



Ivy Tech Guest Student Application - Instructions for IUPUI Domestic Students

Purpose:

IUPUI students are able to register for and enroll in course(s) at Ivy Tech Community College Central Indiana while maintaining IUPUI as their home institution via the Ivy Tech Guest Student Application. The Ivy Tech Guest Student Application records advisor verification of prerequisites and degree applicability of the guest course(s).

To qualify for use of the Ivy Tech Guest Student Application, an IUPUI student must be in good standing (not dismissed) and concurrently enrolled in at least one course at IUPUI for fall and spring semesters. There is no concurrent enrollment requirement for the summer semester unless the student plans to use the Passport Financial Assistance Agreement.

Deadlines*:

- Preferred Deadline: 5 weeks prior to the start of the course
- Processing Deadline: 1 week prior to the start of the course
- Final Deadline (not recommended unless extenuating circumstances):
Wednesday before the start of the course
 - If an IUPUI student turns in the Ivy Tech Guest Student Application later than the 'processing deadline' above, there is no guarantee Ivy Tech can process the application before the course begins.

*Please contact the Passport Office to confirm deadlines, as they are submitted to change per semester.

NOTE: Ivy Tech begins registering for courses one month prior to IUPUI. It is recommended that students turn in a completed Ivy Tech Guest Student Application as soon as possible.

Ivy Tech Guest Student Application Process - IUPUI Domestic Students

1. The Ivy Tech Guest Student Application is available [here](#). An IUPUI advisor signature is necessary to ensure the degree applicability of the Ivy Tech course, that the IUPUI student is in good standing (not dismissed) at IUPUI, and verification that the student meets the prerequisite(s) for the Ivy Tech course. If the IUPUI student plans to utilize their IUPUI financial aid to pay for the Ivy Tech guest course(s), an IUPUI academic advisor will also need to sign the Passport Financial Assistance Agreement.
2. To view Ivy Tech's course offerings, visit their [course schedule search](#). You may select multiple Ivy Tech campuses, but if the IUPUI student plans to use the Passport Financial Assistance Agreement, be sure select a [Central Indiana Location](#). If you select a course that is not in the Ivy Tech Central Indiana region, the Passport Financial Assistance Agreement Form cannot be utilized.
3. Submit the Ivy Tech Guest Student Application to the Passport Office, located in Hine Hall, Room 121. **Students should NOT submit the form to our office electronically.**
4. Approximately 7-10 Ivy Tech business days after you have submitted the Ivy Tech Guest Student Application, the IUPUI student will receive an email via their IUPUI email address with instructions on how to log into 'My Ivy' to enroll in their Ivy Tech guest course(s). As a reminder, the student must register/enroll in the Ivy Tech course(s) through their Ivy Tech 'My Ivy' account; **the Ivy Tech Guest Student Application will not automatically enroll the IUPUI student in the Ivy Tech guest course(s).**
5. If the IUPUI student would like to pay for their Ivy Tech guest course(s) with their awarded IUPUI financial aid, the student will also need a Passport Financial Assistance Agreement (process outlined on the following page).
6. A new Ivy Tech Guest Student Application must be completed **every semester** and the IUPUI student may only register for the courses listed on the application.

Passport Financial Assistance Agreement (PFAA)

- ***Starting fall 2016, students enrolled in 12-18 credit hours at IUPUI should consult with the IUPUI Office of Student Financial Services for financial aid eligibility.***
1. If you wish to use IUPUI financial aid to pay for Ivy Tech guest course(s), you must complete a Passport Financial Assistance Agreement (PFAA). The policies and form may be found [here](#). You should also complete the form if you receive **any** aid with a credit hour requirement that will not be met by your IUPUI credits alone. If you do not complete the PFAA, Ivy Tech will not communicate the total number of concurrent credit hours to IUPUI's Office of Student Financial Services.
 2. IUPUI students must enroll in a minimum of 3 credits at IUPUI and Ivy Tech to qualify for the Passport Financial Assistance Agreement.
 3. The PFAA should be submitted **after** you have enrolled in your course(s) at Ivy Tech. If you are not registered and do not provide a C# on the form, it will not be processed. As a reminder, students cannot utilize financial aid through Ivy Tech while enrolled as a guest student.
 4. After you have enrolled in the course(s) at Ivy Tech, the student must submit the Passport Financial Assistance Agreement directly to Ivy Tech's Express Enrollment Services on the first floor of the NMC building at 50 W. Fall Creek Parkway, North Drive. or to indy-finaid@ivytech.edu. The student should make a copy of the form prior to submission.
(Note: The Passport Office does not accept the Passport Financial Assistance Agreement).
 5. If the PFAA is turned in fewer than 3 weeks prior to the start of the semester, the student will be responsible for paying toward their Ivy Tech balance (approximately a third of their Ivy Tech balance), even if you have not received the expected financial aid from IUPUI. Once the PFAA is processed and approved at IUPUI, students that have enough aid to cover their entire balance will be reimbursed from Ivy Tech for their initial payment.
 6. To ensure a stress-free financial aid experience, Ivy Tech asks that all students set up a payment plan, regardless of the aid they anticipate receiving from IUPUI. Students can access information about Ivy Tech's payment plans [here](#).
(Note: There is a fee associated with setting up an Ivy Tech payment plan).

7. As a reminder, the Passport Financial Assistance Agreement does not imply that IUPUI will pay Ivy Tech directly on your behalf with a few exceptions such as the 21st Century Scholars Grant, and the Frank O'Bannon Grant (see form for details). If the student receives CVO benefits, they should follow up with [IUPUI's Office for Veterans and Military Personnel](#) for additional information about their aid.
8. Once the Passport Financial Assistance Agreement is processed, IUPUI students with remaining aid will receive a refund from IUPUI. Students should then use this refund to pay Ivy Tech directly.

Obtaining Ivy Tech Transcripts

When a student has completed their Ivy Tech guest course(s), they **must** request an official transcript from Ivy Tech to IUPUI for a fee of \$5 to ensure the credit hours transfer to IUPUI.

This official transcript may be requested through the student's Ivy Tech 'My Ivy' account and sent electronically to IUPUI's Office of Undergraduate Admissions at mycredit@iupui.edu.

If the student is having difficulty accessing their 'My Ivy' account, the student can contact the National Student Clearinghouse (the online transcript request system) [here](#). Select the option for "Fall 1990 or later" to be redirected to the National Student Clearinghouse.

Questions regarding the evaluation timeline of Ivy Tech transcripts should be directed to the IUPUI Office of Undergraduate Admissions at 317.274.4591 extension 0.