI for a minimal cost?

The IUware CD is available to IU faculty, staff, and students as a convenient and cost-effective means of accessing IUware. The CD contains many of the programs available through IUware, with a focus on those programs which will be most helpful to users connecting to IU from home. It includes several programs not offered elsewhere on IUware. The IUware CD is available at each of the IU campuses.

For more information about IUware CD contact University Information Technology Services Help Desk at 274-HELP (4357)

If you have questions or concerns not addressed in your Graduate Student Handbook, you may contact the SPEA Student Services Office, BS3027 or 317-274-4656.

If you have suggestions of other topics we should include in future editions of the Graduate Student Handbook, please forward them to the SPEA Director of Student Services.