



BUTLER UNIVERSITY

RESOURCE GUIDE

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A MESSAGE TO FAMILIES—

WELCOME TO THE

BUTLER COMMUNITY

We are honored to have you, along with your student, as members of the Butler community.

This guide answers many frequently asked questions about situations your student might encounter on campus. It also lists University departments and resources that can help you obtain additional information.

Just as you will continue to be a strong, nurturing presence in your student's life, Butler University offers a caring educational environment in which faculty, staff, and students get to know each other personally. Our faculty members choose to mentor students' growth in the classroom, as well as through honors and research projects, service-learning experiences, and other activities and interests.

Butler's commitment to student-centered teaching and learning extends to the creation of new and innovative academic programs and the expansion and modernization of world-class living facilities and academic space. We are actively engaged in these initiatives as part of the Butler Beyond Vision to become a nationally recognized leader in transformative higher education. Your student will inspire us to continue our pursuit toward realization of this vision.

Our ultimate goal at Butler is to ensure that your student has an exceptional educational experience and graduates prepared to make a meaningful impact in the world.

We are glad that your family has chosen to join Butler during this exciting era. I hope to meet you at events and celebrations during the coming year, and I will always be

A Butler University education is designed to encourage personal growth, develop habits of responsible, productive citizenship, and inspire a lifelong love of learning. These aims require academic experiences in the classroom, laboratory, and library, as well as educational experiences such as artistic performances and guest lectures, volunteering in the community, and interning with corporations, government agencies, and other organizations. Butler integrates these experiences to foster informed, independent thinking, engaged citizens with the practical skills and abilities that make Butler graduates attractive to both employers and leading graduate and professional schools.

Students admitted to Butler have demonstrated superior performance in high school, but most will find the transition to college life an adjustment. In high school, they may have done quite well with a minimal amount of study. In college, they will find that two hours of outside study for each hour of classroom time are usually needed for success.

Butler encourages students to involve themselves in co-curricular activities via hands-on transformative opportunities that happen outside of the classroom which enhances students' overall collegiate experience. While co-curricular involvement can be a key part of a student's learning experience, it is meant to enhance and not to overwhelm. A student should be thoughtful and realistic about managing and balancing their time commitments. Students should remember that their primary purpose is to learn and obtain their degrees.

College is about growth and change. Many students will be undecided about career goals at the time of their initial registration for classes. Students may choose an "undeclared" or exploratory option, select courses that fulfill general University requirements during their first year, engage in an exploration of majors and, in most cases, still complete a major with no delay.

Families should understand that the majority of students change their majors at least once. Career planning and decision-making assistance are available to students. Families, too, can help by giving support and advice, but no pressure, toward a choice.

The Butler student experience affords the opportunity for students to learn about themselves and to learn from their peers and the faculty and staff. We are excited that students will be sharing their talents, identities, backgrounds, and experience with Butler. We look forward to the ways you and your student will enrich our community.

Brooke Barnett, PhD

Interim Provost and Vice President for Academic Affairs

ACADEMICS

CORE CURRICULUM

The Core Curriculum is the beating heart of the liberal arts education at Butler

ACADEMIC ADVISING

Butler University views academic advising as a significant aspect of the partnership in the education of students. The Butler student is responsible for seeking adequate academic advice, knowing and meeting degree requirements, enrolling in appropriate courses to ensure timely progress toward a degree, and using resources provided by the University. Additionally, each student is responsible for consulting with an advisor about Early Term Grades and establishing appointments with their academic advisor to discuss registration for classes each semester.

Each student is assigned a faculty advisor with special knowledge in the area of the major. The advisor explains and enforces regulations established by the University faculty and administration, especially with regard to curricular issues. In working with a student to create their academic schedule, the advisor guides the student in choosing those courses that best fit the student's individual inclinations and needs. Each student should work closely with their advisor to ensure that program requirements are met.

Students are encouraged to consult their advisors not only during registration periods, but also throughout the year. A student who is having academic difficulty, or is uncertain about procedures and regulations, will find the academic advisor ready to help.

butler.edu/academics/academic-advising

ACADEMIC STANDING/EARLY TERM GRADE REPORTS

All undergraduates are expected to make normal progress toward the completion of the degree. To complete the degree in four years (six years for pharmacy majors) a full-time student should complete 16–18 credit hours per semester, depending on the major and suggested course load and sequence.

If a student fails to maintain a cumulative grade point average of 2.0 on a 4.0 scale, their dean will place the student on academic probation. Continual probation can lead to academic dismissal.

During the fifth week of the semester, instructors submit grades for Early Term Grade Reports (ETG). ETG are available to students on their my.butler.edu portal. Students experiencing difficulties in a course are encouraged to meet with their advisor. At the close of the semester, final grades are posted on my.butler.edu for students to access.

STUDENT RECORD PRIVACY

The **Family Educational Rights and Privacy Act (FERPA)** guarantees certain privacy rights for Butler students regarding access to their educational records as well as protections from unauthorized publication, release, or examination of these records by others. A full statement of Butler policies and practices may be found in the Student Handbook under “Privacy Rights of Students at Butler University.”

Following FERPA, Butler distinguishes between directory information and educational records.

Directory information includes certain public information, such as name, address, email address, telephone listing, date of birth, etc. Students who wish to block this information from Butler publications and directories may do so by submitting a release form which can be accessed in My.Butler. If an inquiry is made of Butler concerning a student who has suppressed directory information, we are expected to respond, “There is no information available for any student by that name.”

Educational records are by definition confidential information. This includes (but is not limited to) application and matriculation data, enrollment data, grades, academic progress reports, and advising notes. Student conduct records are also considered educational records.

FERPA protections establish that “third parties”—which include parents and guardians—may not be given access to a student’s educational record unless the student has willingly and knowingly consented in advance to the disclosure of this information. At Butler, we release information from a student’s educational record only after a student has provided a signed and dated release which specifically identifies the person(s) to whom information is to be disclosed. Regardless of age, once students are enrolled in our University, the right to control access to their educational records transfers to them.

With respect to academic issues, these releases are available in My.Butler. With respect to student conduct issues, the release is executed at the Office of the Dean of Students.

Health Services and Counseling and Consultation Services also must comply with FERPA and with health privacy laws. Students may sign an independent release that will allow health and counseling staff to share information with parents and guardians.

FERPA does provide certain limited categories of persons and conditions where no signed release by a student is needed for educational information to be shared. Butler clearly identifies those officials and faculty members whose access to a student’s educational records or personally identifiable information fits the FERPA criterion of the institution’s “legitimate educational interests.”

FERPA also identifies certain occasions involving student conduct when information may be shared with a parent or guardian without the student's written permission. For instance, we are permitted to do so in a serious health and safety emergency. The Office of the Dean of Students also may notify parents or guardians when a student has violated campus rules or other laws governing the use of alcohol or controlled substances.

FAMILIES AS PARTNERS IN A SUCCESSFUL TRANSITION

Butler's privacy policy signals our confidence that students are ready to take on the challenges and responsibilities of adult life, which include not only self-agency and respect for the rights of others, but also a willingness to seek out and use available resources to assist their success.

Families who have previously been privy to all the details of their student's educational journey may find this new independence unnerving—sometimes students feel the same way!

Butler faculty, administrators, and staff will be your partners in this important transition, while respecting FERPA guarantees. Academic advisors, with signed releases from their student advisees, may be a key point of contact. Other faculty members and instructors contacted by parents or guardians are expected to refer these inquiries to the student's college office, to the Center for Academic Success and Exploration (CASE) in the case of our Exploratory students, or to the Office of Registration and Records.

A college associate dean, faculty advisor, or CASE academic advisor may be able to answer many of your questions by discussing Butler academic policies and practices, or by talking through hypothetical scenarios. Staff in the Registrar's Office can assist with general questions concerning course registration, academic deadlines, and transcript orders. Our campus response may also include explaining the FERPA release option to you and reaching out to individual students as a result of parental inquiries.

If a student signs a FERPA release, the academic advisor, associate dean, or appropriate University staff will be able to speak with greater specificity. Following FERPA, we prefer such conversations to take place in person and with the student present, but other arrangements are available if FERPA conditions for authenticating the "third parties" named on a student release can be met.

Of course, if you have urgent concerns about academic or personal matters, don't hesitate to contact the University directly. Our care initiatives are outlined by the Office of the Dean of Students. By being informed about these resources, parents and guardians can help steer students to the campus offices and staff who can best address their particular issues.

Our best advice to families and guardians is to give your student the gift of self-determination. Continue to build on the foundation of mutual support you have already established. Let your student be your primary information source; show your interest in the totality of the college experience. If issues arise, remind your student to seek out University faculty and staff. Problem-solving skills developed by your student across the college years will be of life-long utility.

REGISTRATION AND RECORDS

SUBMITTING ADVANCED PLACEMENT (AP) SCORES TO BUTLER

For students who designate Butler as a score recipient institution on the AP registration answer sheet in May, the AP score report will be automatically sent to Butler in July. Each report is cumulative and includes scores for all the AP exams taken, unless the student has requested that one or more scores be withheld or cancelled.

For students who previously submitted AP scores to Butler for exams taken during the sophomore or junior years, AP credit can be checked online on my.butler.edu.

ENROLLMENT VERIFICATION

Proof of enrollment is used for insurance or scholarship purposes.

If students don't need a full transcript with all the coursework and grades listed, but do need to provide documentation to verify enrollment at Butler University, students may request an Enrollment Verification. This is what insurance companies typically want to verify that students qualify for coverage. If a car insurance company wants to verify academic qualifications for a Good Student Discount, students should be sure to check "Include my term and cum GPA."

Students can log in to their my.butler.edu portal. Select Self Service > Academic Records > Request Enrollment Verification. Provide the data requested and be sure to click SUBMIT at the bottom. Requests are usually processed within one week.

TRANSCRIPT REQUESTS

Students can request a copy of their transcript from the Office of Registration and Records online. This is the easiest and most efficient way to place an order for either a traditional paper transcript or an electronic transcript delivery. There is a charge for an official transcript.

Online transcript ordering offers the following benefits:

- Convenient 24/7 access
- Secure transactions
- Order updates via email
- Online order tracking
- Ability to order multiple transcripts for multiple recipients in one order

FREE TRANSCRIPT

Current Butler students who need a transcript sent directly to a scholarship agency may request a free transcript through Registration and Records. However, we are unable to send e-Transcripts as part of this service. Submit the Free Transcript Request Form (PDF) by fax, mail, or email, attaching a scanned image of your completed request form (with your signature) to registrar@butler.edu or in person (Please bring a picture ID).

UNOFFICIAL TRANSCRIPT

Current students may review their unofficial transcript at any time on my.butler.edu. Log in, then go to Self Service > Academic Records > View Unofficial Transcript and click on Go.

NAME CHANGE

Students should complete the Name Change Form (PDF) found on the Registration and Records website, and then mail it, fax it, or bring it in, with a copy of the new Social Security card. We cannot accept name changes over the phone.

VETERANS BENEFITS

Butler University recognizes and thanks veterans for their commitment to military service. As a military-friendly university, we certify Chapter 33-Post-911, Chapter 30, Chapter 31, Chapter 35, 1606, and 1607 education benefits for use at Butler. The Yellow Ribbon program allows our university to further support veteran students, making Butler an affordable option for those with 100 percent Chapter 33 educational benefits. Students receiving any type of VA benefits receive priority registration.

ACADEMIC REQUIREMENT REPORT

This report, available to students on their my.butler.edu portal, itemizes each requirement for the student's degree and major and identifies whether the requirement is satisfied or not. If it has been satisfied, the report lists the courses that satisfy the requirement. If it has not been met, the requirement is shown as not satisfied with details about why.

WHAT-IF REPORT

The 'What-If Report' is a tool that allows students to see the effect that changing a major would make in progress toward satisfying different degree requirements. An advisement audit is generated based on the major specified.

Jordan Hall, Room 180 | butler.edu/registrar

INFORMATION TECHNOLOGY

Information Technology (IT) provides technology support and services for all Butler students, faculty, and staff. The Butler network provides connectivity for computers, printers, smartphones, and other devices via wired or wireless connection. Over 20 student computing labs are available on campus, including 24-hour facilities in Atherton Union, Jordan Hall, and in each residence hall. Most computer labs are accessible via student ID card. Computers are also available in the Irwin and Science libraries.

All students have a Butler network account, which provides access to University electronic resources. These resources include email and calendar, my.butler.edu (course registration, grades, billing, etc.), Canvas, Microsoft Teams, Google Apps,

and access to various archives and databases via the libraries. All computer usage is governed by Butler's Computer Use Policy.

Discounted computers and software are available for purchase through Apple, HP, Dell, and On the Hub; visit butler.edu/it for related links.

The IT Help Desk provides phone, email, web, and walk-in support for students. Students can visit ask.butler.edu to find answers to common questions and to submit service requests. Computer data backups and computer rebuild services are available at the Help Desk. The Help Desk can assist with most common technology issues and is open five days a week during the academic year.

IT HELP DESK ASSISTANCE:

Ask.butler.edu: self-service knowledge base, chat, submit, and manage cases

Phone: 317-940-HELP (4357)

Email: helpdesk@butler.edu
butler.edu/it/help

ACADEMIC SUPPORT

CENTER FOR ACADEMIC SUCCESS AND EXPLORATION

The Center for Academic Success and Exploration (CASE) is committed to supporting and guiding students as they strive to reach the highest standards of academic excellence. Located in Jordan Hall, Room 144, the office serves as a coordination site for services, programs, and resources that promote academic success. Services are designed to assist students who are interested in enhancing their study skills; who wish to explore a variety of academic, intellectual, and professional pursuits; who need help in their coursework; and who need one-on-one support to address areas of academic concern. Students are encouraged to take advantage of these support services early in their academic careers to enhance their prospects for success.

ACADEMIC SUCCESS WORKSHOPS

Academic Success Workshops provide students with a comprehensive array of strategies and techniques that can assist in meeting the unique demands of college-level academics. Workshop topics may vary from semester to semester, but generally include topics such as time and self-management, effective study habits, exam preparation, and effective reading and note-taking strategies.

ACADEMIC SUCCESS COACHING

Individual Academic Success Coaching sessions are available to any Butler student interested in enhancing and refining academic skills. Students will gain insight into areas of academic strength and will identify strategies to address areas of academic concern. They will work collaboratively with an academic success coach to develop a plan of action and will learn strategies and techniques to aid in approaching their coursework in an active, engaged, and goal-directed manner. Academic success coaches also teach a Strategies for Success course, which centers on proven practices for creating greater academic, professional, and personal success.

STUDY TABLES AND TUTORING

Study Tables are group walk-in tutoring sessions that meet at a specified time and place on a regular basis. Individual departments coordinate study tables that are available in a variety of academic disciplines. This service is staffed by student moderators who have been chosen by the faculty based on their performance in the subject area. At study tables, students may come and go freely, while having access to student moderators for questions and assistance.

Individualized peer tutoring is coordinated through the Center for Academic Success and Exploration and allows the student to meet one-on-one with a qualified and recommended peer tutor. This service is provided for a variety of introductory courses on an as-needed basis and is offered to the student for a limited time. Before requesting an individual tutor through the Center for Academic Success and Exploration, the following conditions should be met:

- Regular attendance in all classes and laboratories
- Completion of all assignments to the best of the student's ability
- Attendance at departmental study tables if available for the subject
- Meeting with the course instructor during office hours

In most cases, individualized tutoring is limited to 1–2 sessions per week for a defined number of weeks.

Jordan Hall, Room 144 | butler.edu/learning

EXPLORATORY STUDIES PROGRAM

Exploratory Studies is a structured program aimed at helping students identify interests, explore academic and career options, and gain exposure to the career development process. Students who are undecided, or who have multiple areas

of interest, are encouraged to exercise intellectual curiosity through a number of programs and classes designed to help determine their own best course of study. In addition, students receive personalized attention from professional academic advisors who assist students in their decision-making process. Program services include:

- Developmental academic advising
- Exploratory Studies course
- Major and career exploration through self-assessments, job shadowing, informational interviewing, and programming/workshops, including an annual Majors Fair
- Transitional academic advising for students who are considering changing majors, adding a second major, or choosing a minor area of study

Jordan Hall, Room 144 | butler.edu/exploratory

STUDENT DISABILITY SERVICES

Butler University is committed to providing equitable access for all members of the University community. For qualified students with disabilities (psychiatric, attentional, learning, vision, hearing, physical, medical, etc.), Student Disability Services (SDS) is available to facilitate accommodations and support services on a case-by-case basis. A one-on-one interactive discussion with an SDS professional staff member, along with written documentation from an appropriate licensed professional submitted directly to SDS in Jordan Hall, Room 136, is required before accommodation requests can be considered. Documentation forms can be found on the SDS website www.butler.edu/disability/forms. Existing documentation may also be submitted to SDS for review. Accommodations are determined based upon diagnostic data contained in the documentation along with the individual interview with the student. Disclosure as early as possible, after acceptance to the University, can be beneficial as it may result in accommodations/support services being put into place prior to the student's arrival on campus for academic coursework. For questions about documentation or the registration process, email sds@butler.edu or call the office at (317) 940-9308.

Jordan Hall, Room 136 | butler.edu/disability

ENGAGED LEARNING CENTER

The Engaged Learning Center (ELC) offers a myriad of programs for students who wish to enhance their education at Butler or continue their education beyond Butler.

The ELC, located in Jordan Hall, Room 109, houses the University Honors Program; Butler Summer Institute; Butler's Undergraduate Research Conference; New York City Learning Semester; Washington, DC Learning Semester; and Phi Kappa Phi honor society. In addition, ELC provides advising for prestigious scholarships, pre-health, and pre-law.

THE HONORS PROGRAM

The Butler University Honors Program exists to meet the expectations of academically

PRE-HEALTH AND PRE-LAW ADVISING

The Pre-Health and Pre-Law advising programs assist students in making informed decisions about, and being prepared for, the pursuit of a law or medical degree. A wide range of programs and services for students with an interest in law, medicine, dentistry, optometry, veterinary medicine, physical therapy, and occupational therapy are offered. A library that includes resources from professional schools, career-oriented publications, and alumni placement information is maintained. Three faculty members serve as pre-health and pre-law advisors.

PRESTIGIOUS SCHOLARSHIP AND FELLOWSHIP ADVISEMENT

The Engaged Learning Center (ELC) is committed to assisting strong candidates compete for nationally competitive scholarships and fellowships. The Director of Prestigious Scholarships collaborates with undergraduate students and alumni to assess potential candidates' strengths and future goals as well as identify potential opportunities. Once an opportunity has been identified, the director partners with each student so that they understand the nomination and application process; prepare a competitive application; and complete the process to ensure the development of each candidate, regardless of the outcome. Opportunities such as the Fulbright UK Summer Institute, the Boren Scholarship, the Goldwater Scholarship, the Truman Scholarship, and the Udall Scholarship support the undergraduate studies of current Butler students, while opportunities such as Fulbright grants, the Davies-Jackson Scholarship, the Rhodes Scholarship, the Marshall Scholarship, and others offer outstanding international educational opportunities once students graduate from Butler.

WASHINGTON, DC LEARNING SEMESTER

Juniors and seniors in any major may participate in the Washington, DC Learning Semester program. Participants spend either the Fall or Spring semester earning up to 15 hours of academic credit through a combination of internships and courses and living in an apartment-style building just a short walk from Capitol Hill. The variety of government offices, international companies, non-profit organizations, and cultural institutions located in the DC area provide multiple opportunities for students from any major in any college to complete a meaningful internship. Internship placements in recent years have included the White House, the Israeli Embassy, the FCC, the Office of the DC Attorney General, the Office of the Speaker of the House, the Kennedy Center, Amnesty International, the Holocaust Museum, the Smithsonian Air and Space Museum, the Make-A-Wish Foundation, the National Center for Dance Education, National Geographic, Fox News, MSNBC, and Theatre J.

NEW YORK CITY LEARNING SEMESTER

Juniors and seniors of all majors may participate in the New York City Learning Semester. Participants may spend the fall semester earning up to 15 hours of academic credit through a combination of internships and courses and living in an apartment-style building one train stop from the Financial District. Our students have interned with the New York Rangers, Emmis Communications, Restaurant Associates, and more. Additionally, seniors in the College of Education can apply to do their student teaching in New York City.

CENTER FOR CITIZENSHIP AND COMMUNITY

Butler University develops reciprocally beneficial programming that connects the University and the community so that faculty, staff, students, and community members alike can learn from each other. Our method is not charity or volunteerism but civic engagement, which recognizes the inherent dignity of all involved. Individuals who are civically engaged recognize they do not live alone in the world, but understand how their decisions and actions affect others. Programming therefore seeks to foster critical-listening skills, appreciation of diversity, long-term commitment, and self-reflection. The goal is to help students discover new perspectives, explore ways to sustain healthy communities, and fully consider what it means to be local and global citizens. We want students to make informed decisions about their future and not only find jobs, but also pursue long-lasting, fulfilling careers. As part of this work, we coordinate Butler's Indianapolis Community Requirement, a Core Curriculum requirement that extends Butler classrooms into the community and brings students into meaningful engagement with individuals and organizations within Indianapolis. In addition, the University coordinates service-learning, a teaching pr

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Interfaith Engagement: CFV Interfaith Council, the New View Film Series (Meets Butler Cultural Requirements (BCR)), and additional collaborations with CFV Communities.

Wellness Initiatives: mindfulness meditation, spiritual care, confidential conversations, and open dialogues.

Additionally, the CFV produces the Butler Seminar on Religion and Global Affairs as a signature series, designed to engage the Butler community and the public on various relevant global issues related to religion. This program meets the Butler Cultural Requirement (BCR).

By exploring CFV programs, students will begin to gain important skills including:

- Determining their values
- Decision-making skills
- Identifying mentors of support
- Understanding their future direction

Whether exploring a faith community or wrestling with a bifurcated US\$on-q(Bvim{In}5{congH

abroad during the academic year are expected to select programs on the approved list.

take an entire semester's load of 12 credits that can be applied toward the Spanish major or minor, or can count as electives. Students take one advanced course with Butler's faculty director-in-residence and the remainder of their courses from professors of the Instituto Franklin of the University of Alcalá de Henares. The program includes guided excursions to other regions of Spain. All students live with carefully selected Spanish families, thus enriching their opportunities for cultural immersion.

GALA—Global Adventures in the Liberal Arts

Butler has a traveling study abroad program that provides up to 20 students the opportunity to spend an entire semester traveling with Butler faculty members while taking four or five Butler core classes. The locations for the GALA program differ by semester—Australia and New Zealand in spring 2020, Europe in spring 2019, 2015, and 2013; the Caribbean in spring 2018, the Mediterranean in spring 2017, South Africa in spring 2016, Latin America in spring 2014, and East Asia in spring 2012. Courses are a blend of classroom and on-site lectures, discussions, site visits, written assignments, and exams. The Butler group spends two to six weeks in each location, which allows time to explore in-depth the sights and sounds of the various settings.

Short-term Faculty-Led Programs

In recent years, faculty members in all of the academic colleges have developed and led short-term study programs for Butler students. The programs are usually offered in the summer months. They vary in length from 10 days to six weeks and involve a wide range of academic fields and geographic areas—intensive language study in Costa Rica; media in the Netherlands; music in Vienna; art and engineering in Ireland; archaeology in Greece; ballet in St. Petersburg and Warsaw; tropical biology in Panama; arts administration in Italy; leadership in London; and the Mediterranean diet in Italy.

TUITION AND FINANCIAL AID APPLICABILITY FOR STUDY ABROAD

In most cases, federal and state aid will apply to study abroad costs during the academic year if the student is currently receiving aid. Students who study abroad during the academic year will pay Butler University tuition during their semester(s) abroad. Those who participate in reciprocal exchange programs (through Butler's bilateral exchanges or through ISEP), as well as those who participate in Butler's Semester in Spain and GALA programs, may apply 100 percent of their Butler institutional financial aid to their tuition for their semester(s) abroad. Those who participate in one-directional study abroad programs may apply 50 percent of their Butler institutional financial aid toward their tuition for their first semester of study abroad and 25 percent for a second semester abroad.

Jordan Hall, Room 133 | butler.edu/global-education

INTERNATIONAL STUDENT SERVICES

The Center for Global Education houses the coordinating agency for Butler's international students. International Student Services provides a wide range of services and opportunities for students attending Butler on a visa, including advice on cross-cultural concerns, immigration and visa requirements, and maintains all records in cooperation with the Registrar to ensure compliance with the Student and Exchange Visitor Information System/U.S. Citizenship and Immigration Services (SEVIS/USCIS). International Student Services also advises the International Club, which serves as the vehicle for coordination of Butler international activities on campus and special projects.

Jordan Hall, Room 133 | butler.edu/international



will receive communications relevant to campus and be invited to attend Butler events in your area.

The Family Council is a liaison body between families, students, and the University. The Council is comprised of parents and family representing each of the four undergraduate class levels. The group “proudly serves as a positive ambassador for promoting Butler University through communications, evaluations, and recruitment.” Applications to become a member of the Family Council are accepted from parents and family of students at all class levels and are made available each summer.

Family Weekend takes place each fall and includes activities for the entire family, open houses, and athletic events. Family Weekend information and schedule details become available in the late summer prior to each academic year. If you have any questions regarding Family Weekend or other parent and family programs, contact the Office of New Student & Family Programs at 317-940-8648.

OFFICE OF STUDENT ACTIVITIES

The Office of Student Activities strives to create a vibrant co-curricular atmosphere where students can engage in involvement opportunities that maximize their Butler experience and simultaneously enhance their leadership skills. Our office works with Butler University’s 150+ recognized student organizations. Follow @ButlerActivities on Instagram.

Student Organization Directory—Interested in learning more about our organizations? Visit the Directory of Student Organizations on Butler Engage. Search groups by name, category, or interest. After finding an organization, learn more about their mission, membership process, and upcoming events by exploring their profile.

Directory of Student Organizations: butler.campuslabs.com/engage/organizations

Starting a Student Organization—Do you have an interest not currently represented among our recognized student organizations? Create a new student organization through Student Government Association (SGA). Visit the SGA website to learn more about new organization requirements, download document templates, and submit an online application.

Student Government Association (SGA): sga.butler.edu

Butler Engage Events Calendar—Visit the Butler Engage Events Calendar to stay informed about upcoming campus activities. Easily explore events sponsored by Student Involvement & Leadership, Student Government Association (SGA), and our 150+ student organizations.

DEPARTMENT OF DIVERSITY, EQUITY & INCLUSION

Our department was created in spring of 2019. The mission is to: *Foster a sense of belonging where all members of the Butler community feel welcome, enhancing the learning of oneself and others, and the development of intercultural competence.*

We value:

- **Belong:** We welcome you.
- **Unique:** Be authentic, be yourself.
- **Together:** Creating a unified community.
- **Learn:** Continual, life-long development.
- **Empower:** We will support you to take initiative and advocate.
- **Resilience:** Bounce back & keep moving forward.

We hope by interacting with the Department of DEI, the following three learning outcomes will happen.

- Individuals will learn about themselves.
- Individuals will learn how to listen to a e4r f3402 Tm[ng t.

The DC provides office space for the following diversity student organizations:

- Asian & Pacific Islander Alliance (APIA)
- Black Student Union (BSU)
- Butler Alliance
- Gender Equity Movement
- Latinx Student Union
- International Club
- Students for Justice in Palestine

Atherton Union, Room 004 | butler.edu/diversity

FRATERNITY & SORORITY LIFE

The Office of Fraternity and Sorority Life, together with the Panhellenic Association and IFC, provides educational programs focusing on issues that face the current Butler student population. The director of Fraternity & Sorority Life provides resources and advising to all Butler students who are considering or have chosen membership in a Greek organization, as well as to the individual chapters and their respective alumni/alumnae boards.

Atherton Union, Room 310 | butler.edu/greek-life

OFFICE OF THE DEAN OF STUDENTS

Our mission is twofold: To serve as a first stop for students and families for assistance, support, and advocacy. We are good listeners and problem-solvers. If you don't know where to start—start with us! The Butler community aspires to create an encouraging and supportive environment and to engage with students who may need information, encouragement, and perhaps a connection to support services. The Assessment and Care Team (ACT) is coordinated by the Dean of Students. ACT members receive expressions of concern and set about determining how best to support a student's success. Collectively, we seek to identify concerns and address them at the lowest possible level using existing connections with students.

Secondly, we seek to promote an understanding of personal responsibility, respect for others, and a connection to the values of the Butler community. The online Butler Student Handbook describes the University's expectations and the student conduct process by which we address behavioral issues. It is the responsibility of all students to be familiar with the rules of conduct, policies, and procedures that contribute to creating a healthy and safe campus.

Atherton Union, Room 311 | deanofstudents@butler.edu | 317-940-9470

RESIDENCE LIFE

The Office of Residence Life promotes and maintains an environment where students are free to develop both academically and socially, including developing a sense of personal and communal responsibility within all residence halls. Staff members demonstrate a commitment to student development by sponsoring educational, recreational, social, and cultural programs, as well as offering leadership opportunities for students.

On-campus housing—There are several on-campus housing options for students at Butler. The University makes available residence hall living and apartment living on a contractual basis in Residential College, Ross Hall, The Fairview House, The Irvington House, The Apartment Village, University Terrace, Butler Terrace, and South Campus Apartments. Amenities and descriptions of each residence hall/apartment can be found on the Residence Life website, as well as Housing Policy and Procedures and FAQs.

Butler University is responsible for general upkeep of these facilities. The goal of

MAILING ADDRESSES FOR ON-CAMPUS RESIDENCES

Student's Name
Residential College
630 W. Hampton Dr. Box ____
Indianapolis, IN 46208

Student's Name
Irvington House
750 W. Hampton Dr. Box ____
Indianapolis, IN 46208

Student's Name
Fairview House
4550 Sunset Ave. Box ____
Indianapolis, IN 46208

Student's Name
Apartment Village
5026 Boulevard Place, Apt LETTER
and NUMBER (ex. A301)
Indianapolis, IN 46208
(It is important that the apartment
letter and number be included for
proper delivery.)

Butler Terrace
Each apartment has its own mailbox.
However, Butler Terrace has four different
street addresses, and unique mailbox
numbers that are distinctive for each
apartment.
For a specific Butler Terrace address,
please contact Residence Life.

Student's Name
South Campus Apartments
4251 Haughey Ave, Apt LETTER and
NUMBER (ex. C1)
Indianapolis, IN 46208
(It is important that the apartment letter
and number be included for proper
delivery.)

Student's Name
University Terrace
599 W. Westfield Blvd, Apt ____
Indianapolis, IN 46208

BUTLER DINING

Dawg Bucks—Butler University students, faculty, and staff may purchase Dawg Bucks and use them to purchase meals and snacks in the dining areas. Dawg Bucks are accepted at all locations (the Marketplace, ResCo Cafe, Plum Market Kitchen at C-Club, The Butler Brew, Starbucks, Trip's Corner Market and The Nutrition Cafe). Dawg Bucks roll over and can be added on via the Butler App or by contacting Dining Services directly on their website or emailing food@butler.edu.

Residential Cafes—The residential cafes are located on the second level of Atherton Union and the main floor in Residential College. The Marketplace at Atherton is the only “all you care to eat” location and offers a wide variety of options to choose from, including hot entrees, salad bar, soups, deli, grill, vegetarian selections, a station filled with food made without the top 8 allergens, and desserts. Students living in residence halls will be enrolled in the All Access meal plan, which allows participants unlimited entry from open to close with a swipe of their ID card. With the purchase of a meal plan each semester, students have flex dollars that allow them access to retail locations across campus.

Special dietary needs—In the “all you care to eat” Marketplace at Atherton Union, the latitude station caters to anyone, but focuses on those with one of the top 8 allergens. A registered dietitian is on staff to help you navigate all your needs for any cafe on site.

Butler Dining | www.butler.edu/dining

For questions about meal plans contact the Office of Residence Life at 317-940-9458.

HEALTH AND RECREATION COMPLEX

This state-of-the-art, 85,000-square-foot facility houses Recreation & Wellness, Health Services, Counseling and Consultation Services, and Sexual Assault Response and Prevention. In addition to these offices, the facility includes a six-lane lap swimming pool, leisure pool, hot tub, sauna, locker rooms, two multi-purpose rooms, gymnasium with two basketball/volleyball courts, free weight room, cardio and strength/weight machine areas, fitness assessment and a massage therapy room, conference venue, a living room soft space, and an indoor jogging track.

Health and Recreation Complex | butler.edu/op8

pharmacies within close proximity of campus and two that deliver to Health Services (CVS, 317-251-9518) or (Walgreens, 317-257-6746). To arrange medication delivery, you must set up a personal account with the pharmacy and medications must be paid for in advance with a credit card. This is a safe and convenient way for students that take routine medications to have them delivered and stored safely in Health Services for students to pick up.

Allergy injections can be administered at Health Services per your allergist's or medical provider orders. For your safety, many allergy health providers will require that a physician be on site when the shot is administered. You must have an initial visit with a Health Services physician prior to your first allergy injection. Clinic hours and times for allergy injections are posted on the Health Services website.

HEALTH-RELATED REQUIREMENTS

A physical completed within the last 12 months and immunization record are mandatory for all entering students. Failure to submit required documentation (physical examination, immunizations and insurance verification) may result in a late charge of \$25 per submission. If a health record is not received or is incomplete, a student's registration will be placed on hold on the first day of class. This hold will prevent the student from participating in the "drop/add process," until the requirements are fulfilled.

This hold will also prevent registration for the following semester. The health record includes evidence of immunizations and a recent physical exam. A list of required immunizations appears on the Health Services website under the Frequently Asked Questions tab. Many of the requirements discussed above can be fulfilled by the student visiting the secure student health portal, myhealth.butler.edu and completing the forms online or printing forms for your physician to complete.

Health insurance is mandatory for all full-time undergraduates and will be verified annually through an online waiver process that is explained on the Health Services website. The Butler Sponsored plan that is available with United Health Care is available to undergraduate and graduate students. Please visit the Health Services website for details. Health Services will ask for a student's current insurance card at every visit and a copy will be stored in the medical record. If you reside out of state, you may want to contact your insurance carrier and discuss the coverage of care provided while your student is on campus. Standard billing guidelines are followed like any traditional physician's office. Care provided at Health Services is typically priced lower than services provided off campus. Students are responsible to pay for services that may be charged to their student account (for example: medications dispensed in-clinic by the medical provider). You can request a statement of these services to apply towards your Health Saving Plans for reimbursement. Health Services may send some lab tests off site to Mid America Clinical Reference lab. They will send a separate bill for these services to your insurance.

Victim Advocate: 317-910-5572

Office: 317-940-2047

Add a Reference

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BUTLER UNIVERSITY POLICE DEPARTMENT

The Butler University Police Department provides 24-hour patrols of the campus, 365 days per year. Officers also respond to emergencies and contact fire and ambulance services and other agencies when needed. The department is responsible for enforcing laws and University rules, investigating incidents on campus, enforcing traffic and parking regulations, providing safety escorts, motorist assistance, the lost and found program, vehicle registration, and various other services. The department is also responsible for coordinating crime prevention programs for students, staff, and faculty. Officers provide an escort service from dusk until dawn, bike patrols, and respond to the blue and white emergency phones located around campus.

Every student will be issued a photo ID card from the University Police. This card provides identification convenience and must be carried at all times while on campus. With this card, students may cash checks and gain admission to athletic events, the dining halls (if registered for a meal plan), library, health center, and various social events.

A policy on building hours has been established to ensure that University facilities remain open and free to inquiry in a safe and secure manner. The Student Handbook includes information on building hours for the regular fall, spring, and summer

EMERGENCY PHONE NUMBERS

CONTACTING A STUDENT IN AN EMERGENCY

Student Affairs staff members are able to help contact students in an emergency if the student cannot be reached at their telephone number.

RESIDENCE HALLS

Residential College	317-940-9851
Fairview House	317-940-8618
Irvington House	317-940-3995
Ross Hall	317-940-9335
Apartment Village, University Terrace, Butler Terrace, and South Campus	317-940-6024

FRATERNITY AND SORORITY HOUSING

Members of Butler's fraternities and sororities will receive emergency contact information from their respective chapters. When contacting fraternity/sorority members in an emergency, the initial call should go to the chapter's house director first, then University Police (if necessary).

FRATERNITIES AND SORORITIES WITHOUT HOUSING

Please call the Office of Fraternity and Sorority Life, 317-940-6590, to receive contact information for a fraternity or sorority without housing.

THE BUTLER APP

Butler University offers a mobile app to deliver relevant, timely information to students, improving the student experience and deepening campus engagement. By using the Butler App students can stay connected with campus news and events, find their way with the campus map, utilize their mobile Student ID, make one-touch emergency calls, and more. Students can download the app by searching Butler University in the app store for their mobile device and logging in with their Butler email address and password.

FINANCIAL MATTERS

The Offices of Financial Aid and Student Accounts strive to provide families with exceptional customer service and counsel them in covering educational expenses. While the offices have different functions, we want you to experience a seamless transition from stepping through the aid process with Financial Aid to paying the bill with Student Accounts.



- **Evaluate Your Options to Pay the Bill**—For families that do not want to pay the billed amount as a single payment, Butler offers additional programs to help families finance education expenses:
 - **Monthly Payment Plan**—Administered by the Office of Student Accounts. Students who decide to participate in the Monthly Payment Plan option must enroll via their my.butler.edu account. Enrollment is available May 13 through July 12, 2021. Additional details, including the *Terms & Conditions* of the plan, are available at www.butler.edu/student-accounts.
 - **PLUS Loan**—View information at butler.edu/financial-aid/financing-options and apply at studentaid.gov by July 1.
 - **Private Loans**—View Butler’s primary lender list at butler.edu/financial-aid/financing-options. Click on the ELMSelect link to compare the different loan programs and apply online. Apply by July 1.
- **Report Any Outside Scholarships**—Outside scholarships must be reported to the Office of Financial Aid by sending copies of the scholarship letters to the Office of Financial Aid. Outside scholarships will show on the bill as “anticipated aid” once the funds have been received and processed by the Office of Financial Aid. Scholarships equal to or greater than \$500 will be divided into two credits to the student account. Fifty percent of the total scholarship is applied for the fall semester and 50 percent is applied for the spring semester.
- **Students Must Set Up Authorized Payers**

An Authorized Payer is someone (parent, grandparent, aunt, uncle) who assists a student with their financial obligation to Butler University. Students are the owners of their accounts. To provide access to E-Bills and to E-Pay (electronic payments), students must set up their Authorized Payer. Detailed information is available at www.butler.edu/student-accounts (click on New to BU?). The information, including the *Financial Success Checklist*, is also available to students in late May/early June.
- **Federal Aid (Title IV) Student Permission**—Per federal regulations, students must grant permission to Butler University to apply federal financial aid funds

- ❑ Students who have not enrolled in the Monthly Payment Plan and have not paid their amount due in full by the first day of classes each semester will be assessed a monthly finance charge of 1.5 percent (18 percent APR).
- ❑ Payment is accepted in the form of a paper or electronic check or an electronic credit card payment. All credit card payments must be made via E-Pay. Visa, MasterCard, Discover and American Express are accepted online and a 2.75 percent non-refundable fee applies. (Credit card payments via mail, phone or in person cannot be processed.) There is no fee for electronic check payments.
- ❑ 529 Savings Plan payments sent via paper checks are accepted and processed. (Student's BU ID number must be included on the check.)
- ❑ The University provides a Prepaid Tuition Plan which guarantees a fixed tuition rate for all prepaid semesters. To inquire about the program, visit <https://www.butler.edu/student-accounts/billing-payment/information> or contact the Office of Student Accounts at studentaccounts@butler.edu for additional information.
- ❑ **Check Electronic Billing Statement for Accuracy**—Compare your Financial Aid Notification (from the Office of Financial Aid) and your E-bill (from the Office of Student Accounts) for accuracy. All accepted aid will be indicated on the E-Bill as "Anticipated Aid."
- ❑ **Attend the Loan Information Session**—All students who have accepted a Federal Direct Loan are required to attend a Loan Information Session during Welcome Week. Session times will be listed in the orientation schedule.
- ❑ **Monitor Aid Disbursement**—All financial aid will be disbursed and begin to appear on the student account after the fifth day of class and confirmation of full-time enrollment for the semester.
- ❑ **Review the Institutional Tuition Refund Schedule**—The official schedule is

(18% APR) on the past due portion of the student account until the account is paid in full. Accounts that remain past due may be placed at a third party collection agency and reported to national credit bureaus. If the account is placed at a collection agency, the student is responsible for payment of all collection fees.

BUTLER EMERGENCY

