Faculty & Staff
Undergraduate
Academic Advising Handbook
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Food Services
Graduate Studies
Health Center, University
Honors Program
Housing and Residence Life
Information Technology
International Programs and Services
Multicultural Center
Public Safety, Office of
Parking Department
Registrar’s Office
Religious Life
ROTC
Student Affairs, Office of
Student Development Programs
Study Abroad
University Division
ABOUT THE COLLEGE

Our Vision
Our vision is to provide a premier learning experience in business that emphasizes an entrepreneurial mindset which involves innovative thought and promotes openness to new ideas.

Our Mission
Our mission is to place the student at the center of our college's educational activities, both inside and outside the classroom. We are committed to offering a value-driven business education that provides personalized attention, enhances lifelong learning, values creativity and innovation, ensures an interactive learning experience, and nurtures social responsibility and integrity.

This, in part, will be accomplished by faculty who are actively engaged in research that will bring current and relevant knowledge to the curriculum. Consistent with our emphasis on teaching, our research will focus primarily on applied and pedagogical issues. In addition, the college embraces service that is responsive to the evolving needs of our stakeholders.
Leadership

Dr. Mohammed Khayum  
Dean of the Romain College of Business  
Professor of Economics  
Business and Engineering Center 1018  
Phone: 812/465-1681  
Email: mkhayum@usi.edu

Dr. Abbas Foroughi  
Chair of Management and Information Sciences  
Professor of Computer Information Systems  
Business and Engineering Center 2069  
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Dr. Brian McGuire  
Associate Dean of the Romain College of Business  
Professor of Accounting  
Director of Accounting Programs  
Business and Engineering Center 1021  
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Dr. Mark McKnight  
Chair of Accounting and Finance  
Associate Professor of Business Communications  
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Dr. Sudesh Mujumdar  
Chair of Economics and Marketing  
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Dr. Ernest Hall, Jr.  
Master of Business Administration Director  
Professor of Management  
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Business and Engineering Center 1022  
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Advising Center Staff

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Instructor in Economics
Business and Engineering Center 1025
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Email: tmahoney@usi.edu

Christy Nolan
Academic Advisor
Business and Engineering Center 1029
Phone: 812/465-7028
Email: ceaves@usi.edu

Kristina Walker
Director of Advising
Business and Engineering Center 1028
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Email: kmwalker4@usi.edu
ACADEMIC ADVISEMENT

The University of Southern Indiana recognizes academic advising to be a critical component of the educational experience of its students. Through individual, collaborative relationships with academic advisors, students are best able to define and implement sound educational and vocational plans that are consistent with their personal values, goals and career plans. Academic advisors represent and interpret University policies and procedures to the student and help the student navigate the academic and organizational paths of the institution.

The University acknowledges its obligation to provide students with accurate and timely academic advising, delivered through its academic departments and colleges, as well as through additional units and offices devoted to specific student populations such as undecided and conditionally admitted students.

Role of Academic Advising
- CAS Standards on Advising
  - The mission of Academic Advising Programs (AAP) is to assist students as they define, plan, and achieve their educational goals. The AAP must advocate for student success and persistence.
- NACADA Concept of Advising
  - Curriculum, Pedagogy, Student Learning Outcomes
- NACADA Statement of Core Values of Academic Advising
  1. Advisors are responsible to the individuals they advise.
  2. Advisors are responsible for involving others, when appropriate, in the advising process.
  3. Advisors are responsible to their institutions.
  4. Advisors are responsible to higher education.
  5. Advisors are responsible to their educational community.
  6. Advisors are responsible for their professional practices and for themselves personally.

Goals of Academic Advising
- Students will identify values, abilities, interests, and limitations
- Students will develop an educational plan consistent with these that will lead to career and life goals

Family Educational Rights and Privacy Act (FERPA)

A FERPA tutorial and online training program is available through myUSI. After logging into myUSI, look for the gold certificate icon to the left.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.
   - Students should submit to the registrar, dean, head of the academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
   - Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the
record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
   - One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.
ADVISOR RESPONSIBILITIES
- making advising readily available;
- tailoring the advising approach to individual students;
- being responsive to discussions of student’s personal values and goals as they relate to academic and career-related needs;
- providing accurate and timely information about institutional policies, procedures, resources and programs consistent with the needs and characteristics of their advisees;
- conveying information on academic requirements, policies, and procedures as well as graduation requirements for the chosen curriculum;
- assisting the student in identifying and pursuing educational goals and objectives and in securing information about career opportunities;
- monitoring progress toward advisee’s educational and career goals using major four-year plans, Degree Works, and other resources; and
- being sensitive to issues relating to the student's retention at USI, and making appropriate referrals when necessary/possible.

Effective academic advisors
- recognize that academic advising is an extension of the teaching/learning process;
- engage in academic advising that develops students' ownership of their overall academic success rather than just semester course scheduling;
- are available and in contact with advisees often, during registration periods and during other times throughout the academic year;
- monitor student progress and suggest appropriate correction or re-evaluation of academic goals;
- learn about University policies, programs and procedures that will contribute to student success; convey them to students and make appropriate referrals when needed;
- stay current with all policy changes and new information pertaining to students' academic decisions and success.

STUDENT RESPONSIBILITIES
- determining a course of study that satisfies the requirements defined for the appropriate degree in the USI Bulletin;
- scheduling and appearing promptly for appointments with the advisor when necessary;
- preparing for an advising session by having a list of questions and courses (and alternatives) needed;
- being knowledgeable about policies, procedures, and requirements as published in the Bulletin;
- being prepared to discuss personal values and goals as they relate to academic and career-related needs;
- following through with appropriate action after the advising meeting; and
- accepting responsibility for the academic decisions to be made.

STUDENT LEARNING OUTCOMES OF ADVISING
- student knows degree requirements
- student knows college and university policies
- student uses an education plan to manage progress toward degree completion and goals
- student engages with appropriate resources to meet individual needs for success
- student appreciates how personal characteristics relate to career and life goals
- student values having a sense of ownership of one’s educational experience
Academic Policies

Bulletin
http://bulletin.usi.edu/

- Academic Calendar
- The University
- Admission requirements: http://bulletin.usi.edu/content.php?catoid=3&navoid=101
- Student Financial Assistance Enrollment Status
- Fees and Expenses
- Undergraduate Academic Information and Policies
  - Academic Records
  - Registration
  - Grades and Grading Policies
  - Policies and Procedures
    - Academic Progress
    - Good Standing
    - Academic Probation
    - Academic Dismissal
    - Classification
    - Fresh Start Program
    - Grading System
    - Readmission Procedures
    - Provisional Readmission
    - Schedule Changes
    - Withdrawal
    - Course Repeat Policy
    - Change of Academic Program
    - Change of Academic Bulletin
    - The Honors List
Romain College of Business Advising Policies

Advising
- All students are encouraged to meet with an advisor each semester. All freshman and sophomore (60 and under credit hour completion) are required to meet with their advisor once a semester. Registration holds will be placed on all freshman and sophomore prior to Priority Registration and removed by the advisor (or RCOB staff member) after meeting with an advisor.

Early Alert
- Instructors should have graded assignments within the first three weeks of class for 200-level courses and below.
- Early Alert reporting is required for all 200-level courses and below. The Early Alert grading and non-attendance grading will be available to instructors through myUSI at 8:30 am on the Wednesday of the 3rd week of classes and will remain open until 4:30 pm on Wednesday of the 4th week of classes. If a student has not attended the course, a grade of NA should be recorded. Students will be notified via letter that non-attendance has been reported by the instructor(s). Students with deficiency grades (D, F, NP, DNP) will receive a letter providing a list of campus resources to provide academic support.
- Advisors in the RCOB advising center will reach out to students about resources for academic improvement.

Progress Reports
- Progress Reports are mandatory and will replace Mid-term Grades. Progress report grading will be available to instructors through myUSI beginning at 8:30 am on the Monday of the 6th week of classes and will remain open through 4:30 pm on Friday of the 6th week. If a student has not attended the course, a grade of NAW should be recorded, which will withdraw the student from the course. Students will be notified via USI email that Progress Reports are available through secure myUSI accounts. Students with deficiency grades (D, F, NP, DNP) will receive a letter providing a list of campus resources to provide academic support. Letters will also be sent to all students who have been withdrawn for non-attendance.

Change of Major
- Students who wish to change their major, add a second major, or add a minor must meet with the advising center, the Assistant Dean, or a department chair.

Change of Bulletin
- Students who wish to change their academic bulletin must meet with the advising center or the Assistant Dean.

Academic Recovery
- New first year students on academic probation at the end of the first semester will be required to complete an academic recovery seminar during the following semester (UNIV 091).
- All students on probation will be advised in the center where they are currently.
- Students who do not take UNIV 091 will not be granted provisional readmission if they go on dismissal status.
UNIV 101

- Students who do not successfully complete UNIV 101 will repeat UNIV 101 during the next semester.
Academic Programs in Romain College of Business

Accounting
http://www.usi.edu/business/accounting/

Business Administration
http://www.usi.edu/business/business-administration/

Computer Information Systems
http://www.usi.edu/business/computer-information-systems/

Computer Science
http://www.usi.edu/business/computer-science/

Economics
http://www.usi.edu/business/economics/

Finance
http://www.usi.edu/business/finance/

Management
http://www.usi.edu/business/management/

Marketing
http://www.usi.edu/business/marketing/

University Core 39
http://www.usi.edu/facultysenate/core-39
http://bulletin.usi.edu/preview_program.php?catoid=3&poid=1005

Core 39 provides the foundation for all Bachelor degrees at the University of Southern Indiana. The Core 39 and each student's major are designed to complement each other. The major provides knowledge that distinguishes us from one another in our diverse walks of life; the USI Core 39 provides knowledge and abilities that all educated people share. The two together help the University accomplish its primary mission of preparing our students to live wisely.

Four-year Plans
RCOB academic programs - M\COB All\Updated 4 Yr Plans

General Courses
Course Descriptions: http://bulletin.usi.edu/content.php?catoid=3&navoid=112
Student Transition to Departmental Advising

Advising Center
- All incoming freshman
  - Move to "sophomore fellows" after 1st academic year if:
    - Good Standing
    - Has a passing grade in Math 111
- All freshman probation students
  - Credit hour distinction

Faculty Advisors
- Sophomore Fellows
  - Specialized faculty advisors
  - Students will be assigned to advisors who are teaching a section of a course they are enrolled in. This will depend on advisor numbers as well.
- Juniors and Seniors
  - Faculty of their major

Transfer and International Students
- Transfer students
  - Will go to department chairs for one semester and then to faculty of their major.
- International Students
  - Will be assigned to Dr. Schibik or the advising center staff.
Academic Advising Resources

**myUSI**
https://my.usi.edu/web/mycampus/home

- Log in using the Portal Sign in
- Click the Self Service link to access Faculty and Advisors information
  - Student Information Menu provides address and phone numbers, E-mail, schedule, academic transcript, degree evaluation, registrations, history, test scores, and holds

**Class Schedule**
The fall schedule is published in early March of each year. The spring and summer schedules are published in early October of each year. To view the semester calendar, registration dates, and other important information, go to the USI Bulletin and select the desired class schedule from the drop-down list of available publications.

**Class Search and Registration**
USI students can search course offerings and register online by logging on to myUSI with their username and password. Open Self Service and select Look Up Classes from the registration menu. For users without myUSI access, use the online search catalog to view offerings and current seat availability.

**Degree Works**
DegreeWorks offers many tools for advisors and students to track progress toward degree completion (audit), develop semester-by-semester course selections (planner), determine progress toward a different degree program ("what if" audit), and determine a potential grade point average (GPA calculator) based on certain criteria.
A DegreeWorks training guide is available for faculty and staff.

- Click the Degree Works link to run an audit

**Blackboard**

- Click the Blackboard link to access classes and resources

**Credit by Exam**
http://www.usi.edu/registrar/classes/credit-by-exam
- Advanced Placement (AP) http://www.usi.edu/media/1208952/apcredit.pdf
- College Level Examination Program (CLEP) http://www.usi.edu/media/1208949/clepcredit.pdf
- Departmental Examinations
College Achievement Program (CAP)
http://www.usi.edu/extserv/academic/cap.asp
- The College Achievement Program (CAP) is a cooperative program between the University of Southern Indiana and participating high schools. CAP allows highly motivated high school junior and senior students to take regular college courses in their own high schools at a reduced rate of tuition.

Dual Credit
http://www.doe.in.gov/achievement/ccr/dual-credit
- Indiana Department of Education

GPA Calculators
http://registrar.indiana.edu/information/calculator.shtml

Transfer IN.net
http://www.transferin.net/CTL/View-All-CTL-Courses.aspx

Transferology Lab
https://www.transferologylab.com/login.htm
- View equivalencies from other Indiana institutions as well as some out of state
Academic Assistance Resources for Students

Academic Skills
https://www.usi.edu/acadskil/
Education Center, Room 1111
(812) 464-1743
- Provide academic support services through classes and other learning assistance programs.

Academic Coaching
- USI student can be paired with an Academic Coach in Academic Skills for help with specific study skills, such as:
  - Organization
  - Test Taking
  - Time Management
  - Note Taking
  - Textbook Reading

Career Counseling
- help students assess interests and strengths
- identify academic subjects and more about majoring in those disciplines
- assist students with creating an academic plan
- help students identify strategies and next steps to move on and be successful in chosen path.

General Studies Courses
- college foundation courses offered to students in all majors can help them meet the demands of college-level work

Placement Testing
- designed to assist students in making a smooth transition from high school to their studies at USI
- provide information to help students select courses that correspond to their levels of achievement
- required of most new students and must be completed prior to advising and registration
- testing on campus prior to a student’s orientation date (preferred) or on the assigned orientation date

Supplemental Instruction
SI Leader attends all class meetings, reads the assigned material again, and leads three voluntary study sessions per week, facilitating review of notes and discussion of class material, and modeling the study skills needed to handle the particular subject matter.
Students learn more than the subject material – they learn how to form effective study groups and gain skills that will help them excel in a wide variety of courses across the campus. SI can help all students more fully understand course material and, consequently, achieve better grades.

Strategies for College Success
https://www.usi.edu/acadskil стратегии.png
- Study strategies, subject reviews, and academic tips
Student Support Services
- one of the eight grant funded TRIO programs offered through the U.S. Department of Education. At USI, the SSS Program will help motivate 140 eligible students to successfully complete their degree. The SSS Program will provide students free comprehensive services through classroom instruction, academic skill development, academic assistance and career development, personal and financial aid counseling, and experiences designed to enhance the collegiate experience on USI’s campus.

Success Series Workshops
- Academic Skills and University Division Advising present Success Series Workshops in the Spring. These 45-minute interactive workshops are offered throughout the semester.

Tutoring
https://www.usi.edu/acadskil/tutoring-subject.asp#subject_tutoring
- Math
- Writing in the Writers’ Room - writing assignments in any class, peer writing consultants can provide students with guidance and feedback at any stage of the writing process
- Study skills
- Subject-based tutoring in a variety of subjects:
Campus Services

Admissions, Office of
http://www.usi.edu/admission
Orr Center 1096, Phone: 1765

Bursar's Office
OC0036, Phone: 1842

Campus Store
UC132, Phone: 1717

Career Services and Internships
http://www.usi.edu/careersv/index.asp
Orr Center – Lower Level 074, Phone: 1865
  • Occupational Outlook Handbook http://www.bls.gov/ooh/
  • O*NET Online http://www.onetonline.org/
  • What Can I do with This Major? http://whatcanidowiththismajor.com/major/
    o http://uncw.edu/career/WhatCanIDoWithaMajorIn.html

Counseling Center
http://www.usi.edu/counselingcenter
OC 1051, Phone: 1867

Dean of Students Office
http://www.usi.edu/deanofstudents
UC East 1229, Phone: 1862
  • here to help students succeed at the University by connecting them to resources, assisting them as they navigate administrative processes with other University offices and serve as advocates when student face academic and personal challenges.

CARE Team
  • The University's Campus Action Response and Engagement (CARE) Team is a cross-functional assessment group, chaired by the Dean of Students, that responds to students in apparent/potential distress, and works collaboratively to provide confidential, respectful, and proactive support, while offering resources and balancing the educational needs of students.

Dental Clinic
HP 1043, Phone: 1702

Disability Resources, Office of
http://www.usi.edu/disabilities
OC 095, Phone: 1961
  • coordinates services and academic accommodations for USI students with disabilities to ensure equal access to facilities, programs, services and resources of the university

Emergency
Campus line - call ext. 7777 or 9-911 or 812/492-7777 or 911 from your cell phone

Financial Assistance, Student
http://www.usi.edu/finaid/index.asp
OC 1005, Phone: 1516
Food Services
https://usi.sodexomyway.com/home.xhtml
UCW003, Phone: 1859

Graduate Studies
http://www.usi.edu/graduatestudies/
OC1060, Phone: 7015

Health Center, University
http://www.usi.edu/healthcenter/
HPC 0091, Phone: 1250
  • full-service clinic offering medical services and health-related information to students, faculty, and staff.

Honors Program
https://www.usi.edu/honors/
OC 1071, Phone: 1833

Housing and Residence Life
http://www.usi.edu/housing/
RES, Phone: 2000

Information Technology
http://www.usi.edu/it
Phone support: 1080, it@usi.edu

International Programs and Services
http://www.usi.edu/international/
UC 1238B, Phone: 1248

Multicultural Center
http://www.usi.edu/mcc/
UCE 1246, Phone: 7188

Public Safety, Office of
http://www.usi.edu/security/parking

Parking Department
SB 114, Phone: 1091

Registrar'S Office
http://www.usi.edu/registrar/
OC 1075, Phone: 1762

Religious Life
http://www.usi.edu/religiouslife
Res Life Service Center, Phone: 1871

ROTC
http://www.usi.edu/extserv/rotc/
ED 0112, Phone: 5494

Student Affairs, Office of
http://www.usi.edu/studentaffairs/
WA 104, Phone: 1757
Student Development Programs
http://usi.orgsync.com/
UCE 1254, Phone: 7167
- USI's clubs, organizations and activities
- Orientation http://usi.orgsync.com/org/orientation/

Study Abroad
http://www.usi.edu/international/studyabroad/
UCE 1235, Phone: 1248

University Division
http://www.usi.edu/uni_div/
ED 1142, Phone: 1606

Veterans' Support Services
http://www.usi.edu/registrar/veterans-support-services
ED 0114, Phone: 1857