



BUTLER UNIVERSITY

# RESOURCE GUIDE

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*[www.butler.edu](http://www.butler.edu)*

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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 professors 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 2020 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 interested to hear about your student's life at Butler.

**James M. Danko**

President, Butler University



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 formal academic experiences in the classroom, laboratory, and library, as well as informal 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 employers, on one hand, and leading graduate and professional schools, on the other.

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 extracurricular activities, but budgeting time can be a challenge. Students should remember that their primary purpose is to learn and become educated people.

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.

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

**Kathryn A. Morris, PhD**

Provost and Vice President for Academic Affairs

# ACADEMICS

## ■ CORE CURRICULUM

The Core Curriculum is the beating heart of the liberal arts education at Butler University. Home to the things every student should experience regardless what major they pursue, the Core Curriculum emphasizes the development of key skills that transfer directly into careers post-graduation. Employers are seeking flexible, creative, and critical thinkers who can demonstrate competencies in strong written and oral communication, information fluency, intercultural awareness, and analytical and ethical reasoning skills. Through rich cultural experiences in the Core Curriculum, both within the classroom and in direct experience working in the Indianapolis community, Butler students engage central issues of our increasingly globalized world, including diversity, personal and social responsibility, and social justice. In these varied ways, the Core Curriculum prepares students to enter the workforce as successful professionals and well-rounded individuals.

### KEY COMPONENTS OF THE CORE

First Year Seminar: Self, Community, and the World (6 credit hours)

Global and Historical Studies (6 credit hours)

#### **Areas of Inquiry**

Texts and Ideas (3 credit hours)

The Social World (3 credit hours)

The Natural World (5 credit hours)

Perspectives in the Creative Arts (3 credit hours)

Analytic Reasoning (3 credit hours)

Physical Well-Being (1 credit hour)

#### **Additional Requirements**

Indianapolis Community Requirement (1 course)

Writing Across the Curriculum (3 credit hours at the 300- or 400-level)

Speaking Across the Curriculum (3 credit hours at the 300- or 400-level)

Butler Cultural Requirement (8 events required for graduation)

## ■ DEAN'S LIST

Any degree-seeking undergraduate student earning at least 12 academic hours of graded credit in a given semester may be placed on the Dean's List of the college of enrollment if the semester grade point average is in the top 20 percent of all eligible students in that college. Courses taken under the pass/fail option do not count toward 12 academic hours of graded credit.

## 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 Mid-Term Grades and establishing appointments with his or her 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 his or her 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 his or her 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.

## ACADEMIC STANDING/MID-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, his or her 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 Mid-Term Grade Reports (MTG). MTG are available to students on their [my.butler.edu](http://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](http://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 sign, within 10 days of the first class day of the academic year, a request form available at Registration and Records. 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 from and kept on file at the office of the student’s academic advisor, the student’s college, and/or at Registration and Records. With respect to student conduct issues, the release is executed at the Office of the Vice President for Student Affairs.

Health Services and Counseling 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 Vice President for Student Affairs also may notify parents or guardians when a student



has violated campus rules or other laws governing the use of alcohol or controlled substances.

## PARENTS 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.

Parents 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 Learning Resource Center (LRC) in the case of our Exploratory students, or to the Office of Registration and Records.

A college associate dean, faculty advisor, or LRC 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 on the University's Community of Care website. 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 parents and guardians is to give your student the gift of self-determination. Continue to build on the foundation you have already established of mutual support. Let your student be your primary information source; show your interest in the totality of the college experience. If issues arise, remind your son or

daughter 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](http://my.butler.edu).

For students who did not list Butler as a score recipient institution, submit an online request for a score report by setting up a College Board account at [collegeboard.org](http://collegeboard.org). Butler's college code is 1073. Assistance with online score report ordering is available at AP Services at 212-632-1780. Only official score reports received directly from AP Services will be accepted.

### TRANSFERRING COLLEGE-LEVEL COURSES TAKEN IN HIGH SCHOOL

Students will need to request an official transcript from the college where the credit was earned. Credit must be earned from a regionally accredited college or university. The official college transcript can be mailed directly from the institution to:

Butler University  
Office of Admission  
4600 Sunset Ave.  
Indianapolis, IN 46208-3485

For colleges and universities that issue official electronic transcripts, the transcripts can be sent directly from the institution to [admission@butler.edu](mailto:admission@butler.edu). If the student wishes to hand deliver the college transcript, it must be submitted in the issuing institution's original sealed envelope. Opened transcripts are not considered official.

Students will be notified once the coursework evaluation has been completed. Students can also view their transfer credit report online on [my.butler.edu](http://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 you for your 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.

## 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.), BUfiles (network file storage), Moodle, 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 [www.butler.edu/it](http://www.butler.edu/it) for related links.

The IT Help Desk provides phone, email, web, and walk-in support for students. Students can use the Butler App to find solutions to common questions and to submit a service request. Computer data back ups and computer rebuild services

are available at the Help Desk, as well as depot service in partnership with Bray Technologies (hardware repairs). 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:

**Phone:** 317-940-HELP (4357)

**Email:** [helpdesk@butler.edu](mailto:helpdesk@butler.edu)

**Self-service:** <http://itrequest.butler.edu>

**Web:** [www.butler.edu/it](http://www.butler.edu/it)

**Walk-in:** Holcomb Building, Room 315

## ACADEMIC SUPPORT

### LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) 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 the semester to increase their chances of 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. Students will work collaboratively with an academic success coach to develop a plan of action to improve academic performance. Students will learn strategies and techniques to aid in approaching their coursework in an active, engaged, and goal-directed manner.

## 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 Learning Resource Center and requires the endorsement of the course instructor. Individual tutoring 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. The goal of individualized tutoring is to bring the student up to speed so that they are able to continue at the same pace as the rest of the class. Before requesting an individual tutor through the Learning Resource Center, the following conditions should be met:

- Endorsement by the instructor of the course is required
- Student must be attending all classes and laboratories
- Student must be completing assignments to the best of the student's ability
- Student must be attending departmental study tables if available for the subject
- Student must be working with the course instructor during office hours.

In most cases, individualized tutoring is limited to 1–2 sessions per week for a limited number of weeks, depending on individual circumstances

## 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
- Majors Fair and other workshops
- Assessments to discover strengths, values, and interests
- Instruction and assistance with job shadowing and informational interviewing opportunities

- Transitional advising for students who are considering changing majors, adding a second major, or choosing a minor area of study

## 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. 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.

## CENTER FOR HIGH ACHIEVEMENT AND SCHOLARLY ENGAGEMENT

The Center for High Achievement and Scholarly Engagement (CHASE) offers a myriad of programs for students who wish to enhance their education at Butler or continue their education beyond Butler. The CHASE office, located in Jordan Hall, Room 153, houses the University Honors Program, all undergraduate research and creative endeavor support programs, all advising for prestigious scholarships, all advising for pre-health and pre-law, the New York City and Washington, DC Learning Semesters, and the Phi Kappa Phi honor society.

### THE HONORS PROGRAM

The Butler University Honors Program exists to meet the expectations of academically outstanding students in all colleges and majors who wish to develop their talents and potential to the fullest. Students are invited to participate in the honors program as entering first-year students or after demonstrating outstanding academic ability at Butler. Through a combination of honors courses, honors events, independent study and research, and creative activity, the program is designed to foster a diverse and challenging intellectual environment. Only students who complete the honors program are eligible to graduate with the top two university honors, *magna cum laude* and *summa cum laude*. The honors program also oversees departmental honors which are awarded at graduation for excellence in an academic major. Completion of the honors program is not necessary for departmental honors.

## UNDERGRADUATE RESEARCH OPPORTUNITIES

One of the major benefits of attending a university that has undergraduate education as a focus of its mission is the multiple opportunities to conduct undergraduate research and creative endeavor. Such opportunities include assisting faculty-led projects or pursuing student-driven projects under the tutelage of a faculty mentor; engaging in this work remarkably enriches participant's education and allows them to develop close relationships with faculty members, who are often asked to supply letters of recommendation to graduate programs and for prestigious scholarships. Students of all majors may participate in the nine-week Butler Summer Institute each summer, which awards a stipend of \$2,500 and free university housing to the 30 selected students each year. Butler also awards grants to assist in the costs associated with their theses and to travel to conferences to present their academic work. A hallmark of Butler's commitment to student research is the Undergraduate Research Conference. Since 1989, students have been encouraged to join other developing scholars from across the nation and internationally on our campus each April to present the results of their work.

## 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. Our office offers a wide range of programs and services to students with an interest in law, medicine, dentistry, optometry, veterinary medicine, physical therapy, and occupational therapy. Our office also maintains a library that includes resources from professional schools, career-oriented publications, and alumni placement information. Three faculty members serve as pre-health and pre-law advisors.

## PRESTIGIOUS SCHOLARSHIP AND FELLOWSHIP ADVISEMENT

CHASE is committed to assisting strong candidates compete for nationally competitive scholarships and fellowships. The director of this program collaborates with undergraduate students and alumni to assess potential candidates' strengths and future goals as well as potential opportunities. Once an opportunity has been identified, our office aids each student in understanding the nomination and application process; preparing a competitive application; and completing the process to ensure the development of each candidate, regardless of the outcome. Scholarships such as the Boren, Fulbright-UK, Gilman, Goldwater, Truman, and Udall support the undergraduate studies of current Butler students, while fellowships such as the Fulbright, Davies-Jackson, Rhodes, Marshall, and others offer outstanding international educational opportunities once students graduate from Butler.



## WASHINGTON 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

Beginning in fall 2018, 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.

## INTERNSHIP AND CAREER SERVICES

The Office of Internship and Career Services assists both students and alumni in the exploration and pursuit of internships, full-time employment, and on-campus employment. Personalized assistance is the cornerstone of all of our services, from finding the right major to choosing a career. It is our pleasure to help students and alumni discover their true interests and passions through use of counseling, assessments, and dozens of career-related events each year. To encourage students and alumni in the career exploration process, we offer support in finding on-campus employment, internships, and networking opportunities and by honing vital skills such as resume-building, interviewing, and job preparation.

In addition to personalized counseling, we offer other resources as well, such as our web-based career management system, Handshake, which provides information on job opportunities both on campus and off. Students and alumni can search for jobs in virtually every industry in regions across the country.

## CENTER FOR CITIZENSHIP AND COMMUNITY

Butler University's Center for Citizenship and Community (CCC) 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 makes teachers and learners 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. Center programming therefore seeks to foster critical-listening skills, appreciation of diversity, long-term commitment, and self-reflection. Our 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, the CCC coordinates 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 CCC coordinates service-learning, a teaching practice that links academic experience and reflection with relevant community service.

## CENTER FOR FAITH AND VOCATION

The Center for Faith and Vocation (Blue House) invites all Butler community members, inclusive of all faiths, doubts, and philosophies, to discover lives of purpose, meaning, and contribution. The CFV provides support to religious life on campus and creates opportunities for interfaith dialogue and engagement. The Center also provides opportunities for reflecting on vocational direction as well as the big questions students are asking. CFV staff are available for ongoing one-on-one discussions and the director and other clergy are confidential resources. Vocational reflection is possible through advising conversations, internship placements, and faculty collaborations. Additionally, the Butler Seminar on Religion and Global Affairs is a signature series produced through the CFV, designed to engage the Butler community and the public on various relevant global issues related to religion. Whether exploring a faith community or wrestling with a big decision, the CFV is a resource for navigating broader questions of meaning and purpose individually and in community. For more information, please visit the CFV website at [www.butler.edu/cfv](http://www.butler.edu/cfv).

Diverse student-led groups also find their home at the Blue House including:

- Athletes in Action—a Ministry of Cru
- Butler Catholic Community

- Butler Hillel
- Butler Muslim Student Association
- Chi Alpha
- Cru—An evangelical Christian community
- Delight Ministries
- Grace Unlimited (an Episcopal-Lutheran ministry)
- LCMSU-The Lutheran Church Missouri Synod
- Orthodox Christian Fellowship
- Radiate Butler (a non-denominational Christian ministry)
- Secular Student Alliance
- United Methodist Student Movement
- Voices of Deliverance Gospel Choir

Dedicated staff, faculty, and affiliated clergy serve as advisors to these groups and are available for individual student consultation; they offer a range of religious services, faith-sharing, retreats, and service-learning opportunities.

## PROGRAMS FOR OVERSEAS STUDY

Butler University strongly encourages students to include one or more periods of study in international settings—one-third of all Butler graduates have studied abroad during their undergraduate career. We offer programs in a broad range of geographic regions and academic fields, so every student, regardless of college or major, can find a program that contributes significantly to his or her personal, academic, and career development goals.

All Butler students who wish to study abroad must apply through the Center for Global Education (CGE). CGE provides study abroad advising (in close cooperation with the student's academic advisor), organizes pre-departure orientations and re-entry sessions, and maintains the University's List of Approved Programs for Overseas Study. All programs on the list meet Butler's high standards for academic excellence and comprehensive student support services. Students going abroad during the academic year are expected to select programs on the approved list.

Overseas study programs generally fall into three broad categories:

- Reciprocal exchange programs, through which Butler exchanges students with carefully selected partner universities in other countries on a one-for-one basis
- Study abroad programs, which involve a one-directional flow of Butler students to overseas study sites, without a corresponding in-flow of foreign students coming to Butler
- Group programs comprised of all Butler students led by Butler faculty members. These programs operate on the short-term and semester basis

Butler has established **reciprocal student exchange** relationships with premier universities in Australia, Belgium, Brazil, Canada, Chile, China, Ecuador, England, France, Germany, Hong Kong, Ireland, Japan, Malaysia, the Netherlands, New Zealand, Spain, Switzerland, Taiwan, and Wales. We also participate in the International Student Exchange Program Inc. (ISEP), headquartered in Arlington, Virginia. ISEP is a worldwide network of more than 300 universities in 50 countries that agree to exchange students on a one-for-one basis. When they participate in reciprocal exchange programs, Butler students are fully integrated into university life in the host country and take classes alongside local students.

A very wide range of program types and geographic destinations are available through the one-directional **study abroad programs** on the Approved List. Butler has been fortunate to have a cooperative agreement with the Institute for Study Abroad (IFSA), founded on Butler's campus in 1988. IFSA has grown into one of the largest and highest quality study abroad organizations in the United States. Each year, IFSA sends more than 3,000 students from about 400 U.S. universities to over 90 universities in Argentina, Australia, Chile, China, Costa Rica, Cuba, Czech Republic, Ecuador, India, Ireland, Israel, Mexico, New Zealand, Peru, Spain, Sri Lanka, and the United Kingdom. In addition to programs offered by IFSA-Butler, the List of Approved Programs for Overseas Study also includes programs offered by over 20 other colleges, universities, and well-respected study abroad organizations. All programs on the approved list are characterized by academic rigor, comprehensive student services, and careful attention to safety and security issues.

## SPECIAL BUTLER FACULTY-LED PROGRAMS ABROAD

### **Semester in Spain Program**

Butler offers a faculty-led program for high-intermediate and advanced students of Spanish at the University of Alcalá de Henares each fall term. Students are able to 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 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—the Caribbean in spring 2018, the Mediterranean in spring 2017, South Africa in spring 2016, Europe in spring 2015 and 2013, 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 and China; digital media production in Germany; theatre in Moscow; ballet in St. Petersburg and Warsaw; tropical biology in Panama; Shakespeare in performance in London and Stratford-on-Avon; leadership in London; international business in Chile; and traditional Chinese medicine in Hangzhou, China.

## **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.

## BUTLER UNIVERSITY LIBRARIES

The Butler University Libraries provide online, multimedia, and print resources to support students in their intellectual endeavors while at Butler. The Butler librarians collaborate with faculty to ensure that Butler students attain competence as information literate citizens through course-based library instruction and one-on-one research consultations. Interaction between students and librarians begins in the first-year seminar classroom and continues as students move into their majors and work with the librarian assigned to support their college or department.

In the library spaces, Irwin's Information Commons service point and the Science Library service desk provide research and course-based technology assistance. Additionally, Butler Libraries provide an array of study rooms, soft seating, and collaborative learning spaces; technology equipment for student checkout (laptops,

iPads, camcorders); and multimedia computers and software that support student course work.

## CAMPUS LIFE

At Butler, the college experience goes beyond the classroom. The Division of Student Affairs serves to enrich student life within a residential campus by creating opportunities for meaningful involvement on and off campus, promoting a healthy and active lifestyle, and addressing the basic needs of students. Offices include: Residence Life, Dining Services, Diversity Programs, Commencement, Health Services, Counseling and Consultation Services, Health Education and Outreach Programs, Greek Life, Recreation, Programs for Leadership and Service Education (PuLSE), and University Bands.

Office of the Vice President for Student Affairs

Atherton Union, Room 200 | [www.butler.edu/campus-life/student-affairs](http://www.butler.edu/campus-life/student-affairs)

## BU BE WELL—THE BUTLER STUDENT EXPERIENCE

There are eight dimensions in Butler's BU Be Well model that are the foundation for a transformative and holistic student experience. The dimensions are Mind & Body, Diversity & Inclusion, Intellectual, Social, Service & Community, Career & Life Skills, Meaning & Purpose, and Environmental. Through BU Be Well, we foster a positive environment that helps students grow, learn, and be the best version of themselves. Butler provides students many robust opportunities to develop, both inside and outside of the classroom, through each of the eight dimensions of the BU Be Well model. Explore BU Be Well at [www.butler.edu/bubewell](http://www.butler.edu/bubewell).

## PROGRAMS FOR LEADERSHIP AND SERVICE EDUCATION (PULSE)

The Programs for Leadership and Service Education (PuLSE) Office promotes student learning and development through leadership and service opportunities. The PuLSE staff encourages the development of students into critical thinkers with the ability to lead, serve, and contribute to their communities through programming, education, and practical experiences. PuLSE staff members advise the Student Government Association (SGA) and the six SGA boards. SGA provides campus-wide programming; diversity and inclusion programs; and gives voice to student ideas and concerns. PuLSE staff members also supervise the student-run Volunteer Center, which connects students to service opportunities within the Indianapolis community. PuLSE sponsors Ambassadors of Change (AOC), Bulldogs into the

Streets (BITS), alternative break trips (Fall Alternative Break and Alternative Spring Break), Block Party, and additional leadership programs. The staff is responsible for working with the over 150 recognized student organizations on campus. Additionally, the PuLSE office is responsible for new student orientation programs, Welcome Week, and the operation of Atherton Union. Students who want to get involved in student organizations or community service should stop by the PuLSE Office, to talk with a staff member about their interests.

Atherton Union, Room 101 | [www.butler.edu/involvement](http://www.butler.edu/involvement)

## BUTLER OFF-CAMPUS STUDENT ORGANIZATION

The Off-Campus Student Organization promotes the interests of Butler students who live off campus and commute to Butler. Through providing various events and functions, representing off-campus students' needs within Student Government Association, and by providing helpful resources for off-campus students, the Off-Campus Student Organization strives to create a sense of community and friendship among the off-campus student population. Students who are looking to become involved with the Off-Campus Student Organization may contact [offcampusstudents@butler.edu](mailto:offcampusstudents@butler.edu) for more information.

## EFROYMSON DIVERSITY CENTER

The Efroymsen Diversity Center of Butler University, commonly referred to as “the DC,” exists to enhance the personal development and academic success of students. Through programming and support, the DC prepares students to be active and responsible citizens demonstrating respect and appreciation for diverse cultures. Dedicated in December 2006, the Efroymsen Diversity Center was made possible by a generous gift from Lori Efroymsen-Aguilera, the Efroymsen Family Foundation, and the Central Indiana Community Foundation. Efroymsen Diversity Center facilities include a multi-purpose lounge equipped with study tables, reception area with a flat-screen television and entertainment center, multicultural resource library and gallery, kitchen, prep room, and storage space. The DC also has soft space for student study and engagement.

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

- Asian Culture Enthusiasts (ACE)
- Black Student Union (BSU)
- Butler Alliance (LGBTQIA–Straight)
- Demia
- International Club

- Latinos Unidos
- Voices of Deliverance

Atherton Union, Room 004 | [www.butler.edu/diversity](http://www.butler.edu/diversity)

## DIVERSITY PROGRAMS

The Office of Diversity Programs, located in the Efroymsen Diversity Center, combines those campus services designed to enhance the cultural diversity and awareness of the campus community. This office exists to support the admission and retention of students representing international and multicultural populations. The director coordinates the Diversity Ambassadors Leadership Program and advises the Voices of Deliverance. The director also coordinates the Multicultural Resource Library, the Morton-Finney Leadership Program, and the campus-wide Celebration of Diversity, which presents special thematic programming for Hispanic Heritage Month, the Martin Luther King Holiday observance, African-American History Month, Women's History Month, and various multicultural programs throughout the year. Additionally, the director coordinates the Celebration of Diversity Distinguished Lecture Series, a collaborative diversity initiative between Butler University and the Office of the Mayor.

## 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.

## GREEK LIFE

There are five national fraternities and eight national sororities on campus, 11 of which have independently owned houses adjacent to campus. Students are eligible to participate in the recruitment activities of the National Panhellenic Conference (NPC) and Interfraternity Council (IFC) chapters following the satisfactory completion of their first semester. Students must meet the minimum criteria in order to participate: GPA requirement of either a 2.75 for Panhellenic or a 2.5 for IFC; completion of 12 credit hours; and provided that they are not on conduct probation through the University.



The primary recruitment period for the Panhellenic Association and Interfraternity Council is deferred until January, prior to the beginning of the second semester. Informal open recruitment activities for NPC and IFC chapters are open to first-year students in their second semester and upperclassmen and may take place in either semester. National Pan-Hellenic Council (NPHC) chapters (historically Black fraternities and sororities) hold recruitment activities and maintain minimum requirements on a chapter-by-chapter basis. Please note that it is contrary to the mission of the University for a fraternity or sorority to select or reject its membership on the basis of race, color, religion, creed, national origin, age, disability, military or veteran status, sexual orientation, gender identity and expression, or any other legally protected category.

New affiliates of all fraternities and sororities will engage in a new member education program that focuses on the history, values, and brotherhood/sisterhood of the respective national organization.

The Office of Greek Life, together with the Panhellenic Association and IFC, provides educational programs focusing on issues that face the current Butler student population. The director of Greek 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 312 | [www.butler.edu/greek-life](http://www.butler.edu/greek-life)

## UNIVERSITY BANDS

University Bands are home to the Butler University Marching Band (BUMB) and Butler University Basketball Band (BUBB). Students interested in becoming part of this more than 95-year tradition are encouraged to contact University Bands to learn more. Information can be found at [www.butler.edu/bands](http://www.butler.edu/bands) or email [bubands@butler.edu](mailto:bubands@butler.edu).

## UNIVERSITY CHEERLEADING, MASCOTS, AND DANCE TEAM

The Cheerleading & Mascot program at Butler is under the direction of the Athletic Department, and consists of the co-ed cheerleading squad and costumed mascot, “Hink.” Students interested in becoming a part of the cheerleading or mascot squad, can contact the Head Cheerleading and Mascot Coach for more information. Contact information can be found at: [butlersports.com/cheerandmascots](http://butlersports.com/cheerandmascots).

The Dance Team program consists of a Dance Team that performs at Football and Men’s Basketball games, and one that performs for Volleyball and Women’s Basketball. Students interested in being a part of one of the dance squads can find more information at: [butlersports.com/danceteam](http://butlersports.com/danceteam).

## VARSITY ATHLETICS

Varsity teams for those with a high level of ability are sponsored in the following intercollegiate sports: men—football, soccer, cross country, indoor and outdoor track, tennis, basketball, baseball, and golf; women—volleyball, tennis, soccer, basketball, cross country, golf, swimming, indoor and outdoor track, softball, and lacrosse. Butler is a Division I member of the NCAA® in men’s and women’s sports. Athletic teams compete in the BIG EAST Conference with the exception of football, which is in the Pioneer Football League.

## COMMENCEMENT AND STUDENT RECOGNITION PROGRAMS

Butler University Commencement ceremonies are coordinated within the Office of the Vice President for Student Affairs. The University hosts two commencement ceremonies (Winter and Spring) each year where students walk and receive their diploma onstage.

For more than 60 years, the University has recognized students of outstanding character, scholarship, engaged citizenship, leadership, and commitment to fostering diversity through the Outstanding Student Recognition program, Top 100. Juniors and Seniors are nominated and selected through an application process for consideration to be part of the Top 100 students at Butler University. Once selected as a Top 100 student, the candidates are given the opportunity to submit letters of recommendation for consideration to be one of the Top 15 Most Outstanding Students. Two committees of faculty, staff, and alumni help to select the Top 100 candidates and Top 15 recipients through their application process. Recognition by this program is considered to be the highest honor of appointment for a student during their tenure. Students can receive this honor twice during their academic career.

Atherton Union, Room 200 | [www.butler.edu/commencement](http://www.butler.edu/commencement)

## THE PARENT ASSOCIATION

Parents of current Butler students are automatically members of the Parent Association. As a member, you will receive communications relevant to campus and be invited to attend Butler events in your area.

The Parent Council is a liaison body between parents, students, and the University. The Council is comprised of parents 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 Parent Council are accepted from parents 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 August of each academic year. If you have any questions regarding Family weekend or other parent programs, contact the Office of Alumni & Parent Programs at 800- 368-6852, ext. 9946.

## COMMUNITY OF C.A.R.E.

The term Community of Care was developed to describe Butler University’s encouraging and supportive atmosphere where every person is empowered to engage in healthy behaviors, to support others in doing the same, and to look out for one another. Our collective responsibility fosters a strong, healthy, and connected community.

Our commitment to C.A.R.E. (Concern, Assume Responsibility, React, Evaluate & Follow-Up) encourages us to recognize concerning situations, assume personal responsibility, and have knowledge of safe and positive options for intervening. Effective reactions, depending on the nature of the situation, could be direct or indirect. Campus resources include:

- [www.butler.edu/community-of-care](http://www.butler.edu/community-of-care)
- Counseling and Consultation Services: 317-940-9385; Fax: 317-940-6403
- Health Services: 317-940-9385; Fax: 317-940-6403
- Office of the Vice President for Student Affairs: 317-940-9570; Fax: 317-940-8228
- Title IX Coordinator: [TitleIX@butler.edu](mailto:TitleIX@butler.edu); 317-940-6509
- University Police (BUPD) non-emergency number: 317-940-9396
- Victim Advocate (M-F, 9:00 AM–5:00 PM) 317-910-5572
- After Hours Victim Advocate: Julian Center (Crisis line, victim advocacy, legal services, protective orders, counseling): 317-941-2200  
24 Hour Crisis Hotline: 317-920-9320  
2011 N. Meridian Street, Indianapolis, IN 46202 • [www.juliancenter.org](http://www.juliancenter.org)
- Assessment and Care Team—Report a Concern: [www.butler.edu/community-of-care](http://www.butler.edu/community-of-care)

## TITLE IX

Butler University actively fosters an inclusive environment of respect where differences are honored. All individuals who work, study, live, and participate in Butler activities have the right to be free from harassment and discrimination. To ensure that our campus promptly and thoroughly addresses allegations of

harassment and discrimination, Butler adopted a comprehensive Sexual Misconduct Policy. The Title IX Coordinator is responsible for University compliance with this Policy and oversees the process for any alleged policy violations. Additionally, the Non-Discrimination Policy is administered by Human Resources and specifically addresses allegations of religion, ethnicity, disability, age, and any other legally protected characteristic. Both policies include an appendix on the teaching and classroom environment. Butler addresses these policies and topics of discrimination by regular communication of expectations and through the provision of educational programs, activities, and communication.

## 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.

Atherton Union, Room 303 | [www.butler.edu/residence-life](http://www.butler.edu/residence-life)

**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, The Fairview House, The Irvington House, The Apartment Village, University Terrace, Butler Terrace, and Christian Theological Seminary (CTS) 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. A special feature for first-year students are the Themed Living Communities (TLCs). In a TLC, students have the opportunity to make friends and engage with others. They will explore common interests, often in the context of the larger campus and/or Indianapolis community.

Butler University is responsible for general upkeep of these facilities. The goal of residence life is to provide an environment that supports the educational mission of the University while emphasizing developmental and social interaction with faculty, staff, and peers. To ensure these conditions, the director of residence life collaborates with a staff of professionals and para-professionals who work and live in the residence halls. These staff members are available to students on a regular basis to handle any problems or concerns that may arise.

**Residency requirement**—All full-time undergraduate students are encouraged and welcome to live on campus. All first-year students not living at home with a parent or legal guardian are required to live in one of the University residence halls. All sophomore and junior students (including those affiliated with a Greek organization)

not living at home with a parent or legal guardian are required to live in University housing or an approved Greek housing unit of which they are a member. The housing policy does not apply to fully employed persons who are residents of the Indianapolis metropolitan area and who wish to attend Butler on a part-time basis.

**Board plan**—As explained in the on-campus housing room and board contract, residence hall students are required to purchase a meal plan. The board privileges provided are available only to students who have purchased a meal plan and may not be sold, loaned, assigned, or given away. Students who live in apartments may purchase a meal plan, but are not required to do so because they have their own full kitchens.

**Visitation policy**—Parents or legal guardians of students may visit the private living areas at any time the residence is open, provided that they are accompanied by their student(s). Students are responsible for escorting their parents or legal guardians to and from the private living area.

**Care packages and mail**—Parents or legal guardians of students may send mail and care packages to the physical address of the student's on-campus housing. The addresses of each building as well as a suggested vendor of care packages can be found on the FAQs of the Residence Life website.

## DINING SERVICES

**Dawg Bucks**—Butler University students, faculty, and staff may purchase Dawg Bucks and use them to purchase meals and snacks in the dining rooms, C-Club Food Court, Starbucks, Fairview Welcome Center, and the Convenience Store. Dawg Bucks may also be used at Qdoba and Hot Box in Broad Ripple. An additional five percent is added to the account for each deposit of \$50 or more. Visa and MasterCard are accepted. Orders can also be made online at our website.

**Residential dining rooms**—The residential dining rooms are located on the second level of Atherton Union and the main floor in Residential College. These “all you care to eat” locations offer a wide variety of options to choose from, including hot entrees, salad bar, soups, deli, grill, vegetarian selections, 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 can be used at any campus dining location and five guest passes (only on All-Access meal plan) which may be used to treat friends and family. There are two options of voluntary meal plans available to those living in campus apartments or off campus: a 65 meals per semester with \$500 flex dollars and 40 meals per semester with \$350 flex dollars.

**Special dietary needs**—Meal plan participants with food allergies or other special

dietary needs should reach out to the Executive Chef for a one-on-one consultation. [butler.campusdish.com/EatWellContent/Special-Dietary-Needs](http://butler.campusdish.com/EatWellContent/Special-Dietary-Needs)

**C-Club Food Court**—At the C-Club Food Court, students may enjoy the following: Papa John's Pizza, Grille Works, and the Sandwich Shack. Sushi, salads, sandwiches, snacks, and beverages are also available for quick grab-and-go. Students can use flex dollars, Dawg Bucks, MasterCard, Visa, or cash.

**Starbucks—Atherton Union, north end**—The Starbucks located on Butler's campus was the first Starbucks location in Indiana. Just past the Butler Campus Store, this cozy, contemporary atmosphere offers a quiet setting in which to enjoy friends, food, and great service. Students can use flex dollars, Dawg Bucks, Starbucks gift cards, MasterCard, Visa, or cash.

**Convenience Store (C-Store)—Apartment Village Dawghouse, lower level**—The store features a variety of groceries, health and beauty aids, bottled beverages, and snacks. Students can use flex dollars, Dawg Bucks, MasterCard, Visa, or cash. Atherton Union, Room 110 | [www.campusdish.com](http://www.campusdish.com)

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 the Recreation Department, Health Services, Counseling and Consultation Services, and the Office of Health Education and Outreach Programs, which includes a Campus Victim Advocate office. 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/physical therapy room, nutrition services, conference venue, a living room soft space, and an indoor jogging track.

## RECREATION DEPARTMENT

The Recreation Department includes professional staff who oversee programming in the areas of fitness and wellness, aquatics, intramurals, club sports, and challenge education. The recreation staff strives to enrich the quality of student life by promoting an active lifestyle that helps students focus and effectively manage stress in an environment that is welcoming and fun.

The recreation facility is open year-round to students, faculty, staff, and alumni. Purchased memberships are required for faculty, staff, and alumni, while students pay for the use of the facility within their student fees.

**Fitness & Wellness**—Programs include group fitness classes, fitness assessments,

personal training services, nutrition services, and the workout area that includes fitness equipment, stretching areas, a multi-functional training room, and more. Group exercise classes are offered at no additional cost while personal training and nutrition consultations require fees.

**Nutrition**—A registered dietitian is available to assist Butler community members in meeting their personal health goals. The licensed dietitian provides individual consultations and nutrition education programs by appointment, which can be made by calling 317-940-6108.

**Aquatics**—Programs include swim lessons, lap swimming, dive-in movie nights, and special event programs. Facilities include a 10-person hot tub and a sauna. Classes such as lifeguarding and water safety are offered.

**Intramurals**—There are a variety of team sports and activities for students, including soccer, basketball, football, dodgeball, and more. Leagues are scheduled throughout the year. Short-term tournaments and one-time events provide activities for those who don't want to make an extended time commitment. Intramural sports are a great way for students to get involved, learn a new sport, and enjoy friendly competition. Students may become involved with intramural leagues by logging into the IMLEAGUES system from the HRC website.

**Club Sports**—Butler has approximately 20 club sport groups, ranging from equestrian to cycling. These clubs are created and organized by students. Funded partially by the participants and partially by an activity fee, club sports are a great venue for students whose specific activity is not offered and/or those who are not able to participate on a varsity squad. Most club sports practice 2-3 times a week and compete on-campus and possibly regionally and nationally with other universities. Students can find more information about club sports and how to join them at [www.butler.edu/clubsports](http://www.butler.edu/clubsports).

**Challenge Education**—Includes a climbing tower, a high ropes course with 30 elements, and a low course. The low course is designed to work on communication, trust, and teamwork. The high course is for adventurous types who seek challenges. The climbing tower is a workout in itself and fun for all ages and skill levels. Open climbing is offered at various times throughout the year—no registration necessary—and is a great opportunity to learn about a new activity, meet new friends, and challenge yourself.

## HEALTH SERVICES

In line with Butler's commitment to a culture of health and wellness, Health Services provides acute care, health education, surveillance, and prevention on an outpatient basis to all students enrolled at Butler University. Health Services also partners

with the Health and Recreation Complex (HRC) to provide physical therapy. If any students require medical care or treatment, Health Services is staffed with registered nurses, nurse practitioners (NP), physician assistants (PA), and physicians who provide education, advice, and treatment for illnesses and emergencies. If students are in need of emergency care outside of that which Health Services is able to provide, their care will be coordinated with Indianapolis specialists, hospitals, or immediate care centers close to campus (transportation is not provided). Appointments are preferred and can be made online through the MyHealth Web Portal. Students can also call for an appointment. Unscheduled or “walk in” appointments may occur and will be triaged first by a registered nurse. “Walk in” appointments may have to wait or return at another time as scheduled patients will have first priority.

Information regarding after hours care, local immediate care clinics, and emergency rooms can be found on the Health Services website.

Health Services maintains several prescription medications that can be dispensed by our on-campus medical providers. If the medication is not carried by Health Services a prescription will be provided. There are several pharmacies within close proximity of campus and two that deliver to Health Services. To qualify for delivery, the medication must be paid for in advance with a credit card; individuals will need to request to have this set up with a pharmacy (CVS, 317-636-6664) (Walgreens, 317-257-6746). This is a safe and convenient way for students that take routine medications. Some over-the-counter medicines are also available to the students at a minimal fee. Allergy injections can be administered per your allergist’s or care provider orders. For your safety, many allergy health providers will require that a physician be on site when the shot is administered. Clinic hours and times for allergy injections are posted on our website.

## HEALTH-RELATED REQUIREMENTS

An up-to-date health history and immunization record is mandatory for all entering students. If a health record is not received or is incomplete, a student’s registration will be placed on hold the first day of class. This hold will prevent the student from participating in the “drop/add process,” until the requirements are fulfilled. This 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](http://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 our 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; services provided at Health Services are 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: in-house rapid lab tests and medications dispensed 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.

## CONFIDENTIALITY

All visits to Health Services are strictly confidential and will not be discussed with anyone including parents or guardians of students over the age of 18 without the permission of the student.

Health and Recreation Complex, Room 110 | [www.butler.edu/health-services](http://www.butler.edu/health-services)

## COUNSELING AND CONSULTATION SERVICES

Students visit Counseling and Consultation Services (CCS) for a wide range of concerns, including relationship problems, interpersonal violence, sexual assault, test anxiety, stress management, grief, anxiety, depression, substance abuse, and eating and body image difficulties. Services offered include individual, couples and group counseling, psychological testing, informational or preventative programs, and consultation to students, staff, parents, and faculty.

CCS is staffed by licensed psychologists, doctoral, and masters-level interns. All services are confidential and most services are free. Ongoing treatment is available only to currently enrolled Butler students. Students may schedule an appointment in person or by calling 317-940-9385. If CCS is unable to assist a student directly, our staff can help connect students with off-campus mental health providers.

Limited access to an on-campus psychiatrist is available by appointment. Similarly, an alcohol/drug counselor is available. Students will be responsible for associated costs for both of these services.

Health and Recreation Complex, Room 120 | [www.butler.edu/counseling-services](http://www.butler.edu/counseling-services)

## HEALTH EDUCATION AND OUTREACH PROGRAMS

Health Education and Outreach Programs actively seeks to educate and empower students to make informed choices that positively impact personal wellness and the wellness of the greater community. Staff and peer educators from Health Education and Outreach Programs help shape an environment that supports wellness by offering free events and workshops on topics students care about, hosting campus-wide campaigns to raise awareness about trending health topics, and making reputable health information accessible to students through our website and print materials. This office also houses the Prevention Educator and Victim Resource Specialist, known as our “Victim Advocate.” The Victim Advocate is available M–F, 9:00 AM–5:00 PM, when classes are in session, to assist students with issues relating to sexual assault and relationship violence. The Victim Advocate can be reached by calling or texting 317-910-5572. This phone number is made available on the back of every Butler ID card. Calls made to this number after-hours will receive contact information to access the confidential crisis line at the Julian Center or the Butler University Police Department.

Health and Recreation Complex, Room 101 and 119 | [www.butler.edu/health-education](http://www.butler.edu/health-education)

## TRANSPORTATION

There are a number of Butler University, Indianapolis community, and local transportation resources which we recommend for students in need of travel accommodations. Blue Indy Cars, Dawg Ride and Tap Ride, a Student Government Association (SGA) shuttle, IndyGO city bus, Mega Bus, Uber, and a local travel arrangements company all serve as options.

## 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 sessions. These hours may vary during scheduled University holidays.

Students may remain in a classroom building after closing or gain access to a closed facility if they have their instructor send written permission to University Police or have previously reserved the room through the EMS scheduling system. The student also will need to present his or her validated student ID in either situation.

Follow BUPD on social media: @ButlerUpolice, @DawgAlert, Butler University Police Department on Facebook. Emergency phone: 911 (from campus phone) or 317-940-9999 (from cell phone) Non-emergency phone: 317-940-BUPD.

## EMERGENCY NOTIFICATION SYSTEM

Butler University has a notification tool that enables administrators to reach students, faculty, and staff on and off campus via text messages, voicemail, and email alerts. The Dawg Alert system augments other efforts the University currently has in place such as campus-wide emails, posting alerts on the website, and information provided through the local media. Students may add additional emails and numbers to their profile in this system, which may include parent or guardian contact information. In addition to emergency notification, the University will use Dawg Alert to communicate weather-related delays and closings. Students sign up for notifications and set their preferences at [my.butler.edu](http://my.butler.edu).

## 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 his or her telephone number.

### RESIDENCE HALLS

Residential College	317-940-9851
Fairview House	317-940-8618
Irvington House	TBD
Apartment Village, University Terrace, Butler Terrace, and CTS	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 Greek 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 assist 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.

## FINANCIAL AID

Robertson Hall, lower level  
317-940-8200  
Fax: 317-940-8250  
finaid@butler.edu  
[www.butler.edu/financial-aid](http://www.butler.edu/financial-aid)

Services: Processes financial aid application; awards federal, state, and institutional financial aid; assists in additional loans; handles most outside scholarship payments

## STUDENT ACCOUNTS

Jordan Hall, room 102

317-940-9353

[studentaccounts@butler.edu](mailto:studentaccounts@butler.edu)

[www.butler.edu/student-accounts](http://www.butler.edu/student-accounts)

Services: Publishes e-billing statements; administers payment plan; posts payments received; processes refund checks

## EDUCATIONAL COSTS

Tuition, fees, and other charges paid by the student cover approximately 80 percent of the educational costs at Butler University. The University provides the remaining funds through income from its endowment and gifts from foundations, business and industry, alumni, parents, and friends. Tuition and fee levels are set by the Butler University Board of Trustees and are subject to change by action of the Board.

## FINANCIAL MATTERS CHECKLIST

- Apply for financial aid—The Free Application for Federal Student Aid (FAFSA) must be submitted by March 1 each year for a student to be considered for financial aid.
- Review/Accept/Decline Financial Aid—Aid should be accepted or declined on [my.butler.edu](http://my.butler.edu) by May 1. Aid must be accepted to appear as an anticipated credit on the student's bill.
- Take Action on Your Federal Loans—The Federal Direct Loan Program requires students to complete a Loan Agreement for a Subsidized/Unsubsidized Loan and Entrance Counseling online prior to disbursement at [studentloans.gov](http://studentloans.gov). Complete by August 1.
- 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—Is administered through the Office of Student Accounts. Students who wish to participate in the monthly payment plan billing must enroll at [my.butler.edu](http://my.butler.edu). Enrollment is available between May 11 and July 9.
  - PLUS Loan—View information online and apply at [studentloans.gov](http://studentloans.gov) by July 1.
  - Private Loans—View Butler's primary lender list online. Click on the ELMSelect link to compare the different loan programs and apply online. Apply by July 1.

Information is available online at [www.butler.edu/financial-aid/financing-options](http://www.butler.edu/financial-aid/financing-options).

- Report Any Outside Scholarships—Outside scholarships must be reported to the Office of Financial Aid and may be recorded through [my.butler.edu](http://my.butler.edu) or 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.
- Set Up the E-Bill and E-Pay Account—The Office of Student Accounts will begin mailing detailed information regarding billing and payment processes to the students in May. In order for parents to have access to the e-bill and e-payment system, the students will need to create “Authorized User” accounts through [my.butler.edu](http://my.butler.edu).
- Grant Federal Student Permissions—For federal financial aid funds to pay miscellaneous charges, students must grant permission through [my.butler.edu](http://my.butler.edu). Once the Federal Student Permission is granted, it continues to be valid for future years. The permission can be revoked by submitting a written request directly to the Office of Student Accounts.
- Understand Payment Terms—Students who register during New Student Registration for fall will be billed in July for tuition, fees, and room and board charges. If not enrolled in the Monthly Payment Plan, fall registered students must pay the amount due as illustrated on the July e-bill no later than the August due date.

Students who have not enrolled in the Monthly Payment Plan and have not paid their charges in full by the first day of each semester will be assessed a monthly finance charge of 1.5 percent (18 percent APR).

Payment is accepted in the form of personal check, electronic check, and online credit card. Payments made via Visa, MasterCard, Discover, and American Express will be charged a non-refundable 2.75 percent convenience fee. Electronic check payments are not subject to a convenience fee. The Office of Student Accounts also accepts and processes 529 Savings Plan payments.

The University provides a Prepaid Tuition Plan which guarantees a fixed tuition rate for all prepaid semesters. To inquire about the program, contact the Office of Student Accounts.

- Check 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 show as “anticipated aid” on the e-bill.
- 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 Tuition Refund Schedule—The official schedule is available online. Any student who needs to change their class schedule after the first day of the term should refer to the refund schedule prior to making any changes. It is critical that any student who receives financial assistance, particularly state awards such as the Frank O’Bannon Grant or 21st Century Scholarship, contact the Office of Financial Aid before changing enrollment.
- Understand the Consequences of Unpaid Accounts—Students who have not met their financial obligations to Butler University will be refused grades, transcripts, and re-admission. Delinquent accounts will be charged interest on the unpaid balance. Accounts that remain delinquent will be assigned to a collection agent. All costs of collection will be the responsibility of the student. Interest charges and collection fees will be charged to the student account.

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