

# Graduate Student Orientation Handbook



Purdue University Northwest  
2016-17



# GRADUATE STUDENT ORIENTATION HANDBOOK

Welcome to the Purdue Northwest Graduate School. The staff is here to assist you during your journey through your graduate studies.

Updated 8/4/2016

## GRADUATE STUDIES OFFICE

<http://academics.pnw.edu/grad-school/>

C.H. Lawshe Hall, Rm. 242

219.989.2257



E-mail: [grad@pnw.edu](mailto:grad@pnw.edu)

Facebook: <https://www.facebook.com/pnw.edu/>

## CAREER ACCOUNT

Visit

<https://www.purdue.edu/apps/account/SSPasswordReset> to establish your password. You will need

your Purdue ID for this process. Please remember or record your password somewhere safe. Keep this information confidential.

After setting your password, your Career Account or Login Name will be displayed. You can access your myPNW account at <http://www.pnw.edu/mypnw>. Once again, enter your Purdue Career Account name and your newly established password to review your record and register and pay for classes.

## STUDENT FINANCIAL INFORMATION



Understanding your financial responsibilities and what financial aid is available will help you stay focused on your graduate studies and spend less time on your financial details.

## STUDENT FINANCIAL AID OFFICE

<http://admissions.pnw.edu/financial-aid/>

C.H. Lawshe Hall,

Enrollment Services Center, Room 130

219.989.2301

Email: [finaid@pnw.edu](mailto:finaid@pnw.edu)

## TITLE IV CODE

When completing the Free Application for Federal Student Aid (FAFSA), the university's Title IV code number is 001827.

## FINANCIAL RECORDS

Remember to keep originals or copies of all important student financial papers (e.g. financial aid documents, admission letter, residency or other student record documents, scholarship, fellowship and assistantship tuition support offers).

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## COST OF ATTENDANCE

Every year the university publishes its tuition and fees schedule for the coming academic year on the Student Financial Aid website

<http://admissions.pnw.edu/financial-aid/cost-of-attendance/>

(Please note that the cost of attendance is calculated on 12 credit hours, although 8+ credits are considered full time for graduate students.)

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## BILLING INFORMATION

Students may access their bill on-line ([eStatement](#)) through the Bursar's Office web page for access information.

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## PAYMENT OPTIONS

[HTTP://WWW.PNW.EDU/BURSAR/PAYMENT-OPTIONS-NORTHWEST/](http://www.pnw.edu/bursar/payment-options-northwest/)

On-Line – through [MyPNW](#)

In Person

Calumet Campus – Lawshe 130

North Central Campus – Schwarz 127

Acceptable payment methods are: Cash, Personal Check, Cashier's Check,

By Phone at 219.989.2560

By U.S. Mail - Personal Check or Money Order:

Purdue Northwest, Bursar's Office – Calumet Campus, 2200-169<sup>th</sup> Street, Hammond, IN 46323

Purdue Northwest, Bursar's Office -North Central Campus, 1401 S US Hwy 421, Westville, IN 46391.

Please do not send Cash. When paying by mail, please mail a Personal Check, Cashier's Check or Money Order made payable to "Purdue University Northwest" (Please allow 7 days for the mail).

Enroll in a Payment Plan

◆ *Watch the calendar for payment deadline dates* ◆  
If payment for classes is not made or arrangements

for payment have not been made by the payment deadline, ***you will be dropped from your classes.***

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## GRADUATE ASSISTANT POSITIONS

Regulations concerning the employment of graduate students are designed to allow students to obtain income and valuable professional experience, to enhance the University's efforts in teaching and research, and to make certain that the balance between work and study is appropriate.

Assistantships are classified as Teaching Assistant, Research Assistant or Graduate Administrative Professional.

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## GRADUATE STAFF FEE REMISSION

Graduate Assistants receive a tuition remission each term that they are employed and take at least a minimum of three graduate level (50000+) credit hours. The fee remission relieves the graduate student of the obligation to pay full tuition and requires the student to pay a set tuition rate each session. The graduate staff fee remission changes from year to year and for the 2016-17 academic year the amount due by the student per semester is approximately \$796.85 plus fees.

A differential fee has been implemented for certain departments. Please see the Bursar's web page under [Cost of Attendance](#) for more information.

The complete remission form must be submitted by the student each semester he/she is employed.

See [Frequently Asked Questions about Graduate Staff Fee Remissions](#) for more details.

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## ELIGIBILITY

To be eligible to hold a graduate assistant appointment during any session, an individual must be enrolled as a graduate student in a degree or teacher license program and be registered for at least three credit hours of graduate-level (50000 and above) course and/or research work during the entire appointment period. Graduate assistants on appointment during the summer are obligated to register for a minimum of three graduate hours during at least one of the summer modules.

Students must be engaged in the type of activity for which their position is funded (e.g., students paid from instructional funds must be doing instruction,

and students paid from research funds must be doing research, etc.).

A student is eligible for the graduate staff fee remission if the appointment is in effect during the first six weeks of a semester or by July 1 of the summer session. To receive the fee remission, the student must complete and submit to their employing department the [Request for Approval of Graduate Staff Fee Remission](#).

If a graduate staff appointment terminates within the first six weeks after the start of a semester or prior to July 1 during the summer session and coursework is continued, all applicable fees will be assessed for the semester or summer session.

Students enrolled in the summer session are eligible for summer fee remission if they held a teaching assistant position in the prior spring semester and will also be appointed to a teaching assistant position in the following fall semester. A student who held a teaching assistant position in the spring semester, but will not hold one in the fall semester because he or she will complete degree requirements during the summer may be granted a Graduate Tuition Scholarship for the summer session.

## ADVISING/COUNSELING

It is important for students to make an initial appointment with your faculty advisor to plan your course of study during your first semester of study. Regular contact with your advisor will ensure timely graduation.

## DEGREE AND REGISTRATION REQUIREMENTS

In fulfilling degree requirements, a maximum of 18 credit hours (from one or more institutions) will be allowed from any one semester. A maximum of 9 credits (from one or more institutions) taken during Summer Session, are permitted to fulfill graduation requirements.

## MASTERS DEGREE REQUIREMENTS

The credit hour requirement is different for each program. The minimum credit requirement to receive a master's degree is 30.

At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University.

More than 50 percent of the Purdue credits must be earned through the campus where the degree is conferred.

## REGISTRATION OF GRADUATE STUDENTS

All credit work done by students at Purdue Northwest beyond the baccalaureate degree is administered by the Graduate School. The registration of a graduate student should reflect the nature and amount of the student's study and research activities as accurately as possible. Some programs automatically enroll their students in core courses each semester. It is the student's responsibility to contact their advisor to ensure they are enrolled in the proper courses.

## RESPECTING BOUNDARIES

Complete the **Respect Boundaries** training by September 30. Available in Blackboard.

## FULL-TIME STUDY

Full-time study is based on the number of credit hours carried in a given session. Eight credit hours (six during the summer session) is the full-time certification standard for graduate student. If you hold a college-sponsored staff appointment, you may be required to register for full-time study to remain eligible for that appointment.

## PART-TIME AND INTERMITTENT STUDY

Although it is not generally recommended, some students find it necessary to pursue graduate study on a part-time basis or to drop out for a period of time. Part-time students must, like full-time students, register appropriately any time they use University facilities or receive faculty supervision.

Students who interrupt their registration should pay particular attention to the "five-year rule" that prohibits the use of out-of-date coursework on plans of study and invalidates outdated examinations.

Graduate students who do not register for one calendar year (3 sessions of enrollment – including

summer) are inactive and must re-apply to be reactivated.

## RESPONSIBILITY FOR REGISTERING

The registration of a graduate student is the responsibility of the student and the student's department. Registration must be accomplished according to schedules and procedures established by the Graduate School, registrar, and, for international students, the Office of International Students and Scholars.

The student is ultimately responsible for meeting all degree requirements. Therefore, it is strongly recommended that students meet or speak with their advisor at least once a semester.

If a student finds a hold on their account and is unable to register, check the acceptance letter to see if all admission conditions have been met.

## WITHDRAWING FROM A CLASS

Please note that students are **not** automatically dropped or withdrawn from courses due to lack of attendance. It is the student's responsibility to use MyPNW to drop or withdraw from courses within the deadlines published on the calendar found on the PNW website. If not allowed to self-withdraw, the student must contact his or her department to request the withdrawal.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Educational records are considered confidential. Under most circumstances, records will not be released without a student's written consent. However, directory information may be released to third parties without the student's consent, unless the student files a written statement.

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## PLAN OF STUDY

# Graduate Plan of Study



Each graduate student admitted to a degree program must submit a plan of study. Although there are no Graduate School requirements for the specific number of credit hours of courses that must appear on the plan of study (except for non-thesis plans of study), the plan must be appropriate to meet the needs of the student in his or her chosen field, as determined by the advisory committee and approved by the head of the graduate program, the college dean (if requested by the school), and the dean of the Graduate School. The plan of study includes a primary area and may include a related area or areas that are chosen on the basis of the student's interests and needs. It is to include the specific courses the student is expected to complete and other requirements of the particular degree being sought.

A tentative plan of study should be drawn up in advance of registration for the first session of graduate work, and the formal plan of study must be submitted electronically **the semester before a student plans to graduate.**

<http://academics.pnw.edu/grad-school/plan-of-study/>

## PLAN OF STUDY GRADE REQUIREMENTS

Graduate courses taken while registered as a graduate student at Purdue University may be considered for fulfilling the plan of study requirements only if the student has received grades of C- or better. These course grades must meet departmental requirements, such as limits on the number of C-, C, or C+ grades permitted, grades of A, A-, B, or B- in certain courses, and/or minimum GPA for courses on the plan of study. Courses taken as a graduate student or courses that represent either undergraduate excess credit or transfer credit, grades of B- or better are required for fulfilling plan of study requirements. Once again,

departments and advisory committees may set higher standards. There *are limits* on the number of credits which can be applied to the Plan of Study in the undergraduate excess, transfer or non-degree categories.

Courses taken as pass/not pass or satisfactory/unsatisfactory are unacceptable on plans of study.

**Note:** The electronic plan of study is not available to students until after the completion of their first semester as a degree seeking student.

CERTIFICATES: A grade of "C" is not acceptable on a course required for a certificate.

## ACADEMIC INTEGRITY

The Purdue Calumet Student Handbook prohibits "dishonesty in connection with any University activity." Academic dishonesty includes "cheating, plagiarism, or knowingly furnishing false information to the University," and may be subject to administrative action or disciplinary penalties.

The following are among definitions of academic dishonesty that are recognized by the University:

## PLAGIARISM

### *Intentional Plagiarism*

Deliberate use of another author's research, ideas, or language without acknowledging the source through footnotes, quotations, or reference.

### *Inadvertent Plagiarism*

The improper, but accidental, use of another's ideas, words, or data without identifying the source. Inadvertent plagiarism typically occurs when the student fails to distinguish between direct quotes and general observations when doing research.

### *Complete Plagiarism*

Submitting an essay or report that has been written by someone else. This includes

using the services of a commercial term paper company.

### *Direct Plagiarism (Word-for-Word)*

Copying of another's writing without the use of quotation marks and without identifying it in a footnote, both of which are necessary.

### *Paraphrased Plagiarism*

An abbreviated restatement of another person's analysis or conclusion, without acknowledging the source.

### *Mosaic Plagiarism*

Lifting ideas, phrases, and paragraphs from a variety of sources and joining them together without careful identification of their sources. The result is a mosaic of other people's ideas and words.

### *Lazy Plagiarism*

Includes the use of a footnote, but no quotation marks for a direct quote, the use of footnotes or material quoted in another source as if they were the results of your research, and inadequate footnoting which leaves out sources or page references.

### *Self-Plagiarism*

The use of an essay or report for one course to satisfy the requirements of another course. A student must receive the instructor's approval to use a previously completed assignment. If you want to use similar assignments to satisfy the requirements of two related courses, you must receive approval from all of the instructors concerned.

## STUDENT CONDUCT

Students are expected and required to abide by the laws of the State of Indiana and of the United States and the rules and regulations of Purdue University, to conduct themselves in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct which tends to obstruct the work of the University or to be injurious to the welfare of the University. A student who violates these general standards of conduct

may be subject to administrative actions including possible dismissal.

**Misconduct Subject to Disciplinary Penalties:**

The following actions constitute misconduct for which students may be subject to administrative action or disciplinary penalties.

a. Dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty.

The commitment of the acts of cheating, lying, stealing, and deceit in any of their diverse forms (such as the use of ghost-written papers, the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest.

b. Forgery, alteration, or the unauthorized use of University documents, records, or identification.

c. Obstruction or disruption of any University activity or inciting, aiding, or encouraging other persons to engage in such conduct. If substantial obstruction or disruption is threatened or occurs, the Chancellor or his/her designee may issue a disciplinary suspension warning. The minimum disciplinary penalty for violation of this subsection during the period of such warning shall be suspension for the remainder of the semester (or summer session) during which the offense occurred and for the next full academic semester and any intervening summer session thereafter. However, a more severe disciplinary penalty may be imposed.

d. Physical abuse of any person or conduct which threatens or endangers the health or safety of any other person, whether or not such conduct occurs on University property.

e. Theft, attempted theft, or damage of or to property of the University or of a member of the University community or campus visitor.

f. Unauthorized entry, or use, or occupancy of University facilities.

g. Violation of any University rule governing student organizations, or the use of University property (including the time, place, and manner of meetings or demonstrations on University property), or of any other University rule which is reasonably related to the orderly operation of the University; provided, however, that no disciplinary penalty shall be imposed in any such cases unless it is shown that the accused student knew, or, in the exercise of reasonable care, should have known, of the rule in question.

h. Use, possession, or distribution of narcotics or dangerous drugs, except as expressly permitted by law.

i. Lewd, indecent, or obscene conduct or expression on University property.

j. Failure to comply with the directions of University officials acting in the performance of their duties.

k. Any conduct which substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University, or any conduct on University property or in connection with a University activity which invades the rights of others.

l. Violation of the University Anti-harassment Policy.

m. The possession or use of alcoholic beverages in or on any University property, unless expressly permitted by University regulations.

n. The possession, use, or distribution of any explosives, guns, or other deadly or dangerous weapons reasonably calculated to cause bodily injury on University property or in connection with a University activity unless specifically authorized by the University.

[http://www.purdue.edu/studentregulations/student\\_conduct/regulations.html](http://www.purdue.edu/studentregulations/student_conduct/regulations.html)

## ENGLISH LANGUAGE PROGRAM

<http://www.pnw.edu/english-language-program/>

Classroom Office Bldg, Room 176  
219.989-2502

The English Language Program (ELP) is an academic, intensive English program that aims primarily at assisting international students in developing their English language proficiency to the level needed to pursue their education at Purdue Northwest.

## GENERAL ACADEMIC REQUIREMENTS

A graduate student is expected to maintain a graduation index representing a B average (3.0/4.0 GPA.) or better. The student's progress will be reviewed each session by the student's department. The student's progress also may be reviewed by the Graduate School. Should the student fail to perform in either coursework or research on a level acceptable to the advisory committee, the departmental graduate committee, or the dean of the Graduate School, he or she may be asked to discontinue graduate study at Purdue.

## GRADUATION REQUIREMENTS



Each program has specific requirements regarding coursework however, all students, regardless of major, must submit an electronic plan of study the semester *before* he or she intends to graduate. It is the student's responsibility to ensure and all departmental requirements are met and the plan is submitted and approved by the deadline.

An email declaring your intent to graduate must be submitted to your department *before the deadline* to declare candidacy. You may also check the graduation option in myPNW when you register for your final session.

See the Graduate School Calendar for deadline dates.

## CALENDARS



The *Graduate School Calendar* lists vital dates and deadlines and is located at <http://academics.pnw.edu/grad-school/graduate-school-calendar/>

A more general *Graduate Studies Calendar of Events* is located at:

<http://academics.pnw.edu/grad-school/calendar-of-events/?yr=2013&month=2&dy=&cid=all>

The *Purdue Northwest campus calendar* is located at:

<http://www.pnw.edu/calendar/>

## THE OFFICE OF STUDENT AFFAIRS

<http://www.pnw.edu/student-affairs/>

Lawshe 352  
219.989.2367

Student Affairs at Purdue Northwest is composed of many departments responsible for a variety of programs and services intended to support students' growth and development. Comprised of individuals who care deeply about students, staff in Student Affairs are willing and eager to offer advice, guidance and encouragement to students and their families. They provide opportunities for students to explore personal, educational and career goals.

The Office of Student Affairs offers the following to enrich student life on campus: career services; fitness, wellness and sports; judicial affairs; leadership development; orientation; residence life; student activities; student employment; and the TRIO Programs including Educational Talent Search, Upward Bound, Disability Resources, From Boots to Books Program and the McNair Post-Baccalaureate Achievement Program. Dedicated individuals work collaboratively with academic and administrative departments to address the unique needs of students, potential students and their families.

- ADA Accessibility
- Career Services
- Counseling Center
- Dean of Students
- From Boots to Books Program
- Health, Recreation and Sports
- Housing and Residential Education
- Leadership Development
- Off Campus Housing
- Office of Disability Resources
- Student Activities
- Student Convocation
- Student Support Services



## DEAN OF STUDENTS OFFICE

<http://www.pnw.edu/dean-of-students/>  
219.989.4141  
Student Union & Library 313

The Dean of Students Office promotes responsibility, accepting consequences of behavior and encourages honesty, integrity, and respect for self and others. The ODOS website lists other important policies that will help students answer their questions and solve their problems.

## INFORMATION TECHNOLOGY (IT)

### IT CUSTOMER SERVICE CENTER

219.989.2888 option 2  
Gyte 133



### MYPNW

[myPNW](#) is the hub of Purdue Calumet's online content. It is a Web portal, enabling you to access many of the university's online resources from a central location, by entering a single username and password only once.

### ACCESS MYPNW

The first step is to access your account to [establish your password](#). You will need your Purdue ID for this process. Please remember or record your password somewhere safe. KEEP this information confidential.

After setting your password, your Career Account or Login Name will be displayed. You can access your [myPNW](#) account at <http://www.pnw.edu/mypnw>

Once again, enter your Purdue Career Account name and your newly established password to review your record and register and pay for classes.

### CHANGING YOUR PASSWORD

**Off-campus** – To reset your Career Account password from an off-campus location, please visit

<https://resetpw.purduecal.edu>. Please note you will need your PUID to reset your password off-campus.

**On-campus** – You can reset your password on campus by visiting an available [password management kiosk](#) (marked with signs that read "Get your PASSWORD here!"), located in most university buildings.

## STUDENT EMAIL INFORMATION:

**All official University communications will be sent to your student email** address which will be your career account [name@pnw.edu](#). Please be sure to check this address often. You may forward your campus mail to another address that you use regularly.

## OFFICE OF DISABILITY RESOURCES

<http://www.pnw.edu/access/calumet/>

Student Union and Library Building, Room 343  
219.989.2455 (TDD)  
Increasing numbers of students with documented disabilities are enrolling at Purdue Northwest, where all classroom buildings are accessible by wheelchair and equipped with power doors. The Office of Disability Resources offers a variety of accommodations to meet the needs of students with disabilities.

### ELIGIBILITY

Students with a documented physical, learning or emotional disability are eligible for appropriate accommodations once they provide the Office of Disability Resources with acceptable disability documentation. Accommodations are provided at no cost to the student.

### ACCOMMODATIONS AVAILABLE

After review of documentation and personal interview:

- Note takers, scribes
- Coordination of classroom accommodations
- Coordination of testing accommodations
- Assistive technology
- Alternative format of text

## OTHER SERVICES

- Academic counseling
- Referrals for personal and career counseling
- Referral to community resources
- Referral to campus resources
- Disability Resources

## ASSISTIVE TECHNOLOGY

- 21 inch monitors
- Auditory Trainer (used to amplify instructor's voice)
- Braille labeled keyboards
- CCTV: Closed Circuit Television
- Dragon NaturallySpeaking voice recognition
- Franklin Speaking Dictionary
- Height adjustable tables
- JAWS screen reader
- Kurzweil 1000 text reader
- Kurzweil 3000 multisensory reader-visual and auditory feedback
- Magic screen enhancer
- Sharp voice synthesized calculator
- Tactile Image Enhancer
- Windows XP and above accessibility options
- ZoomText screen enhancer

## FITNESS CENTER

### Calumet Campus

<http://www.pnw.edu/fitness-recreational-sports/>

219.989.2175

The Fitness Center is a comprehensive, multi-dimensional physical fitness training facility designed to service Purdue Northwest students, faculty, staff and people from the surrounding communities.

The facility features state-of-the-art equipment, convenient hours and a professionally degreed and certified staff of exercise physiologists who are available in the facility at all times to assist members with their programs or to answer questions.

In addition, the Fitness Center Staff is available to design individual exercise programs based on a person's medical history, current level of fitness and exercise goals. Personal one-on-one training is also available FREE of charge.

Hours:

**Monday – Thursday:** 5:30 a.m. – 10:00 p.m.

**Friday:** 5:30 a.m. – 8:00 p.m.

**Saturday:** 9:00 a.m. – 3:00 p.m.

**Sunday:** 12:00 p.m. – 5:00 p.m.

### North Central Campus

Hours:

**Monday – Friday:** 8:00 a.m. – 5:00 p.m.

**Saturday & Sunday:** closed

## DINING

### FOOD SERVICES

219.989.2629

Locations: SUL (First Floor)

CLO (Ground Floor-North end of building)

Chartwells Dining Services is your food service provider. Daily offerings include hot breakfast, soups, salads, sandwiches, dessert items, daily specials, grilled items and pizza. Visit the Oaken Arbor Market Café, located in the SUL Building or Grab 'n' Go in the Classroom Office Building (CLO). Outtakes Quick Cuisine Store located in the center lobby of the SUL Building offers soups, salad, sandwiches, candy and snacks as well as fresh hot foods and frozen convenience items. Catering services are also available seven days a week.

Canteen Corporation services the vending machines which offer hot and cold food selections, snacks and beverages that are located in every campus building.

## FINE DINING

### Department of Hospitality and Tourism Management

<http://academics.pnw.edu/hospitality-tourism-management/>

White Lodging Center for Hospitality and Tourism Management, Room 195  
219.989-2340

**Hours:** Monday – Friday /8:00 am - 4:30 pm

Join us as we offer unique fine dining experiences on Wednesdays during the fall and spring semesters.

Lunch Reservations: Contact GERALYN FARLEY at [farley@purduecal.edu](mailto:farley@purduecal.edu)

Lunch Dining Times are 11:30am and 12:00pm

Dinner Reservations: Contact Hospitality and Tourism Management Office at 219-989-2340

Dinner Dining Times are 5:00pm and 7:15pm

## INTERNATIONAL STUDENT SERVICES

<http://webs.purduecal.edu/ipo/>

Classroom Office Bldg., Room 176  
219.989-2502

The International Programs Office works to ensure that students, faculty, staff and community members have opportunities to learn about the world through academic, cultural, and hands on experiences. This includes sending PNW students abroad, welcoming international students and scholars into our classrooms and laboratories, having faculty that teach and collaborate on research across the globe, and offering educational and entertaining cultural programming on campus.

In order to achieve its goals, IPO is comprised of four main units: the English Language Program, International Students and Scholars, International Admissions, and International Programs.

Additionally, IPO's initiatives include study abroad and exchange programs, international partnerships and agreements, student peer mentoring, and events. We invite you to engage in your world!

## UNIVERSITY POLICE

<http://www.pnw.edu/police/>

### HOURS OF OPERATION

24 hours a day, seven days a week

Normal Business Hours: Monday thru Friday 7:00 a.m. – 11:00 p.m.

**Mobile Devices:** 219-785-5220 (program this into your cell phone)

**Campus Telephones:** 911

**Anonymous Hotline:** 219-989-2912

### Emergency Guide:

<http://www.pnw.edu/police/north-central-campus/emergency-guide/>

### Non-Emergency:

219 / 989-2220

219 / 989-2221

219 / 989-2222

**Fax:** 219-989-2052

The Department of University Police is responsible for campus security at Purdue Northwest - Calumet Campus. We are located in the Central Heating and Cooling Facility (H-Building) located on the north section of campus and operate on a 24 hours a day, 7 days a week schedule. Under Indiana Law, University Police Officers possess full police powers including the power of arrest under (IC29-12-3.5) on all property owned or occupied by the University. The department also has a written mutual aid agreement with the City of Hammond Police, although primary jurisdictional areas are routinely respected.

Students, faculty, staff and guests of the University are encouraged to report emergencies and criminal activity to the Department of University Police immediately. **To report any emergency on campus, dial 911 from any campus phone.** Emergency phones have been placed in each academic building on campus. Additionally, outside call boxes are located in each campus parking area. The call boxes have an automatic dialing system that will connect the calling party to the police emergency phone line. To report criminal activity in which there is no immediate danger to persons or property, dial extension 2220 from any campus phone or 989-2220 from off campus phones. A police officer will be dispatched to investigate and take a report.

## EMERGENCY TEXT MESSAGE SYSTEM

PNC offers a voluntary emergency text message system to all students and university employees. **You may sign up for the service by logging into the "MyPNW" portal and clicking on the "Emergency Text System" link.** A university-issued username is needed in order to subscribe. This service will be used exclusively for closing announcements and campus emergency alerts.

Text messaging adds another important layer to the university's emergency notification processes. All

members of the campus community who own text-enabled electronic devices are strongly encouraged to participate.

## STUDENT UNION & LIBRARY

<http://library.pnw.edu/calumet/the-university-library/>

Second Floor  
219.989.2224  
Library Hours: 8:00 a.m. – 11:00 p.m. (Monday-Thursday)  
See website for special hours

## BOOKSTORE/NORTHWEST CAMPUS SHOP

219.989.2322  
SUL First Floor  
E Follett Website: <http://www.efollett.com>

The Calumet Campus Shop offers a variety of services. The main function of the shop is to supply textbooks and supplies necessary for University courses. Used books are acquired through a buy-back program, with the main buy at the end of each semester. At these times, students can sell back textbooks for up to 50% of their original price, if they are to be used the following semester. Benefit-eligible employees receive a 20% discount on select merchandise and a 15% discount on textbooks. See bookstore staff for details.

We also offer a Textbook Rental Program. Faculty may visit [www.rentatext.com](http://www.rentatext.com) to view the national title list.

Other departments of the bookstore include Microsoft software (offered at a discount rate for the university), general and reference books, greeting cards, glassware and ceramics, giftware, clothing, backpacks, calculators and class rings.

The Calumet Campus Shop is also accessible via the internet at <http://www.efollett.com>

## HOUSING

[HTTP://WWW.PNW.EDU/HOUSING/](http://www.pnw.edu/housing/)

### OFF CAMPUS HOUSING

The Department of Housing and Residential Education compiles and publishes a listing of apartment complexes in the area.

The listing includes the name of the complex, contact phone number, location of complex, leasing options, security deposit amount, type of apartments (Studio, 1 Bed/1 Bath, 2 Bed/1 Bath, etc.), and monthly rent. Please keep in mind that all pricing information is subject to change. Lease agreements are solely between the resident and the leasing agent.

## CAREER DEVELOPMENT CENTER

<http://www.pnw.edu/counseling/career-counseling/career-development/>

### Counseling Center

Gyte Building, Room 005  
219.989.2366

**Hours: Monday** 8:00 am - 6:00 pm  
**Tuesday – Thursday** 8:00 am - 5:00 pm  
**Friday** 8:00 am - 4:30 pm

## STUDENT HEALTH SERVICES

<http://www.pnw.edu/student-affairs/health-services-center/>

Gyte Annex, Room 034  
219.989.1235

The Student Health Services Center (SHSC) at Purdue Calumet offers students primary care and prevention services. Our services include, but are not limited to, acute and chronic care for non-emergent conditions such as:

general physicals	gynecological exams
laboratory analysis	minor surgical procedures
health screenings	pharyngitis
bronchitis	allergic rhinitis
asthma	hypertension
diabetes	

All blood drawn, pap smears, cultures and biopsies will be sent out to Quest Diagnostics for testing.

In addition, students will be provided referrals to health care professionals in our area for further evaluation and treatment as needed. The SHSC will work with the Fitness and Wellness Center to expand services and provide follow up for health screenings. The SHSC will also make referrals to the professionals at the Fitness and Wellness center to

provide a more comprehensive approach to treating chronic illness as well as prevention of illnesses and health maintenance. There is a \$20 charge for office visits. Follow up visits for the same illness are free. Additionally, there is a charge for all immunizations, pap smears, pregnancy tests, strep tests and some blood tests. Since the SHSC will not accept any money at the time of service, all charges will be applied to the student's PUID account. For more information on prices, please visit the SHSC.

## STUDENT HEALTH INSURANCE

### INSURANCE - UNDERGRADUATE AND DOMESTIC GRADUATE STUDENT

For information regarding Student Health Insurance from United Healthcare for Undergraduate Students, you can visit <https://www.uhcsr.com/>.

### INSURANCE - INTERNATIONAL GRADUATE STUDENTS OR STUDY ABROAD

For information regarding Student Health Insurance from International Student Insurance for International Graduate Students or students wishing to study abroad, you can visit <http://www.InternationalStudentInsurancwe.com/>.

International graduate students are required to be covered by health insurance while registered for classes. You will not be able to register unless proof of insurance is presented to the Graduate Studies office (Lawshe 242) each semester.

## BAD WEATHER CANCELLATIONS

Occasionally, in the interest of personal safety, it is necessary to suspend classes and/or close the campus due to adverse weather conditions or other sudden, unusual, or unexpected circumstances. The Chancellor, in consultation with the Vice Chancellor for Administrative Services, will decide when it is necessary to take such action. If a decision is made to alter normal campus operations, attempts will be made to notify faculty and staff via one or more of the communication channels listed below.

The decision to alter normal campus operations means either of the following:

### “CLASSES ARE CANCELED”

This means that **ALL** classes scheduled to meet that particular day at on- and off-campus sites are canceled, **but** all university offices, departments, and services remain open.

### OR

### “THE UNIVERSITY IS CLOSED”

When the university is in the process of closing (campus notification issued), is closed or is in the process of reopening; only functions deemed essential (critical) to university operations would take place until further notice is given. So that all faculty, staff, students affected by either of the above conditions can receive information promptly and accurately, official notification will be communicated via one or more of the following communication channels:

#### Communication Channels:

**Internet** – Purdue Northwest Website  
[www.purduecal.edu](http://www.purduecal.edu)

**Public Address System** – This system is one of the means to provide a “first” notification to the campus that classes are canceled or the university is in the process of closing.

**Local Media** – The Assistant Vice Chancellor for University Relations serves as the official University spokesperson and will disseminate messages to the following media:

#### Radio

Emergency Closing Center

**WGN (720 am)**

WBBM (780 am)

**WAKE (1500 am and 105.5 fm – Valparaiso)**

WEFM (95.9 fm – Michigan City)

WIMS (1420 am – Michigan City)

**WJOB (1230 am – Hammond)**

**WLOI (1540 am – LaPorte)**

**WZVN (107 fm – Valparaiso)**

WLTH (1270 am – Gary)

NW Indiana Lake Shore Public Radio (89.1 fm – Merrillville)

#### Television

**ABC-TV/Channel 7**

**CBS-TV/Channel 2**

**CLTV News**

**Fox-TV/Channel 32**

**NBC-TV/Channel 5**

**WGN-TV/Channel 9  
NW Indiana Lake Shore Public  
Television/Channel 56**

**Text Message** – those that subscribe to text message will receive a brief text message via their cell phone. **Note:** To subscribe to text messaging, go to <http://www.pnw.edu/police/alert-me/>

**Automated Calling System** - This system delivers recorded messages to regular faculty and staff and contract operations' employees via phone numbers on file with the Telecommunications office. Calls are made to either home/cell or department numbers, depending on when the decision to alter normal campus operations is made. **Note:** If you have a block filter on your phone that prevents calls being received by Purdue Northwest or Purdue Northwest from being identified, and wish to receive the message(s), we encourage you to list your cell phone number as your primary contact number for this purpose. Contact the Telecommunication office at 989-2345 to ensure your contact information is current.

**Signage (Posted)** – signage placed on building door entrance(s) providing information and/or direction.

**E-mail** – Outlook email distribution can be used to deliver messages electronically and instantly to all faculty, staff and student email addresses.

**Purdue Northwest (Calumet) Information Center** – Incoming calls to 989-2993 or 989-2400 are received by a pre-recorded voice mail message to provide current information.

**NOTIFICATION TO "RESUME" NORMAL CAMPUS OPERATIONS**

At the direction of the Chancellor and/or Vice Chancellor for Administrative Services, notification to resume normal campus operations will be communicated via Purdue Northwest's homepage) ([www.purduecal.edu](http://www.purduecal.edu)), via Outlook email distribution, and the automated calling system. Additional channels may be used as appropriate.

**NOTE:** The media, radio, and television stations typically do not announce resumption of activities/operations.

**UNIVERSITY SHUTTLE SERVICE**

As an enhancement to student life, Purdue Northwest provides a transportation service for students who must have transportation to bus lines or specific points of interest. The service is on a first serve basis. Contact the transportation office for specific hours of operation and locations served.

**GRADUATION CANDIDATES**



**BEFORE YOUR FINAL SEMESTER:**

*Meet with your advisor to make sure you will be completing all required courses for graduation.*

**Submit as final electronic Plan of Study**

**FINAL SEMESTER:**

**DECLARE CANDIDACY:**

- Notify your department of your **Intent to Graduate**

**THESIS CANDIDATES:** Please refer to the Thesis web page <http://academics.pnw.edu/grad-school/thesis/> for valuable information/links regarding the formatting, completion and processing of your thesis.

**SCHEDULE THESIS DEFENSE**

The major professor and student are jointly responsible for finding a common date and time when all advisory committee members can meet for the examination. This must occur *before* the Last Day to Complete Exam/Degree Only Requirements. See the Graduate School Calendar for dates: <http://academics.pnw.edu/grad-school/graduate-school-calendar/>

**FINANCIAL AID** recipients must complete an Exit Survey.

## THESIS

General thesis information is available online  
<http://academics.pnw.edu/grad-school/thesis/>

Thesis students should make an appointment with the Thesis Format Advisor at least two weeks before they defend their Thesis.

Call Janice Novosel at 219.989.2082 for information on formatting guidelines, deadlines, etc.

## MORE INFORMATION

For the complete Graduate School Policies and Procedures Manual:

<https://www.purdue.edu/gradschool/documents/graduate-school-policies-and-procedures-manual.pdf>

## KEY LINKS

### Graduate Staff Fee Remission

<http://academics.pnw.edu/grad-school/wp-content/uploads/sites/24/Graduate-Staff-Fee-Remission-PNW.pdf>

### Graduation Requirements

<http://admissions.pnw.edu/undergraduate/graduation-requirements-masters-degree/>

### Plan of Study

<http://academics.pnw.edu/grad-school/plan-of-study/>

### West Lafayette - Thesis forms and most graduate school forms

<https://www.purdue.edu/gradschool/faculty/forms.html>

## INFORMATION SUMMARY

## EMERGENCY

9-911

Academic Calendar

<http://www.pnw.edu/police/alert-me/>

Alert Me

<http://webs.purduecal.edu/alertme/frequently-asked-questions/>

Calendar – Graduate Studies

<http://academics.pnw.edu/grad-school/calendar-of-events/>

Calumet Campus Bookstore

<http://www.bkstr.com/purduecalumetstore/home>  
219.989.2322

Counseling Center

<http://www.pnw.edu/counseling/>  
219.989.2366

Dean of Students Office

<http://www.pnw.edu/dean-of-students/>  
219.989.4141

Class Cancellation due to bad Weather

[www.pnw.edu](http://www.pnw.edu)

Disability Services

<http://www.pnw.edu/access/calumet/>  
219.989.2455  
219.989.2454 TDD

English Language Program

<http://www.pnw.edu/english-language-program/policies-and-procedures/>  
219.989.2502

Financial Aid

<http://admissions.pnw.edu/financial-aid/>  
219.989.2301

Graduate Studies Office

<http://webs.purduecal.edu/gradschool/>  
219.989.2257

Health Services

<http://www.pnw.edu/student-affairs/health-services-center/>  
219.989.1235

Housing (University Village)

<http://www.pnw.edu/housing/>  
219-989-4150

IMPORTANT DATES/DEADLINES

<http://academics.pnw.edu/grad-school/calendar-of-events/>

International Affairs

<http://www.pnw.edu/international/>  
219.989.2502

Insurance

<http://webs.purduecal.edu/ofasa/student-accounts/student-health-insurance/>

IT Helpdesk - Office of Information Services

<http://www.pnw.edu/information-services/about-is/>  
219.989.2888 – option 2

Library

<http://www.pnw.edu/library/>  
219.989.2224

Off Campus Housing

<http://www.pnw.edu/international/off-campus-housing/>  
219-989-4150

Registrar's Office

<http://www.pnw.edu/registration/>  
219.989.2210

Schedule of Classes

<http://www.pnw.edu/registration/class-schedule-and-course-descriptions/>

Student Accounts

<http://www.pnw.edu/student-affairs/financial-aid-and-student-accounts/>

Student Research

<http://centers.pnw.edu/research/student-research/>  
219.989.8363

## Campus Phone Numbers

All numbers are (219) 989-xxxx unless otherwise noted.

Academic Outreach	4187
Accounting, Dept. of - undergrad	8156
Admissions - graduate	2257
Admissions - undergraduate	2213
Advancement Office	2308

Advising Center	2339
Alumni Relations	2308
Athletics	2540
Biology	2404
Bookstore	2322
Boots to Books	2772
Business Office - Student Affairs	2986
Career Services	2419
Center for Learning & Academic Success	2339
Center for Student Achievement	2339
Center for Student Dev & Outreach	2419
Central Heating and Cooling	2444
Challenger Learning Center	3250
Chartwells Dining Services	2629
Chemistry & Physics	2284
Chronicle	2547
Communication & Creative Arts	2393
Computer Info Tech Graphic	2035
Computer Operations	3100
Computer Science	2273
Construction Science & Org. Lead	2332
Counseling Services	2366
Customer Service - option 2	2888
CVIS	2765
Dean of Students	4141
Disability Resources Office	2455
Duplicating Services	2359
Ed. Opportunities Program	2727
Education Dept. - graduate	2326
Education Dept. - undergrad	2360
Electrical/Computer Engineering	3106
Engineering - Electrical & Computer	3106
Engineering - Mechanical	2472
Engineering Technology	2471
English & Philosophy	2259
Enrollment Management	2507
Entrepreneurship Center	2100
Experiential learning	8350
Federal work/study	2566
Fee payments/student accts	2560
Finance & Economics	2388
Financial Aid/Student Accounts	2301
Fitness & Rec. Center	2175
Fitness Center	2175
Foreign Languages & literature	2632



General University	2400
Gifts/giving	2323
Graduate School	2257
Health Center	1235
Health Rec. & Sports & Rec. Services	2550
History & Political Science	2347
Hospitality & Tourism	2340
Housing	4150
Human Resources	2251
Info Center	2400
Institutional Research & Assessment	8341
Instructional Technology	2873
International Programs Office	2502
Internships	2419
Intramurals	2050
Liberal Arts & Social Science	2401
Library	2224
MAC Accounting - see Management	2595
Maintenance	2054
Management Dept.	2595
Marketing HR & Mgmt.	2388
Marriage & Family Therapy	2027
Math, Computer Science & Stats	2273
McNair Achievement	2779
Mechanical Engineering	2472
Mfg. Engr. Tech & Supv.	2406
MIS Information Systems	3152
Napoleon Hill foundation	3173
Nursing	2814
Organizational leadership	2332
Police Dept. - University	2220
Purchasing	2238
Registrar	2210
Research & Graduate Studies	8363
Riley Child Care Center	2343
Small Business Development Center	3023
Student Accounts	2301
Student achievement	2339
Student Activities/organizations/clubs	2369
Student employment	4119
Student Government	2885
Student Health Center	1235
Teacher Prep	2360
Technology - Graduate	2966
Technology - undergrad	3251

Transcripts	2210
Travel Center	3118
Tutoring center	3227
Undeclared Department	8345
University Police	2220
University Relations	2217
University Village	4150
Upward Bound	2392
Veterans Affairs Office	2177
Water Institute	2723
Wellness Center	2709

# INDEX

---

## **A**

Academic Integrity · 5  
Access myPNW · 8  
Accommodations Available · 8  
Advising/Counseling · 3  
Assistive Technology · 9

---

## **B**

Bad Weather Cancellations · 12  
Before your final semester · 13  
Billing Information · 2  
Bookstore/Calumet Campus Shop · 11

---

## **C**

Calendars · 7  
Campus Phone Numbers - 15  
Candidacy Request · 7  
Career Account · 1  
Career Development Center · 11  
Changing Your Password · 8  
Chartwells Dining Services · 9  
Cost of Attendance · 2

---

## **D**

Dean of Students Office · 8  
Declare Candidacy · 13  
Degree and Registration Requirements · 3  
Dining · 9  
Disability Resources - 8

---

## **E**

Eligibility · 2, 8  
Emergency Test Message System - 10  
Email Information - 8  
English Language Program - 6

---

## **F**

FAFSA · 1  
Family Educational Rights and Privacy Act (FERPA) · 4  
Fee Remission · 2

Final semester · 13  
Financial Aid Office · 1  
Financial Records · 1  
Fine Dining · 9  
Fitness Center · 9  
Food Services · 9  
Full-time Study · 3

---

## **G**

General Academic Requirements · 6  
Graduate Assistant Positions · 2  
Graduate Studies Office · 1  
GRADUATION REQUIREMENTS · 7

---

## **H**

Health Services - 11  
Hospitality and Tourism Management · 9  
Housing - 11

---

## **I**

Information Summary · 14  
Information Technology (IT) · 8  
Insurance - International Graduate Students or Study  
Abroad · 12  
Insurance - Undergraduate and Domestic Graduate  
Student · 12  
International Student Services - 10  
IT Customer Service Center · 8

---

## **K**

Key Links - 14

---

## **L**

Library - 11

---

## **M**

MASTERS DEGREE REQUIREMENTS · 3  
More Information · 14  
MyPNW · 8

---

**O**

Off campus housing · 11  
Office of Disability Resources · 8

---

**P**

Part-time and Intermittent Study · 3  
Password · 1  
Payment Options - 2  
Plagiarism · 5  
Plan of Study · 4  
Plan of Study Grade Requirements · 4

---

**R**

Registration of Graduate Students · 3  
Respecting Boundaries - 3  
Responsibility for Registering · 4

---

**S**

Schedule Thesis Defense · 13  
Student Affairs, Office of - 7

Student Conduct · 5  
Student Email information · 8  
Student Health Services · 11  
Student Union & Library · 11

---

**T**

The Office of Student Affairs · 7  
Thesis · 14  
Thesis Defense - 13  
Thesis Candidates · 13  
Title IV Code · 1  
Tuition - 2

---

**U**

United Healthcare · 12  
University Police · 10  
University Shuttle Service · 13

---

**W**

White Lodging Center · 9  
Withdrawing from a Class · 4

