



BUTLER UNIVERSITY

# RESOURCE GUIDE

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*butler.edu*

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# TABLE OF CONTENTS

WELCOME TO THE BUTLER COMMUNITY	4
ACADEMICS	6
CORE CURRICULUM	6
DEAN’S LIST	6
ACADEMIC ADVISING	7
ACADEMIC STANDING/EARLY TERM GRADE REPORTS	7
STUDENT RECORD PRIVACY	8
REGISTRATION AND RECORDS	10
INFORMATION TECHNOLOGY	12
ACADEMIC SUPPORT	13
CENTER FOR ACADEMIC SUCCESS AND EXPLORATION	13
EXPLORATORY STUDIES PROGRAM	14
STUDENT DISABILITY SERVICES	15
ENGAGED LEARNING CENTER	15
CAREER AND PROFESSIONAL SUCCESS	18
CENTER FOR FAITH AND VOCATION	19
CENTER FOR GLOBAL EDUCATION	20
INTERNATIONAL STUDENT SERVICES	23
BUTLER UNIVERSITY LIBRARIES	23
CAMPUS LIFE	23
BU BE WELL—THE BUTLER STUDENT EXPERIENCE	24
DEPARTMENT OF STUDENT INVOLVEMENT & LEADERSHIP	24
OFFICE OF CIVIC ENGAGEMENT	24
OFFICE OF NEW STUDENT & FAMILY PROGRAMS	25

OFFICE OF STUDENT ACTIVITIES	26
DEPARTMENT OF DIVERSITY, EQUITY, & INCLUSION	28
FRATERNITY & SORORITY LIFE	29
OFFICE OF THE DEAN OF STUDENTS	30
RESIDENCE LIFE	30
MAILING ADDRESSES FOR ON-CAMPUS RESIDENCES	32
BUTLER DINING	32
HEALTH AND RECREATION COMPLEX (HRC)	33
RECREATION AND WELLNESS	33
HEALTH SERVICES	34
COUNSELING AND CONSULTATION SERVICES	36
SEXUAL ASSAULT RESPONSE AND PREVENTION (SARP) OFFICE	36
TRANSPORTATION	37
BUTLER UNIVERSITY POLICE DEPARTMENT	38
EMERGENCY NOTIFICATION SYSTEM	38
EMERGENCY PHONE NUMBERS	39
THE BUTLER APP	39
FINANCIAL MATTERS	39
FINANCIAL AID	40
STUDENT ACCOUNTS	40
EDUCATIONAL COSTS	40
FINANCIAL MATTERS CHECKLIST	40
BUTLER EMERGENCY ASSISTANCE FUND	43

# 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 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 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

## BOOK 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)

Social Justice and Diversity 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)

## BOOK 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 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](http://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](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 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](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](http://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](mailto: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](http://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](https://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](https://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](https://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](http://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](http://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](mailto:helpdesk@butler.edu)  
[butler.edu/it/help](http://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](http://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](http://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](http://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](mailto:sds@butler.edu) or call the office at (317) 940-9308.

Jordan Hall, Room 136 | [butler.edu/disability](http://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 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 commencement 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 primary 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 these types of projects significantly enriches participants' educational experience and allows them to develop close relationships with faculty members, who are often asked to write letters of recommendation to graduate programs and for prestigious scholarship applications. Students of all majors may participate in the Butler Summer Institute, a competitive nine-week program that awards up to 30 students a stipend of \$4,500 and free university housing. Butler also awards grants to assist in the costs associated with students conducting research for their theses and to travel to conferences to present their research findings. A hallmark of Butler's commitment to student research is the Undergraduate Research Conference, one of the nation's largest and longest running conferences. Since 1989, students have been encouraged to join other developing scholars from across the nation to present the results of their work on our campus each April.

## 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 practice that links academic experience and reflection with relevant community service.

Jordan Hall, Room 109 | [butler.edu/chase](http://butler.edu/chase) | [butler.edu/ccc](http://butler.edu/ccc)

## CAREER AND PROFESSIONAL SUCCESS

The Office of Career and Professional Success (CaPS) assists both students and alumni of all grade levels and majors in career and life design, and the exploration and pursuit of internships, full-time employment, and on-campus employment. Personalized assistance is the cornerstone of all of CaPS services, from finding the right major to choosing a career. This office helps students and alumni discover their true interests and passions through use of counseling, assessments, reflection, and dozens of career-related events each year. The goal of CaPS is to encourage students and alumni in the career exploration process, offer support in finding on-campus

employment, internships, and networking opportunities and hone vital skills such as resume-building, interviewing, and job preparation.

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

Business Building, Room 102 | [butler.edu/career](http://butler.edu/career)

## CENTER FOR FAITH AND VOCATION

The Center for Faith and Vocation (CFV) invites all Butler community members, inclusive of all faiths, doubts, and philosophies, to discover lives of purpose, meaning, and contribution. The CFV is an Academic Affairs resource designed to help students ask big questions, such as “Who am I?”, “Where am I going?”, and “How can I help?”

Students are invited to explore these questions through the four CFV programming areas:

**CFV Communities:** We have 14 different student-led CFV groups, each with dedicated staff, faculty, and affiliated clergy as advisors to these groups. They are available for individual student consultation and offer a range of religious services, faith-sharing, retreats, and service-learning opportunities.

- 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 (a Non-denominational Christian ministry for women)
- Grace Unlimited (an Episcopal-Lutheran ministry)
- LCMSU-The Lutheran Church Missouri Synod
- Orthodox Christian Fellowship
- Secular Student Alliance
- United Methodist Student Movement
- Voices of Deliverance Gospel Choir
- Young Life

**Vocational Reflection:** paid internships, values exercises, decision-making exercises, and one-on-one conversations.

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 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 [butler.edu/cfv](http://butler.edu/cfv).

4615 Sunset Avenue across from the Schrott Center (The Blue House) | [butler.edu/cfv](http://butler.edu/cfv)

## CENTER FOR GLOBAL EDUCATION

### STUDY ABROAD

Butler University strongly encourages students to include one or more periods of study in international settings—40 percent 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 their personal, academic, and career development goals.

All Butler students who wish to study abroad must apply through the Center for Global Education (CGE). The 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, Sweden, 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 thousands of students from U.S. colleges and universities to more than 100 programs located around the world. IFSA programs are located in 53 cities and 19 countries, including Argentina, Australia, Chile, China, Costa Rica, Cuba, Czech Republic, India, Ireland, Italy, Mexico, New Zealand, Peru, Spain, Sri Lanka, and the United Kingdom. In addition to programs offered by IFSA, the List of Approved Programs for Overseas Study also includes programs offered by over 14 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 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](http://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](http://butler.edu/international)

## BUTLER UNIVERSITY LIBRARIES

The Butler University Libraries provide online, multimedia, and print resources to support students' success. The Butler librarians collaborate with faculty to ensure that Butler students attain competence in finding, evaluating, and using information 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.

During open hours in Irwin Library and the Ruth Lilly Science Library, the Information Commons service point in Irwin Library 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.

Irwin Library and Ruth Lilly Science Library | [butler.edu/library](http://butler.edu/library)

## 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: Civic Engagement, Counseling and Consultation Services, Dean of Students, Dining, Diversity, Equity & Inclusion, Fraternity and Sorority Life, Health Promotion, Health Services, New Student & Family Programs, Recreation & Wellness, Residence Life, Sexual Assault and Prevention, Student Activities, and Title IX.

Office of the Vice President for Student Affairs

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

## BU BE WELL—THE BUTLER STUDENT EXPERIENCE

There are eight dimensions in Butler’s BU Be Well framework 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 Sustainability. 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 framework.

Explore BU Be Well at [butler.edu/bubewell](http://butler.edu/bubewell).

## DEPARTMENT OF STUDENT INVOLVEMENT & LEADERSHIP

The Department of Student Involvement & Leadership, in partnership with students, strives to create an environment that encourages educational and social growth. By intentionally engaging students in interactive and diverse involvement opportunities, we seek to develop an ongoing commitment to leadership, service, and learning that enhances our students’ overall collegiate experience.

The Department of Student Involvement & Leadership encompasses three dynamic areas—the Office of Civic Engagement; the Office of New Student & Family Programs; and the Office of Student Activities—to encourage our students growth through co-curricular activities.

### OFFICE OF CIVIC ENGAGEMENT

The Office of Civic Engagement seeks to connect Butler students with service and philanthropy opportunities in the Indianapolis community and beyond. We also strive to engage in meaningful work and education around social justice issues and personal development.

**The Volunteer Center**—This student-run center plans regular service trips in the Indianapolis community, shares a variety of community partner opportunities for volunteer engagement, and provides resources for meaningful reflection. For more information please visit: [butler.edu/volunteer](http://butler.edu/volunteer).

**Ambassadors of Change**—Ambassadors of Change is a pre-Orientation program. Ambassadors (new student participants) engage in daily hands-on service which is focused on different social justice issues. Groups process their experience with team builders (returning student leaders).

**Butler Alternative Breaks**—The office advises both of the University’s alternative break groups—Fall Alternative Break (FAB) and Alternative Spring Break (ASB). These groups coordinate service trips held over each respective break. Participants engage in meaningful action, in-depth education, and thoughtful reflection.

**Butler Ambassadors for Special Olympics** is a student-run committee with the mission to raise money and awareness for Special Olympics Indiana. Student leaders do this through two main events on campus—Polar Plunge and Spring Sports Spectacular.

**The Butler Food Pantry**—The pantry’s mission is to help alleviate food insecurity among Butler students by offering free, non-perishable food to help supplement students’ food needs.

**Butler University Dance Marathon (BUDM)**—Butler University Dance Marathon is a student-led organization that stands with Riley Hospital for Children and cancer research by engaging the campus and the Indianapolis community. BUDM’s year-long fundraising and awareness campaign culminates in a 12-hour celebration of life, the annual Dance Marathon, complete with entertainment acts, Riley families, food and more.

## OFFICE OF NEW STUDENT & FAMILY PROGRAMS

The Office of New Student & Family Programs works with the newest members of the Butler University community, including first year students, transfer students, and families. The Office coordinates a wide array of programs and services to help with the transition of all of these constituents.

**Orientation**—Orientation is an exciting and interactive time for new students and families to connect with the Butler community, learn about campus resources, meet new friends, transition from either high school or another educational environment, and get acclimated to campus. The Office coordinates our fall and spring Orientations. Please check out our website: [butler.edu/orientation](http://butler.edu/orientation) and follow @ButlerOrientation on Instagram..

**Family Programs**—The Office also coordinates programs and services specifically geared towards our Butler families. We host our Fall Family Weekend, convene the Family Council, as well as the Family Association. Families will receive information about what is happening on campus through the monthly Family Newsflash, the Butler University Parent and Family Facebook page, and other communication methods. For more information, visit [butler.edu/parents](http://butler.edu/parents). Feel free to email [parent@butler.edu](mailto:parent@butler.edu) with any questions.

**The Parent and Family Association**—Parents and family of current Butler students are automatically members of the Parent and Family Association. As a member, you

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](https://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](https://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.

**Student Government Association (SGA)**—The Student Government Association is supported by staff in the Office of Student Activities whom advise the various branches of SGA. For more information, please visit [sga.butler.edu](https://sga.butler.edu) or email [sga@butler.edu](mailto:sga@butler.edu).

SGA is comprised of three branches:

**Executive Branch**—The executive team is comprised of the Student Body President, Vice President, Chief of Staff, Director of Diversity, and Director of Public Relations. The executive branch of SGA is responsible for crafting and executing the annual vision for the organization.

**Legislative Branch**—Senate is a group of elected student leaders which represent each class, academic college, and residential area. Senate brings student ideas and issues to administration, faculty, and staff to start new initiatives and find solutions to campus concerns. Senate meets each week to discuss campus issues and gather student feedback. All students are welcome.

**Judicial Branch**—The judicial team is comprised of the Chief Justice and six associate justices. This branch has the authority to rule on all matters, issues, and controversies relevant to Student Government Association. Together these student leaders review SGA guidelines, manage elections, and mediate internal issues.

**Program Councils:** In addition to student government the Office of Student Activities in collaboration with the Efrogmson Diversity Center also supports our campuses three programing councils: Civic Engagement Program Council, Diversity Program Council, and University Program Council.

**Civic Engagement Program Council**—CEPC plans philanthropic and service initiatives. This council assists in the coordination of Butler Ambassadors for Special Olympics (BASO), Butler University Dance Marathon (BUDM), Bulldogs Into the Streets (BITS), and much more.

**Diversity Program Council**—DPC provides involvement oppertunities that focuses on education, advocacy and programming through the lens of diversity, inclusion, and social justice.

**University Program Council**—UPC coordinates many campus programs and traditions, including Homecoming, late night events, film screenings, and excursions throughout the Indianapolis area.

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

## 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 diverse range of thought.
- Individuals will develop the skills for having discussions around DEI topics.

The Department of DEI is home to the pre-welcome week program, Dawg Days, and a mentorship program—The Multicultural Mentors. In addition, we provide trainings to students, staff and faculty, and have a monthly newsletter.

To contact us:

Instagram and Twitter: @butlerdiversity

Email: [diversitycenter@butler.edu](mailto:diversitycenter@butler.edu)

Phone: 317-940-6570

The Department is located in the Efroymsen Diversity Center, Atherton Union 004.

### EFROYMSON DIVERSITY CENTER

The Efroymsen Diversity Center of Butler University, commonly referred to as “the DC,” was dedicated in 2006, and was made possible by a generous gift from Lori Efroymsen-Aguilera, the Efroymsen Family Foundation, and the Central Indiana Community Foundation. The Efroymsen Diversity Center facilities include a multi-purpose lounge equipped with study tables, reception area with a flat-screen television and entertainment center, multipurpose conference room, kitchen, prayer/meditation 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 & 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](http://butler.edu/diversity)

## FRATERNITY & SORORITY LIFE

There are seven national IFC fraternities and seven national NPC sororities on campus, 11 of which have independently owned houses adjacent to campus. Students are also able to join the Alpha (first) chapter of Sigma Gamma Rho Sorority, Inc. or one of the other National Pan-Hellenic Council organizations through the Indianapolis city-wide chapters. Students are eligible to participate in the recruitment activities of the National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC) 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 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](http://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](mailto: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 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, legal guardians, or family members 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, legal guardians, or family members 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.

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

## 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](mailto: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](http://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/hrc](http://butler.edu/hrc)

## RECREATION AND WELLNESS

Recreation and Wellness includes professional staff who oversee programming in the areas of fitness and wellness, aquatics, intramurals, club sports, and health promotion. The Office of Recreation and Wellness creates a foundation of well-being by providing exceptional, inclusive, and innovative programs, services, and facilities for the Butler community to enhance the student experience.

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

**Fitness**—Programs include group fitness classes, fitness assessments, personal training 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 requires a fee.

**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 over 15 team and individual sports for students to partake in some friendly competition among their fellow bulldogs. Sports and activities range from active to passive, including soccer, basketball, flag football, trivia, euchre, and

more. Sports are scheduled as 3-week leagues, short-tournaments, or one-time events providing an opportunity for all schedules. Intramural sports are a great way for students to get involved, learn a new activity, and have fun. Students can learn more about intramural sports and how to join at [www.butler.edu/intramurals](http://www.butler.edu/intramurals).

**Club Sports**—Butler has approximately 26 club sports, ranging from recreational to competitive and include hockey, lacrosse, crew, dance, bass fishing, and more. Clubs are student led and professionally managed, funded partially by the participants and partially by the University. Most clubs play 2-3 times a week on- and off-campus. Competitive clubs compete against other universities at a regional and national level, while recreational clubs partake in physical sports and activities in a non-competitive environment. Club sports provides students the ability to continue to play the sport they love or the opportunity to try something new. Students can find more information about club sports and how to join at [www.butler.edu/clubsports](http://www.butler.edu/clubsports).

**Health Promotion**—Health Promotion helps to educate and empower students to make informed choices around their well-being. We create an environment that prioritizes wellness through a variety of initiatives and campaigns that include decisions around alcohol consumption, mental health, sexual health, and many other areas that impact student well-being.

Health and Recreation Complex | [butler.edu/hrc](http://butler.edu/hrc)

## HEALTH SERVICES

In line with Butler's commitment to a culture of health and wellness, Health Services provides acute care, health education, and prevention on an outpatient basis to all students enrolled at Butler University. If any student requires medical care or treatment, Health Services is staffed with physicians, nurse practitioners (NP), and registered nurses who provide education, advice, well visits, and treatment for illnesses. 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 at [myhealth.butler.edu](http://myhealth.butler.edu). Students can also call for an appointment at 317-940-9385. Unscheduled or "walk in" appointments will be triaged by a registered nurse and students 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 are prescribed and dispensed by our on-campus medical providers. Some over-the-counter medicines are also available to the students. If the medication is not carried by Health Services, a prescription will be sent to a pharmacy of your choice. There are several

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](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 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.

## 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 | [butler.edu/health-services](http://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 and mental health counselors, as well as doctoral-level and masters-level interns. Limited access to an on-campus psychiatrist for medication management is available for a fee. All services are confidential and at no cost to the student, aside from psychiatry. Ongoing therapy is limited in duration and availability, and only currently enrolled Butler students may receive services. Students can schedule an initial appointment in person, online, or by phone. If CCS is unable to assist a student directly, staff can help connect students with off-campus mental health providers.

Health and Recreation Complex, Room 120 | 317-940-9385  
[butler.edu/counseling-services](http://butler.edu/counseling-services)

## SEXUAL ASSAULT RESPONSE AND PREVENTION (SARP) OFFICE

In order to better serve any student who becomes a victim of sexual misconduct, the Sexual Assault Response and Prevention (SARP) Specialist is responsible for ensuring these students have an advocate on campus to assist them with the emotional trauma they may experience, provide support and guidance regarding the reporting options available, and to serve as an ally as they begin their road to recovery. The SARP Specialist is also a confidential resource for survivors. The SARP Specialist is also responsible for collaborating with the Title IX Coordinator in order to develop, implement, and assess the University's prevention and education efforts with the campus community.

Health and Recreation Complex (HRC), Room 101 | [butler.edu/sarp](http://butler.edu/sarp)

Victim Advocate: 317-910-5572

Office: 317-940-2047

### **Additional Resources**

- Sexual Misconduct Website: [butler.edu/sexual-misconduct](http://butler.edu/sexual-misconduct)

### **On Campus: Confidential**

- Counseling and Consultation Services: 317-940-9385; Fax: 317-940-6403
- Health Services: 317-940-9385; Fax: 317-940-6403

### **On Campus: Non-Confidential**

- Title IX Coordinator: [TitleIX@butler.edu](mailto:TitleIX@butler.edu); 317-940-6509
- University Police (BUPD) non-emergency number: 317-940-9396

### **Off Campus/After Hours**

- 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 | [juliancenter.org](http://juliancenter.org)

## TRANSPORTATION

Please know that a parking permit is mandated by legal agreement in order to have a car on campus or within the residential area. Parking permits sell out and not every student will receive a permit. Please review parking information on the Parking Services website.

Parking Services | [butler.edu/parking](http://butler.edu/parking)

There are a number of Butler University, Indianapolis community, and local transportation resources which we recommend for students in need of travel accommodations. Dawg Ride and Tap Ride, a Student Government Association (SGA) Uber rideshare program to the airport for breaks and downtown bus stops, IndyGO city bus, Mega Bus, Uber, and a local travel arrangements company all serve as options.

Alternative Transportation | [butler.edu/parking/alternative-transportation](http://butler.edu/parking/alternative-transportation)

## 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 their 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.

Police Department | [butler.edu/bupd](http://butler.edu/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).

Police Department | [butler.edu/bupd/dawg-alert](http://butler.edu/bupd/dawg-alert)

# 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 counsels 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  
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  
butler.edu/student-accounts  
Facebook.com/ButlerUniversityStudentAccounts  
instagram.com/studentaccounts

Services: Publishes electronic billing statements; administers Monthly Payment Plan (available fall & spring terms only); provides account counseling; 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, families, 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 receive priority consideration of financial aid.
- Review/Accept Your Financial Aid Awards**—Aid should be accepted or declined on my.butler.edu>Student Financial Planning 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 (MPN) and Entrance Counseling online prior to disbursement at studentaid.gov. Complete by July 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**—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](http://www.butler.edu/student-accounts).
  - **PLUS Loan**—View information at [butler.edu/financial-aid/financing-options](http://butler.edu/financial-aid/financing-options) and apply at [studentaid.gov](http://studentaid.gov) by July 1.
  - **Private Loans**—View Butler’s primary lender list at [butler.edu/financial-aid/financing-options](http://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](http://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 to their miscellaneous charges (books, parking decal, health services, etc.). To grant permission, students must log on to their my.butler.edu account, navigate to their Student Center and under the FINANCE heading, select *View Student Permission* to complete.
- **Understand Payment Terms**—Students who enroll in fall classes are billed in mid-July for tuition, fees, room and board. If the student is not enrolled in the Monthly Payment Plan option, the *Amount Due Now* indicated on the July E-Bill is due in full August 3, 2021 which is also indicated on the E-Bill.

- ❑ 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](mailto: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 available at [www.butler.edu/student-accounts](http://www.butler.edu/student-accounts) (click on Refund Policy-two types). Any student who withdraws or drops classes after the first day of the term needs to review the schedule prior to cancelling enrollment. 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 fail to pay monies owed to Butler University by the scheduled due date will have a financial hold placed on their student account. The financial hold prevents a student from registering for future classes, and prevents the release of official and unofficial transcripts and diplomas. Butler University charges interest of 1.5 percent monthly

(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 ASSISTANCE FUND

The Butler Emergency Assistance Fund was created to provide gift assistance to students with a short-term, unforeseen financial hardship or immediate expense that may impact their academic success at Butler University.

[butler.edu/emergency-fund](http://butler.edu/emergency-fund)

