

2024-2025

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COLLEGIATE CONNECTION

STUDENT  
HAND  
BOOK

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PURDUE UNIVERSITY®  
FORT WAYNE

# CONGRATULATIONS!

You've made an excellent decision to earn college credit during high school through Purdue University Fort Wayne. Whether you participate at your high school or take classes on our campus, we welcome you to Purdue Fort Wayne.

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**Purdue Fort Wayne Collegiate Connection program is accredited by the National Alliance of Concurrent Enrollment Partnerships. [nacep.org](http://nacep.org)**

## NEXT STEPS

### \\ Activate your student portal.

Different from your online application, this is where you access key information, like class invoices, your email account, campus activities, and deadlines. Go to the student portal at [go.pfw.edu](http://go.pfw.edu), for directions on how to set this up, please refer to page 11 or the student resource web-page. For any technology issues please reach out to PFW IT at [helpdesk@pfw.edu](mailto:helpdesk@pfw.edu).

### \\ Read your student handbook.

The Student Handbook contains all kinds of important information that you need to know about student benefits, grades, credits, withdrawal/refund schedules, and so much more.

### \\ Pay your student fees by the payment deadline.

### \\ Experience college.

Come to campus and get your student ID; use our facilities; attend a music, theatre, or sporting event; enjoy a comedian or a cookout; or learn from one of our distinguished lecturers.

## RESOURCES AND SERVICES

### \\ Student ID Card (Mastodon Card)

As a Purdue Fort Wayne student, you can receive a free official university ID (Mastodon Card). The Mastodon Card has a variety of features ranging from free gym access to discounts to various off-campus vendors, with plans underway to add many more features. You must be currently enrolled and have a valid driver's license, state-issued ID card, or similar photo identification, and know your Purdue Fort Wayne student ID number (starts with a nine). Visit [pfw.edu/idcards](http://pfw.edu/idcards) or call 260-481-6611 for details. Mastodon Cards are issued at the Campus Credentials and Transportation Office, Walb Student Union, first floor, Monday through Friday, from 7 a.m. to 6 p.m. There is a \$20 replacement fee for any card that is lost, stolen, or damaged within four years.

### \\ Academic Resources

For a complete description of services and how to access them, check out Academic Support at [pfw.edu/learning-support](http://pfw.edu/learning-support). Here are a few of the resources they offer:

- » Two hours of tutoring per week for each PFW class you have
- » Writing consultations for academic papers (see [pfw.edu/writing](http://pfw.edu/writing))
- » Peer-facilitated group study sessions for select courses

## \\ Career Services

You will be able to use our Career Services office. For a complete description of services and how to access them, visit [pfw.edu/career](http://pfw.edu/career). Services include finding your ideal major, interview preparation, career counseling, and job-search assistance.

## \\ Information Technology Services

You'll also have access to Information Technology Services. Check out [pfw.edu/its](http://pfw.edu/its) for a full listing of what the department can do for you, including helping you set up your goPFW account and access computer labs on campus.

Helmke Library

For a complete description of library services, visit [library.pfw.edu](http://library.pfw.edu). Here are some of the services the library offers:

- » Research assistance from reference librarians
- » Online access to all university libraries and professional databases
- » Access to vast data resources, both at the library and online (you must have an active goPFW account)

## \\ Student Assistance Program

Our Student Assistance Program offers free counseling services to all students currently enrolled at Purdue Fort Wayne, up to six sessions per school year. For assistance, call 260-744-4326 and identify yourself as a Purdue Fort Wayne student. Visit [pfw.edu/sap](http://pfw.edu/sap) for office hours and additional information.

## \\ Disability Access Center

The Disability Access Center ensures the accessibility of university programs and services to eligible students. Accommodations, also called support services, are individually determined based on disability-specific need and may include modified testing environments, sign-language interpreters, and assistance obtaining books in audio format. For more information on how to request disability support services and other available resources, go to [pfw.edu/disabilities](http://pfw.edu/disabilities) or call 260-481-6657.

## \\ Additional Benefits

In addition to the above, you'll receive these and other great, free incentives:

- » Access to over 75 student organizations and clubs
- » Admission to all Purdue Fort Wayne home games, including those at Memorial Coliseum
- » Use of the Gates Athletics Center, with fitness equipment, an indoor track, and basketball, volleyball, and wallyball courts
- » Discounted or Free admission to all Purdue Fort Wayne music, theatre, and fine arts events
- » Discounts at various businesses with your official university ID
- » Access to hundreds of campus events
- » Services through the Student Government Association

## GENERAL INFORMATION

### \\Am I a Purdue Fort Wayne student?

You are officially admitted as a conditional, nondegree student at Purdue Fort Wayne. When you attend college after high school graduation, you will be a beginning freshman. Credit earned through the Collegiate Connection program does not make you a transfer student. If you plan to attend Purdue Fort Wayne after high school graduation, we will need to collect a little more information, including your SAT or ACT test scores and your academic major. You will also need to complete an undergraduate application form online at [pfw.edu/apply](http://pfw.edu/apply).

### \\Do I have a student ID number?

Yes. Your ID number will be acceletter, and you can always see it in your student portal at [go.pfw.edu](http://go.pfw.edu). Information on activating your account is on page 11.

### \\What is this “FERPA” I keep hearing about?

Once you enroll in Purdue Fort Wayne classes, all your records are protected by the Family Education Rights and Privacy Act (FERPA). If you need information or assistance from a university department, such as Information Technology Services, the Bursar (financial department), or the Registrar (class schedules and grade transcripts), you’ll need to make the call, not your parent or guardian. This law, in working to protect your privacy, might appear to be a roadblock to family members, but it can work as an incentive for parents/guardians and students to communicate about things like grades and bills.

### \\How can I get another copy of my schedule?

You can print a copy of your schedule from your student portal. Information on how to activate your account and access it is outlined on page 11.

### \\Where is the campus bookstore?

The Mastodon Campus Store is located in the Student Services Complex, next to Walb Student Union. In addition to a wide selection of Purdue Fort Wayne apparel and accessories, the Mastodon Campus Store has academically priced computer merchandise, including Apple products. For more information and store hours, call 260-481-0300.

### \\How do I get my books?

Bring a copy of your current Purdue Fort Wayne class schedule (which you can print from your student portal) with you to the Mastodon Campus Store. Show your schedule to any bookstore employee, and they will be happy to help. Books are usually available three to four weeks prior to the start of classes. Some classes use electronic textbooks. If an e-book is required for your class, the fee will be automatically added to your account and you will pay for the book when you pay your fees. You will be able to access the e-book through Brightspace, located on

the Academic Success tab on goPFW (see page 11 for information on activating your account). When an e-book is required for your class, you do not have the option of purchasing a hard copy elsewhere and not paying the e-book fee.

If you choose to use an e-book for a class where it is optional, you will get an access code and website information on your bookstore receipt that will give you access to the e-book. Should you drop the course after the first week of class, the e-book fee is nonrefundable.

## **\\ Do I need a placement test?**

You will be notified if you need to take a placement test. Some classes require one, such as mathematics, international languages, science, and English.

## **\\ What if my spring break does not coincide with the university schedule?**

If you miss a week of school, you are still responsible for the material covered and assignments that were due. Do not expect the instructor to review all the material for you – get notes from another student. Make sure to notify your instructor in writing as soon as possible that you will be gone, then discuss the materials that you will need to cover on your own, any assignments you may need to complete early, and if you will need to turn them in early or when you return. Keep in mind that some classes have attendance built into the grade.

## **\\ Does Purdue Fort Wayne have weather delays?**

Purdue Fort Wayne does not have weather delays and rarely closes campus due to weather. Assume campus is open, with classes happening on schedule, unless you get a specific announcement saying otherwise.

Whenever possible, adverse-weather closings are announced by 6 a.m. for daytime classes and 3 p.m. for evening classes. Announcements are broadcast on Fort Wayne radio and television stations; posted online at [pfw.edu/emergency](http://pfw.edu/emergency); sent by text, voice, and email from the University Emergency Notification System; and posted on our official Facebook and Twitter. Sign up through goPFW to receive campus alerts.

When the campus is open, consider your individual circumstances and decide if you can safely travel to campus. It is your responsibility to consider the potential risks of traveling under hazardous conditions. Please contact your instructor and let them know your situation.

## GRADES

### **\ How are grades recorded for dual-credit courses at my high school?**

Your grades will be posted twice: once on your high school transcript and once on your permanent college transcript. When the course has been completed and your instructor has submitted your final grade to Purdue Fort Wayne, your college transcript will reflect your grade.

### **\ How are my grades recorded if I take classes at Purdue Fort Wayne?**

College grades will be recorded on your permanent college transcript at the end of each semester. Your grades will also be reported to your high school.

No matter how you take part in the program, please note that grade cards will not be mailed to you. You may view your grades online through the student portal at **goPFW** under the Academic Success tab.

### **\ What if I do poorly in my class?**

It is important to remember that if you earn an unsatisfactory grade in your class, it will remain on your college transcript throughout your college career. If you are not satisfied with the grade you are earning, you may withdraw from your class up to the published date on the refund/withdrawal schedule (on page 7). If there are extenuating circumstances that led to the unsatisfactory grade, you may file an appeal for late withdrawal. Contact the Collegiate Connection office for forms.

If you earn a grade of D+ or lower in a Collegiate Connection course at your high school, you will not be eligible to enroll in another course for one enrollment term. An enrollment term may be one year or one semester, depending on your high school's scheduling pattern for the program.

If your cumulative college GPA is lower than 2.0 and you are participating in classes not held at your high school, you will not be eligible to enroll in another Purdue Fort Wayne course while you are still in high school.

For anyone who participates in the program at any location, the only exception to these rules is if you wish to retake the same course for a better grade.

You may be responsible for paying the tuition at the current rate per credit hour.

## **DROPPING A COURSE**

### **\\ How do I drop a Collegiate Connection course?**

You must complete a Withdrawal Request Form, available at [pfw.edu/cc-info](http://pfw.edu/cc-info); click on the withdrawing from courses link. Failure to pay for classes, not attending classes, or notifying your high school that you wish to drop classes will not withdraw you from classes – nor entitle you to a refund. You will still be responsible for all fees unless you process a Withdrawal Request Form through the Collegiate Connection office during the refund period.

### **\\ What is the deadline for dropping a dual-credit course at my high school?**

The Collegiate Connection program works with many high schools and many different schedules. Please refer to the charts on the following pages for the schedule that applies to your school and course, or go to [pfw.edu/cc-](http://pfw.edu/cc-info)

### **\\ <sup>info.</sup> How does dropping a class reflect on my transcript?**

If you drop a class during the 100 percent refund period, it will not show up on your Purdue Fort Wayne transcript. If you withdraw from a class after the 100 percent refund period and before the last day to withdraw from courses, it will display a W for withdraw on the transcript. A W on your college transcript will not be calculated in your GPA.

### **\\ Does dropping a class have any impact at all?**

Yes. When you take your first college course, regardless of when or where you take it, you start your financial aid clock. To be eligible for future federal financial aid, you must meet these criteria:

- » 67 Percent Rule: Maintain a 67 percent completion rate of all classes attempted. For example, you sign up for two classes. You drop one class and receive a W on your transcript. You have only completed 50 percent of all classes attempted and do not meet the 67 percent rule.
- » GPA Rule: Maintain a cumulative GPA that is above your college grade-level minimum.
- » 150 Percent Rule: You must complete your degree within a maximum of 150 percent of the required hours for your degree completion. For example, if your degree requires 120 hours, you must complete it within 180 hours to meet the 150 percent rule.





## REFUND OF FEES

### \\ Will I get a refund if I drop the course?

If you drop the course through the Collegiate Connection office (not your high school) by the posted deadlines, you will get a refund from Purdue Fort Wayne. Refunds are not possible after that.

### \\ How will my refund be sent to me?

No refund will be issued before the completion of a clearing period of five working days if you pay your fees by check. Refunds will be credited to the same credit card account if you paid by credit card. Refund checks will generally be available in the Office of the Bursar (lower level of Kettler Hall) after 1 p.m. the next business day. You must have a photo ID to pick it up. Refund checks not picked up by noon on Friday of each week will be mailed to the address on your account.

## COLLEGE CREDIT

### \\ What is the difference between high school and college credit?

College credit accrues at a different rate than high school credit. Typical college courses are worth 3, 4, or 5 credit hours. The amount of high school credit awarded for the same class is 1 credit, or possibly 2 credits, depending on the course. Your high school guidance counselor will be able to tell you how much high school credit each class is worth.

### \\ How do I transfer my credit to another college?

All Collegiate Connection students are admitted as Purdue Fort Wayne students. Grades and credits are automatically sent to Purdue West Lafayette.

Order your transcript online directly from Purdue University West Lafayette. To learn how, you can go to [pfw.edu/registrar](http://pfw.edu/registrar) and click on the transcript link. Step-by-step instructions for ordering your Official Purdue University transcript can be downloaded from the website or you can watch a short instructional video by clicking on that link.

You will register for a new account in Purdue West Lafayette's Transcript Request System. You cannot access the Purdue West Lafayette transcript portal using your current Purdue Fort Wayne login credentials.

If you encounter challenges ordering Purdue University transcripts, email Purdue's Office of the Registrar at [transcripts@purdue.edu](mailto:transcripts@purdue.edu) or call 765-494-6165 for assistance.

### \\ What is the Indiana Core Transfer Library?

Transfer credits between public Indiana colleges and universities with ease when you complete Core Transfer Library courses. Learn about these courses and their transfer properties on the Transfer Indiana website, [transferIN.net](http://transferIN.net). Always consult your academic advisor before transferring courses — they might transfer to both Indiana and out-of-state institutions.

## TUITION

### \\How much does it cost to take classes at Purdue Fort Wayne?

The number of credit hours varies from course to course, but the majority of the courses are 3 credit hours at \$308.49 a credit (for a total of \$925.47). The number of credit hours you are enrolled in is listed on your schedule of classes in GoPFW. Some classes have an additional lab fee, and textbooks will cost between \$80 and \$200 per course.

### \\What is the cost to take classes at my high school?

You get a substantial tuition discount for dual-credit courses taught at your high school. The fee is \$105.10 per credit hour, approximately 60 percent less than the on-campus rate. Classes can be 3 to 5 credit hours. Priority courses identified by the Indiana Commission for Higher Education are available for \$25 per credit hour—a savings of more than 90 percent. Your guidance office has a list of eligible courses.

### \\Is there any financial assistance?

Unfortunately, there is no financial assistance available for classes at the Purdue Fort Wayne campus. You do have the option to split your payments (see page 10).

If you take dual-credit courses taught by a certified high school instructor and you qualify for the national free or reduced textbook/lunch program, your tuition will be covered by Purdue Fort Wayne. There is no limit on the number of courses that you can take at your high school. Information will be verified through your school, and any assistance received will be applied to your bill shortly before the payment deadline.

*Note that the 21st Century Scholars program does not take effect until after a student graduates from high school.*

### \\When will I get a bill?

Invoices will be sent electronically to your goPFW, and in the physical mail to your home address, addressed to you not to your parent/guardian. You must activate your goPFW student portal (see page 11). After activating your student portal and logging in, you can view fee statements and payment options by clicking the Bursar tab. Typically, invoices will be posted to your account two to three weeks prior to the payment deadline, which will be determined by the start day of your classes.

### \\Payment Deadlines

**Fall 2024** (all classes starting July through November) . . . . . October 18  
**Spring 2025** (all classes starting January through March). . . . . March 7

## \\ How do I pay?

You have several options:

- » Online at [go.pfw.edu](http://go.pfw.edu) (you must activate your student portal [see page 11]) – card users will be charged a 2.75 percent processing fee or a minimum of \$3 per transaction (payment by eCheck is free online)
- » By mail with a check or money order (include student ID number or birth date on the check) to Purdue Fort Wayne Bursar, 2101 E. Coliseum Blvd., Fort Wayne, IN 46805
- » At the Office of the Bursar, ground level of Kettler Hall (check, money order, or cash)

## \\ Are there payment plans?

Purdue Fort Wayne offers installment plans for your convenience. To enroll in a payment plan, log in to your goPFW and click on the Billing and Financial Aid tab. Enrollment fees are added to the first payment only. Payment plans need to be set up by the payment deadline:

- » **2-Payment Plan (enrollment fee \$15)**  
Pay one-half of your fees by the deadline and the other half approximately four weeks later.
- » **3-Payment Plan (enrollment fee \$20)**  
Pay one-third of your fees by the deadline and the other two payments approximately every four weeks.
- » **4-Payment Plan (enrollment fee \$30)**  
Pay one-fourth of your fees by the deadline and the other three payments approximately every four weeks.
- » **5-Payment Plan (enrollment fee \$50)**  
Pay one-fifth of your fees by the deadline and the other four payments approximately every four weeks.

## \\ Do I have to pay for my courses if I drop them?

You are responsible for all fees unless you process a Withdrawal Request Form through the Collegiate Connection office during the refund period (see pages 6–7). The form is available at [pfw.edu/cc-info](http://pfw.edu/cc-info).

## \\ What happens if I don't pay for my courses?

Purdue Fort Wayne does not drop Collegiate Connection students from courses for nonpayment. A hold will be placed on your account and you will not be able to register for any additional coursework until your account is paid in full. Your official transcript, which records your college credit and grades, will not be released. In addition, the balance may be reported to the credit bureau, and it may impact your admission to other universities.

## COMPUTER ACCOUNTS

### \\ How do I activate my goPFW student portal?

Purdue Fort Wayne uses email to communicate with you about registration, billing, and other important information. Activate your **goPFW** student portal as soon as possible from any university computer lab or from home or school.

Go to the student portal at **go.pfw.edu**, click on First-time user, and then click the Account Management Service link. Follow the instructions. This self-service system will ask for your name, birth date, and your student ID number (available in your admission email or by reaching out to the Collegiate Connection Office). The process will activate your student portal, assign your username, and instruct you on how to set your password and security questions. Security questions are used to reset your password when it expires or if you forget it. Your password will expire every 120 days. For further support go to the Student Resource Page.

### \\ May I use the computer labs on campus?

Absolutely! For a listing of locations and available software, go to **pfw.edu/its** and select Technology Spaces.

## REGULATIONS, POLICIES, RIGHTS, AND RESPONSIBILITIES

Information on student rights and Purdue Fort Wayne academic policies such as academic honesty, grade appeals, affirmative action, nondiscrimination, antiharassment, and parking and traffic regulations can be found at **catalog.pfw.edu**. Click on Regulations, Policies, Rights & Responsibilities.

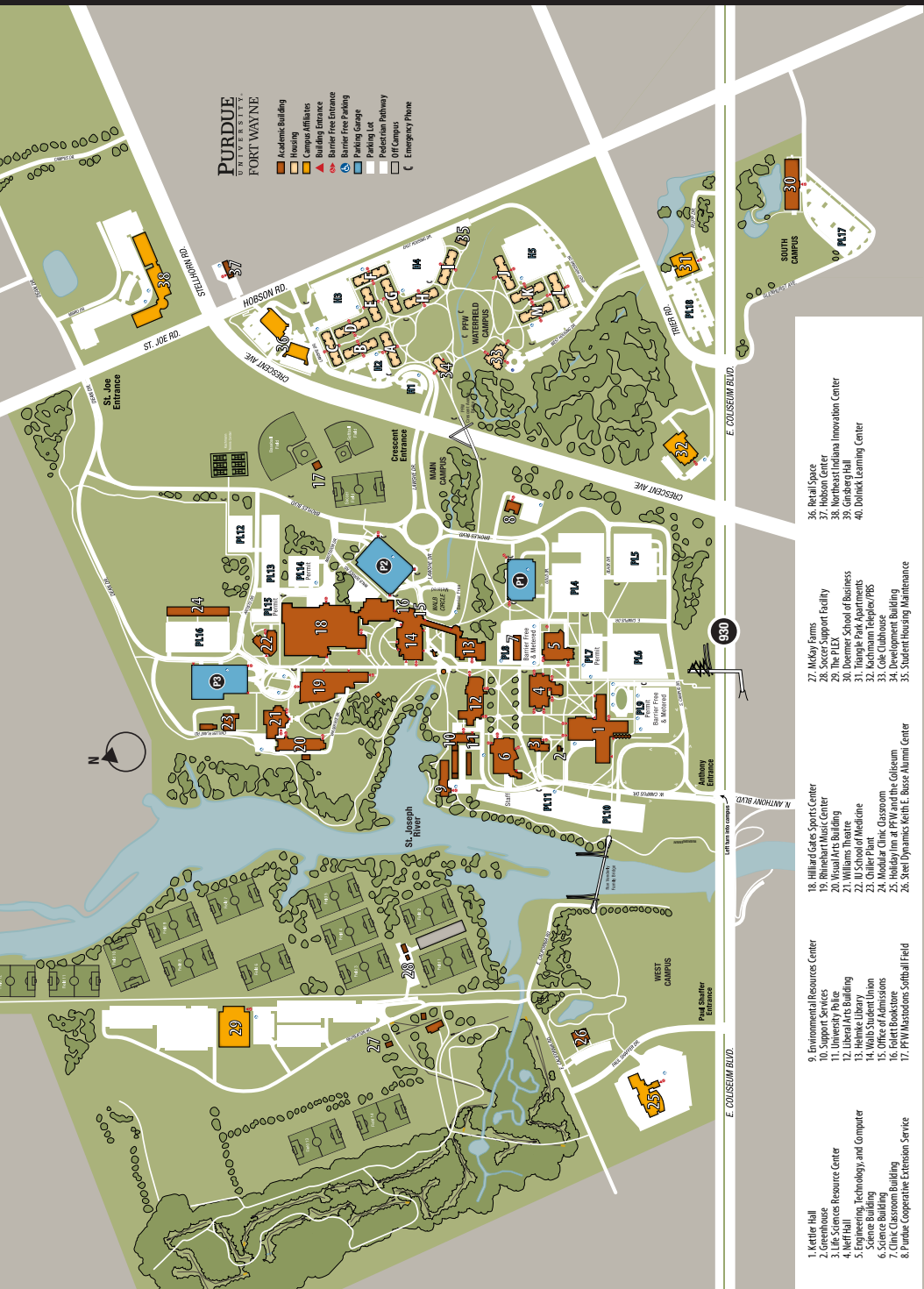
## IMPORTANT CONTACT INFORMATION

- » **Purdue Fort Wayne Collegiate Connection office:** 260-481-5478
- » **Email:** [connection@pfw.edu](mailto:connection@pfw.edu)
- » **Website:** [pfw.edu/connection](http://pfw.edu/connection)
- » **Physical address:** Kettler Hall, Room 104
- » **Mailing address:** 2101 E. Coliseum Blvd., Fort Wayne, IN 46805
- » **Registrar's office:** 260-481-6815
- » **Bursar's office (payment questions):** 260-481-6824

**NOTE: The information in this booklet is subject to change without notice. These changes may take effect before the next edition is published. Actions by federal and state governments, the board of trustees, administration, and faculty of the university may produce such changes.**



# FIND DIRECTIONS TO PURDUE FORT WAYNE AND DOWNLOADABLE MAPS AT [PFW.EDU/MAPS](http://PFW.EDU/MAPS)



**PURDUE UNIVERSITY FORT WAYNE**

- Academic Building
- Campus Buildings
- Campus Entrances
- ▲ Barrier Free Entrance
- Barrier Free Parking
- Parking Lot
- Pedestrian Pathway
- Off-Campus
- Ⓜ Emergency Phone

- 1. Kettle Hall
- 2. Greenhouse
- 3. Life Sciences Resource Center
- 4. Neff Hall
- 5. Engineering, Technology, and Computer Building
- 6. Science Building
- 7. Clinic Classroom Building
- 8. Purdue Cooperative Extension Service
- 9. Environmental Resources Center
- 10. Support Services
- 11. University Police
- 12. Liberal Arts Building
- 13. Helms Library
- 14. Student Union
- 15. Office of Admissions
- 16. Follet Bookstore
- 17. PFW Mastodons Softball Field
- 18. Hilliard Gates Sports Center
- 19. Rhinehart Music Center
- 20. Visual Arts Building
- 21. Williams Theatre
- 22. ID School of Medicine
- 23. Student Center
- 24. Model & Clinic Classroom
- 25. Holiday Inn at PFW and the Coliseum
- 26. Steel Dynamics Keith E. Busee Alumni Center
- 27. McKay Emms
- 28. Soccer Support Facility
- 29. The PLEX
- 30. Doerner School of Business
- 31. Triangle Park Apartments
- 32. Student Center
- 33. Cole Clubhouse
- 34. Development Building
- 35. Student Housing, Maintenance
- 36. Recal Space
- 37. Hobson Center
- 38. Northeast Indiana Innovator Center
- 39. Ginsberg Hall
- 40. Dittick Learning Center



**JUST  
ASK**

Ann Brown, Purdue Fort Wayne's Collegiate Connection director, is here to answer questions, big and small.

**260-481-5478**

**[connection@pfw.edu](mailto:connection@pfw.edu)**

**[pfw.edu/connection](http://pfw.edu/connection)**

**PURDUE UNIVERSITY  
FORT WAYNE**