



**Faculty and Staff
Pocket Book**

Purdue University in Indianapolis

This Pocketbook Belongs To:

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**Welcome to
Purdue
University in
Indianapolis**

WELCOME TO PURDUE UNIVERSITY IN INDIANAPOLIS

Purdue Colleagues,

It's official! Together, we are Purdue University in Indianapolis. We want to extend a warm Boilermaker welcome as you return to campus. So much effort by hundreds of individuals working collaboratively has been necessary to get us ready to open our doors.

Assembled in this Pocket Book are resources for you to reference as you prepare to welcome students to campus and into our classrooms. The QR codes and links include information from administrative operations, student life, information technology, teaching and learning and more. Many of the items provided will continue to be updated as we advance our campus together.

If you seek a resource not provided within this Pocket Book, we encourage you to reach out and share your needs. Whether in the classroom, office, or research lab, we want to support you.

Again, we are thrilled to welcome you back to Indianapolis and look forward to a fantastic year ahead.

On behalf of the entire team – thank you and Boiler Up!

 +TEAM

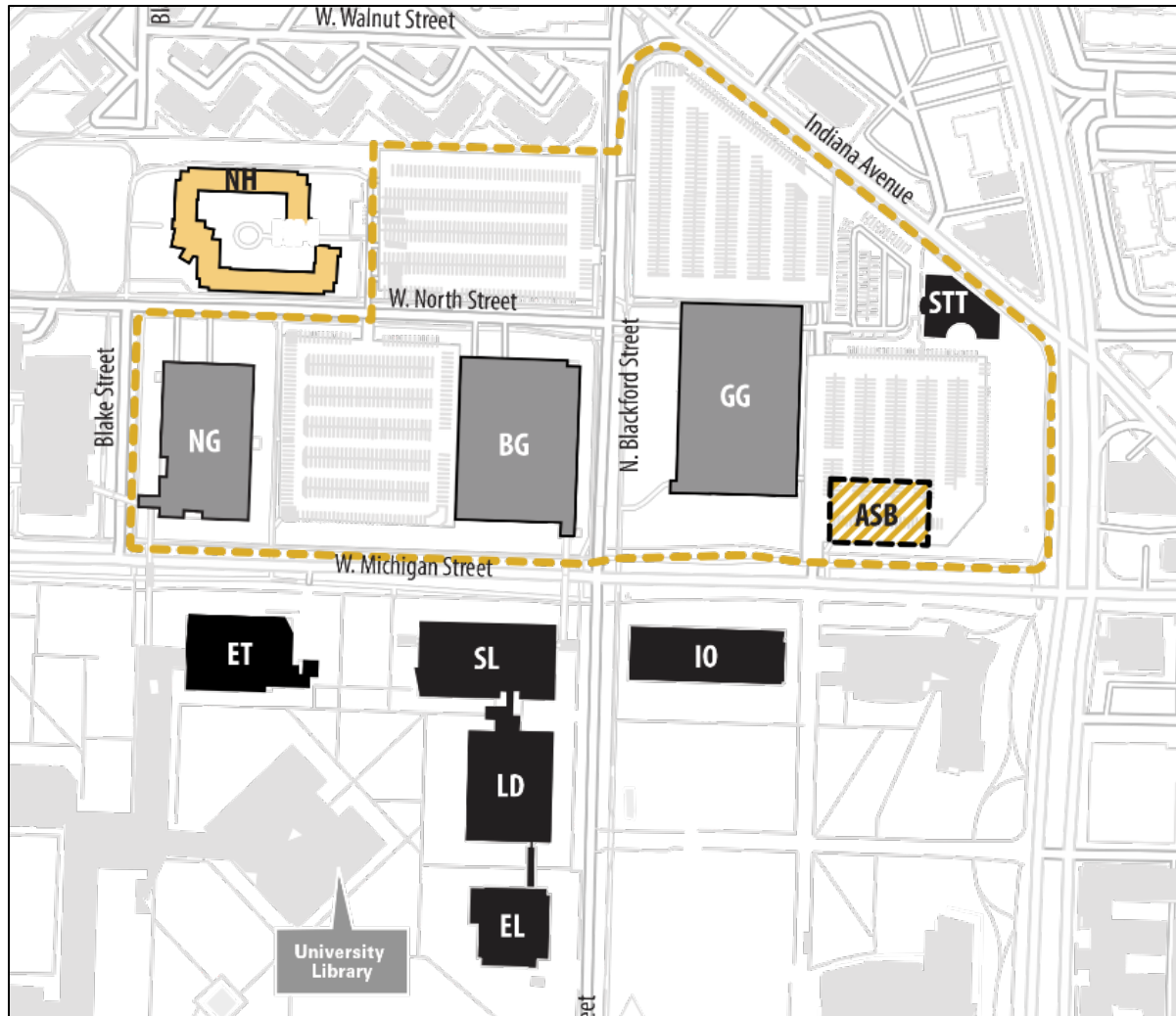
David M. Umulis, *Senior Vice Provost Purdue University for Indianapolis*

To schedule a meeting, please contact Adrienne Thompson at thompsan@purdue.edu

Purdue Campus Administrative Operations

PURDUE CAMPUS ADMINISTRATIVE OPERATIONS

Purdue University in Indianapolis Map:



BUILDING INDEX

- EL Science & Engineering Laboratory Building
- ET Engineering/Technology Building
- IO Innovation Hall
- LD Science Building
- NH North Hall
- SL Engineering, Science & Technology Building

PARKING GARAGES

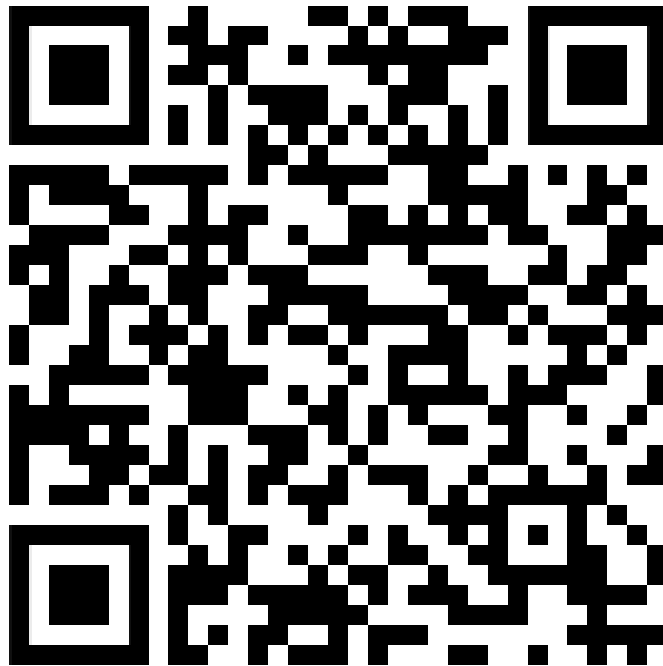
- BG Blackford Street Parking Garage
- GG Gateway Parking Garage
- NG North Street Parking Garage

ASB Future site of Academic Success Building

**Link to Purdue in Indianapolis
Campus Map:**



Administrative Operations Website:



Use the QR above to find more information on:

Building Emergency Plans

Campus Connect Shuttle

Parking Permits

Bicycle Registration

Maintenance Requests

High Alpha Space Reservations

PURDUE CAMPUS ADMINISTRATIVE OPERATIONS

Safe Walk Program and PurdueALERT:



Campus members in need of assistance to and from campus buildings may call **317-274-SAFE** 24/7/365 for assistance.

Free of charge, the Safe Walk Program is a safe and reliable alternative to walking alone on campus. When you request a safe walk, an officer will arrive shortly to walk you to your desired location anywhere on campus.



(Safe Walk is operated by IUPD)



PurdueALERT: Everyone who will be at the Indianapolis location on a regular basis is encouraged to sign up for PurdueALERT text notifications for Indianapolis.

Campus Commuter

SHUTTLE SERVICE



The Campus Commuter Shuttle Service, provided by Royal Excursion, will run six round trips on weekdays and a reduced schedule on weekends beginning **August 2024**. The 50-passenger buses include WiFi, collaboration spaces, restrooms and ADA compliance for a comfortable experience for all passengers.

Pick-Up and Drop-Off

West Lafayette: By the France A. Córdova Recreational Sports Center (CREC) and on Mitch Daniels Blvd by the Purdue Memorial Union (PMU) and Stewart Center (STEW)

Indianapolis: On West Vermont St, south of the parking lot



Campus Commuter Shuttle Service

SCHEDULE

INDIANAPOLIS BOUND: MONDAY-FRIDAY

Depart: CREC	Depart: PMU/STEW	Arrive: Indianapolis
6:30 a.m.	6:40 a.m.	8:00 a.m.
7:30 a.m.	7:40 a.m.	9:00 a.m.
10:30 a.m.	10:40 a.m.	12:00 p.m.
1:30 p.m.	1:40 p.m.	3:00 p.m.
4:30 p.m.	4:40 p.m.	6:00 p.m.
9:30 p.m.	9:40 p.m.	11:00 p.m.

WEST LAFAYETTE BOUND: MONDAY-FRIDAY

Depart: Indianapolis	Arrive: PMU/STEW	Arrive: CREC
8:30 a.m.	9:50 a.m.	10:00 a.m.
9:30 a.m.	10:50 a.m.	11:00 a.m.
12:30 p.m.	1:50 p.m.	2:00 p.m.
3:30 p.m.	4:50 p.m.	5:00 p.m.
6:30 p.m.	7:50 p.m.	8:00 p.m.
9:30 p.m.	10:50 p.m.	11:00 p.m.

INDIANAPOLIS BOUND: SATURDAY-SUNDAY

Depart: CREC	Depart: PMU/STEW	Arrive: Indianapolis
10:00 a.m.	10:10 a.m.	12:00 p.m.
10:00 p.m.	10:10 p.m.	12:00 a.m.

WEST LAFAYETTE BOUND: SATURDAY-SUNDAY

Depart: Indianapolis	Arrive: PMU/STEW	Arrive: CREC
8:00 a.m.	9:20 a.m.	9:30 a.m.
8:00 p.m.	9:20 p.m.	9:30 p.m.

EMERGENCY PROCEDURES

<p>TORNADO SEEK SHELTER</p> <ul style="list-style-type: none"> • Move to an interior room on the lowest level. • Stay away from windows and exterior doors. • Listen to a weather radio for updates. • Stay away from hazardous materials. 	<p>FIRE EVACUATE</p> <ul style="list-style-type: none"> • Pull the fire alarm. • CALL 911. • Leave the building, CLOSE DOORS behind you. • If unable to exit the building go to the nearest stairwell or place of refuge, don't use elevators. • Assemble in a designated area. 	<p>ACTIVE SHOOTER RUN - HIDE - FIGHT</p> <ul style="list-style-type: none"> • CALL 911. • Leave the building. • If evacuation is not possible, hide in a concealed place. • Lock and barricade door, turn off the lights. • Wait for law enforcement. • As a LAST resort, overpower the shooter. 
<p>MEDICAL EMERGENCY STAY CLEAR</p> <ul style="list-style-type: none"> • CALL 911. • Provide the location, nature of injury or illness, current condition of the victim and other requested information. • Do not move the victim unless in immediate danger. • If trained-administer first aid, CPR/AED. 	<p>911 EMERGENCY: POLICE/FIRE/MEDICAL</p>  <p>FOR MORE INFORMATION: protect.iu.edu</p> <p>NON-EMERGENCY:</p> <ul style="list-style-type: none"> • IUPD-Indianapolis.....317-274-2058 • Campus Facilities Services.....317-278-1900 • Environmental Health & Safety.....317-274-2005 • IU Emergency Management & Continuity.....317-274-8152 • Loss Control (INLOCC).....317-274-8951 	<p>UTILITY FAILURE IDENTIFY LOCATION</p> <ul style="list-style-type: none"> • Call Campus Facilities Services or IUPD to report issues. • Be prepared to provide failure type and location. • University officials may evacuate a building due to utility failures. 
<p>SUSPICIOUS ACTIVITY SEE SOMETHING, SAY SOMETHING</p> <ul style="list-style-type: none"> • Object is out of the ordinary. • Person is behaving strangely. • Gut feeling that something is wrong. • If you see something suspicious, do something. • CALL 911. 	<p>HAZARDOUS MATERIALS STAY BACK</p> <ul style="list-style-type: none"> • If life-threatening, pull the fire alarm, evacuate, and CALL 911. • If non-life-threatening, call EHS during regular business hours (IUPD for nights and weekends) and provide information on type of incident and location. • If you come into contact with a hazardous material, decontaminate and seek medical attention as necessary. 	<p>BOMB THREAT REMAIN CALM</p> <ul style="list-style-type: none"> • Get as much information as possible from the caller- location of device, what it looks like, what will cause it to explode. • Note background sounds, gender of caller, and any notable characteristics of the caller's voice. • CALL 911. 

During an emergency, always CALL 911 FIRST.

Key Contacts & Dates

KEY CONTACTS & DATES

Quick Access Contact List:

Topic	Name	Phone Number or Email
Academic Misconduct	Sara Dickey	(765) 495-7797
Academic Rooms (Scheduling)	Sheila Hurt	sfhurt@purdue.edu
Admin Ops Data	Amanda Carlson	(765) 494-0894
Admissions (Undergrad)	Greg Hall	hallga@purdue.edu
Building Access	Tiffany Lewallen	(765) 495-7755
CAPS	Sara Dickey	(765) 494-6995
Custodial Support	Michael Mundy	(317) 331-8967
Dining	Sara Dickey	(765) 495-7797
Employee Accommodations	Candace Shaffer	(765)496-8621
Environmental Health	Eric Butt	(765) 494-9227
Finance Data Access	Andrew Bean	andrew17@purdue.edu
Graduate Records	Nicole Moody	nbarr@purdue.edu
Ground Services	Michael Mundy	(317) 331-8967
Housing	Sara Dickey	(765) 495-7797
HR Data	Jennifer Helfrich	helfrich@purdue.edu
IT Support (General)	Purdue IT Help Desk	(765) 494-4000; (765) 495-7821
IT Support (Local)	Rob Meagher	(765) 495-7747
Lab Incidents	Eric Butt	(765) 494-9227
Mail Services	Jessica Robertson	(765) 496-1039
Maintenance Requests	Michael Mundy	(317) 331-8967
Non-academic Rooms	Nick Bonora	(765) 494-0243
Office Modifications	Tiffany Lewallen	(765) 495-7755
Organizational Misconduct	Sara Dickey	(765) 495-7797
Parking	Steven Carn	(765) 494-9493
Police	IU Non-Emergency Line	(317) 374-7911
Public Transportation	Jessica Robertson	765-496-1039
Records and Curriculum (Undergrad)	Sheila Hurt	sfhurt@purdue.edu
Research	Joey Wallace	(765) 495-7773
Special Events & Conferences	Nick Bonora	(765) 494-0243
SPS Data	Stephanie Willis	(765) 494-9874
Student & Misc. Data Concerns	Molly Amstutz	mamstutz@purdue.edu
Student Academic Support	Jo Cardarelli	jcardare@purdue.edu
Student Accommodations	Jordan Grammas	(765) 495-7794
Student Advising	Frank Robinson	(765) 495-7799
Student Organizations	Sara Dickey	(765) 495-7797
Student Orientation	Virginia Johnson	(765) 496-2459
Student Success	Chris Krull	clkrull@purdue.edu
Teaching Technologies	Tracey Birdwell	tbirdwel@purdue.edu
Veteran and Military Students	Morgan Gamble	torre130@purdue.edu

KEY CONTACTS & DATES

Key Dates from the Fall 2024 Academic Calendar:

- **Classes begin** Monday, Aug. 19, 2024
- **No classes Labor Day**, Monday, Sept. 2
- **Fall Break**, Monday-Tuesday, Oct. 7-8
- **Mid-semester Academic Progress due to students in 16-week courses** before Tuesday, Nov. 19
- **Thanksgiving Break**, Wednesday-Saturday, Nov. 27-30
- **Academic Progress due to students in 16-week courses** before Monday, Dec. 2
- **Quiet Period**, Monday-Saturday, Dec. 2-7
- **Classes end** Saturday, Dec. 7
- **Final Exam Period**, Monday-Saturday, Dec. 9-14

General Office Locations

GENERAL OFFICE LOCATIONS

Student Resources	Building
Academic Success Center	3 rd floor ET
Admissions	2 nd floor IO
Bursar & Financial Aid Resources	2 nd floor IO
CAPS	3 rd floor ET
Center for Career Opportunities (CCO)	3 rd floor ET
College of Engineering (VIP/EPICS)	1 st floor ET
The Data Mine	2 nd floor ET
Disability Resource Center (DRC)	3 rd floor ET
Honors College	Basement ET
Makerspace	1 st floor IO
Purdue Promise & 21 st Century Scholars	3 rd floor ET
Teaching & Learning	3 rd floor ET
Student Life	3 rd floor ET
Undergraduate Advising	3 rd floor ET

Department/School	Building
Biomedical Engineering	2 nd floor SL
Computer and Information Technology	2 nd floor ET
Computer Graphics Technology	2 nd floor ET
Computer Science	2 nd floor SL
Construction Management Technology & Interior Architecture	3 rd floor ET
Electrical and Computer Engineering	1 st floor SL
Engineering Technology	2 nd floor ET
Mechanical Engineering	1 st floor SL, 2 nd floor SL
Technology, Leadership, and Innovation	2 nd floor ET

ET: Engineering/Technology Building

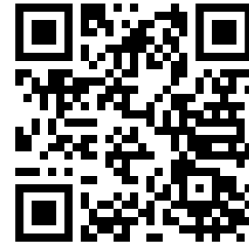
IO: Innovation Hall

SL: Engineering, Science & Technology Building

Quick Reference Resources

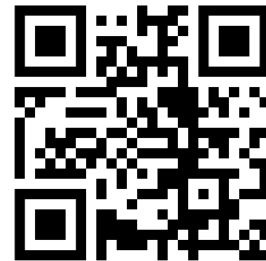
QUICK REFERENCE RESOURCES

**Purdue Marketing &
Communications Toolbox**



**Purdue Commencement
Information (Office of the
Registrar)**

**Purdue Division of
Financial Aid**



**Purdue Office of the
Bursar**

**Office of the Vice Provost
for Graduate Students and
Postdoctoral Scholars
Resources for Graduate
Students**



**Purdue IT Contact
Information**

Teaching and Learning Resources

TEACHING AND LEARNING RESOURCES

Orientation Programs:

All Aboard Purdue – the four step orientation experience for new students.

New students are welcomed All Aboard Purdue through a four-step orientation experience.

Step 1 – *Purdue 101*, students prepare to meet with their academic advisor and are introduced to:

- Financial Literacy: Division of Financial Aid, Office of the Bursar, Boiler Financial Track
- Academics Overview: Academic Integrity, Purdue Pillars & Values, Helen B. Williams Academic Success Center (ASC)
- Advising Overview: connecting with your academic advisor, ALEKS Placement, COM114 Test out, Language Placement, Transfer/AP/Dual Credit placement
- Academic College Overview: college- and department-specific course information, Purdue Language and Cultural Exchange (PLaCE)
- Course Registration Overview: Pre-Registration & Registration components,
- Other: Purdue Mobile ID, Crimson Card, Immunizations, Purdue IT, FERPA, Student Information Form (connects students to Step 2 to their academic advising appointment)

Step 2 – *Purdue Advising*, where all new students meet with their academic advisor to request their fall classes, discuss their academic interests and goals, and review any incoming course credits.

Step 3 – *Purdue 102*, students prepare to arrive on campus and are introduced to:

- Health and Wellness: Purdue University Student Health (PUSH), Counseling and Psychological Services (CAPS), Purdue Pharmacy, Center for Advocacy, Response and Education (CARE), RecWell, ACE Food Pantry, Purdue Sustainability
- Safety: Purdue Police Department, Purdue Fire Department, PU Alert, Bike Safety
- Learning & Growing: Steps to Leaps, LEAD, Center for career Opportunities (CCO), Libraries, Office of Engagement, Study Aboard, National and International Scholarship Office (NISO)
- Finding Your Place: Office of Diversity, Inclusion and Belonging (ODIB), Office of the Dean of Students (ODOS), International Students and Scholars (ISS), Student Activities and Organizations (SAO), Disability Resource Center (DRC), Veterans Success Center (VSC), First Gen, Horizons, Purdue Promise, SpanPlan, Orientation Programs, Bands & Orchestras
- Navigating Campus: University Residences, Dining & Culinary, Transportation, Parking
- Other: myStrengths Assessment, PERTS Assessment, eCheckup To Go

Purdue 101 and 102 modules are available to new students **through December 2024** and can be accessed at any time on Brightspace.

Step 4 – *Purdue Welcome*, students can choose to participate in Boiler Gold Rush, our welcome week program for all new students. Boiler Gold Rush in Indianapolis takes place from Aug. 13 – 17, 2024. There is a \$375 fee to register for the program. Our office offers need-based fee waivers to students with financial barriers to cover the full or half of the BGR fee. Registration for BGR closes on July 31.

Boiler Gold Rush in Indianapolis

Tuesday, Aug. 13 through Saturday, Aug. 17, 2024

PurdueGuide Mobile App

Scan the QR code here or search “PurdueGuide” in your app store to download the PurdueGuide Mobile App. Search for the complete “Boiler Gold Rush in Indianapolis (2024)” guide for the full schedule of events for BGR.



Food and Dining

All meals will be held at the University Tower Dining Hall. Students will eat with their Team Leader starting Aug. 13 at dinner by their “track” time. Meals will be served at the following times:

Breakfast: 8:00am to 9:30am | Lunch: 11:30am to 1:00pm | Dinner: 5:30pm to 7:00pm

BGR participants must have their Crimson Card, wear their BGR name tag, and have on their BGR wristband to eat at the University Tower Dining Hall.

BGR Help Desk

If students need help finding their Team Leader, want clarity on where to go in the schedule, or have lost an item, they can go to **ET 101** for answers at the BGR Help Desk.

TEACHING AND LEARNING RESOURCES

Academic Advising:

Purdue Academic Advising is located on the 3rd floor of the ET building in room 309

All Purdue students have an assigned advisor, and students will meet with their advisor at least twice per year. 17 professional advisors supporting the College of Engineering, College of Science, Purdue Polytechnic Institute, and the John Martinson Honors College are directly supported with more programs planned in the future.

Academic Advisors are dedicated to helping students engage in meaningful opportunities for active learning, personal growth, and goal achievement.

Students can schedule an advising appointment in person in ET 309, or they can use the following QR code or link to make an appointment via Boiler Connect: <https://qrco.de/bdGpKl>



Key Dates for Fall 2024:

1st day of classes: 8/19

Last day for 100% tuition adjustment:

Last day to drop/add:

Labor Day: 9/2

Last Day to apply to graduate: 9/13

Fall Break: 10/7 & 10/8

Thanksgiving Break: 11/27 – 11/30

Last Day to withdraw:

Last Day of Classes: 12/7

Finals Exams: 12/9 – 12/14

Commencements: 12/15

Key Advising Contacts:

Director of Advising

Frank Robinson - ET 309K - fjrobins@purdue.edu

Lead Advisor for Engineering

Danny King – ET 309D – djking@purdue.edu

Lead Advisor for Science

Jana Renner – ET309F - jlrenner@purdue.edu

Lead Advisor for Polytechnic

Lacretia Githiri - ET309G - lgithiri@purdue.edu

Helpful Links:

[Academic Calendar Dates](#)

[Office of Registrar / Student Forms](#)

[Purdue Academic Advising / Change of Major Information](#)

[List of Majors / Course Catalog](#)

Experiential Education:

Office of Experiential Education supports faculty, staff, and programs that implement experiential education.

Kate Caward, Assistant Director
ET 314

Email: kcaward@purdue.edu



Academic Success Center:

Academic Success provides free services to all undergraduate students to help develop important academic skills such as time management, exam preparation, reading and note-taking strategies, and more. Supplemental Instruction is also provided as content support for certain courses that are traditionally challenging for students.

- Study Skill Consultations
- Peer Success Coaching
- Supplement Instruction

Additionally, our website is updated with all academic support available. If you are looking for support and are unsure where to go, start with Academic Success!

Jo Cardarelli, Assistant Director
Email: academicsuccess@purdue.edu



Disability Resource Center (DRC):

The Disability Resource Center collaborates with students, faculty, and staff to create usable, equitable, inclusive, and sustainable learning environments.

Jordan Grammas, Assistant Director
ET 331, Phone: 765-495-7660

Email: jgrammas@purdue.edu

<https://www.purdue.edu/drc/>



DO YOU WANT TO KNOW...



How do I prepare for an interview?...

Should I go to graduate school?...

How do I format a resume so I stand out?...

Should I change my major?...

THEN VISIT...



**PURDUE
UNIVERSITY**

IN INDIANAPOLIS

Center for Career Opportunities

**SCHEDULE AN APPOINTMENT
THROUGH BOILERCONNECT!**



CONTACT US:

765-494-3981

www.cco.purdue.edu

799 W. Michigan St., Indianapolis, IN

ET 331

TEACHING AND LEARNING RESOURCES

Center for Career Opportunities:

Yuliya Cormier, Career Consultant

ET 331, ycormier@purdue.edu

Centralized and comprehensive career services. www.cco.purdue.edu

Faculty and Staff Resources: <https://www.cco.purdue.edu/FacultyAndStaff>

Center for Instructional Excellence:



Scan the QR code to visit our website or email:

InnovativeLearningTeam@purdue.edu

Support for teaching at Purdue

How do I find support for Brightspace?
Can I find guidance for creating a syllabus?
How do I make my course more inclusive?
Where do I find a teaching community at
Purdue?

Contact the Innovative Learning Team!

Tracey Birdwell, Assistant Director Center for Instructional Excellence

ET 314, tbirdwel@purdue.edu

INFORMATION

Veteran and Military Success Center:

Morgan Gamble, Director

dogtags@purdue.edu

<https://www.purdue.edu/veterans/>



Purdue Promise and 21st Century Scholars:

Jazmine Clifton, Director

[Purdue Promise - Purdue University](#)



IU Indianapolis Library:

<https://library.indianapolis.iu.edu/purdue-resources>



Purdue Library Resources for Indianapolis:

<https://lib.purdue.edu/indy/>



Student Life

Student Life:

Associate Dean of Students for Indianapolis: Sara Dickey (sldickey@purdue.edu)

Student Life brings together the pieces of Purdue – housing, activities, people, programs, and more – that help students find their footing on campus. The individual offices and services provided by Student Life in Indianapolis, including share services with IU Indianapolis, are listed below.

The Student Life Office is located in ET 331, and is open Monday – Friday from 8:30am-4:30pm. You can contact the office at (765)495-7797 or email studentlifeindy@purdue.edu.

Information about student life in Indianapolis can be found here:

<https://www.purdue.edu/vpsl/indy/>



Housing and Dining:

Area Coordinator: Joanna Vickers Kortik (joannav@purdue.edu)

Purdue students can live on-campus in North Hall and Lux on Capitol. More than just a place to sleep, University Residences offers experiences such as hall clubs, leadership opportunities, learning communities and more. Learn more about housing in Indianapolis here:

<https://housing.purdue.edu/my-housing/indy/index.html>



Dining and meal plans are administered by IUI Dining. Meal plan options, dining locations, and menus can be found here:

<https://dineoncampus.com/iui>



Student Activities and Organizations:

Students can search for activities and events on Boilerlink

<https://boilerlink.purdue.edu>



More information about Student Activities and Organizations can be found here

<https://www.purdue.edu/sao/>



Office of the Dean of Students:

Many services and support systems are available at Purdue University to help students overcome obstacles. The Office of the Dean of Students at Purdue supports students as they navigate their college experience. We serve as a referral source for students regarding academic, personal, or financial concerns. Visit the student support website for more information.

<https://www.purdue.edu/advocacy/students/index.html>



Student of Concern:



Faculty, staff, students or others concerned about a student's behavior are encouraged to report the concern to an appropriate university representative, the Office of the Dean of Students or submit a **Student of Concern Report**.

https://cm.maxient.com/reportingform.php?PurdueUniv&layout_id=12

Counseling and Psychological Services (CAPS):

Students can initiate CAPS services by calling **765-494-6995** to schedule a brief phone screening appointment during which a clinician will gather information regarding the primary concern and collaborate with the student to make appropriate treatment recommendations (e.g., an initial consultation, group therapy, off-campus therapy, or other campus resources).

A new web and app-based mental health resource is also now available courtesy of Purdue Counseling and Psychological Services. Therapy Assistance Online (TAO) is free for all students, faculty, and staff using your Purdue log-in credentials.

Scan here to learn more about Counseling and Psychological Services.

<https://www.purdue.edu/caps/students/specialized-care/purdue-indy.php>



Student Health and Pharmacy:

Students in Indianapolis will have access to IUI Indianapolis Campus Health , located at Lockfield Village (first floor), 908 Indiana Ave.

IUI Campus Health will include the same scope of practices and services available to IU Indianapolis students, including: general medicine, acute care, physical exams, wellness screening, women’s health, sexual health, immunizations and travel medicine.

More information about Campus Health can be found here:

<https://studentaffairs.indianapolis.iu.edu/health/medical/index.html>



Purdue students in Indianapolis will also have access to virtual health care/telehealth from Purdue University Student Health Service (PUSH).

IU Health University Retail Pharmacy is located in the University Hospital UH 1425, 550 N. University Blvd. Visit their website to transfer a prescription and learn more about their services.

Students can choose to have prescriptions filled at the pharmacy located on-campus in University Hospital, or can choose to fill their prescriptions at any local pharmacy in Indianapolis.

Campus Recreation:

Students in Indianapolis will have access to IU Indianapolis Campus Recreation by paying a \$50 per semester fee (non-refundable). Access IU Indianapolis Campus Recreation here:

<https://studentaffairs.indianapolis.iu.edu/health/campus-rec/index.html>



Student Rights and Responsibilities:

Learn more about the student code of conduct, integrity expectations, and processes as well as student rights.

<https://www.purdue.edu/odos/osrr/>



Parent and Family Connections:

Our staff is truly dedicated to supporting parents and family members. Parents/families can get in touch at boilerfamily@purdue.edu, or call on our helpline (765) 496-0524.

NOTES:

