

Student Handbook 2016-17



HUTTON HONORS COLLEGE

INDIANA UNIVERSITY

Bloomington

Hutton Honors College
Indiana University
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<http://www.indiana.edu/~iubhonor/>

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Andrea Ciccarelli
Dean
Hutton Honors College

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Welcome from the Dean

Dear Hutton Honors College Student,

Welcome to Indiana University and to the Hutton Honors College! During your tenure at the HHC you will have the opportunity to take interdisciplinary courses, participate in focused research with specific faculty members, join in intellectually engaging and enjoyable extra academic activities, and travel abroad on one of IU's overseas study programs.

The staff and I would like you to make the most of the HHC, so we have assembled this handbook as a guide to our resources. The handbook contains a variety of information including how to contact us, how to obtain the General Honors Notation, how to take advantage of curricular and extracurricular offerings, and how to apply for grants and awards. It also outlines the rules governing membership in the Hutton Honors College and describes some of the expectations we have for HHC students.

I hope you find the handbook useful. Please review its contents now, and then keep it for future reference. Naturally, do not hesitate to contact me or other staff at the Hutton Honors College if you have any questions about this handbook or about the HHC, generally.

I wish you every success, now and throughout your undergraduate career, and I hope to see you soon at the Hutton events or meetings.

A handwritten signature in black ink, appearing to read "Andrea Ciccarelli". The signature is fluid and cursive, with the first name "Andrea" written in a larger, more prominent script than the last name "Ciccarelli".

Andrea Ciccarelli
Dean, Hutton Honors College

Hutton Honors College Staff Directory

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HHC Communication Guidelines

Your IU e-mail address has been assigned to you as the appropriate mechanism for official communication within the university.

Hutton Honors College faculty and staff will be sending official communications to HHC students by e-mail with the full expectation that students will receive e-mail and will read these messages in a timely fashion.

The HHC has five official HHC e-mail distribution lists: freshman, sophomore, junior, senior, and fifth-year. Your official IU e-mail address has been added to one of these lists. We have done our best to make sure you have been added to the correct list. If you find that you have been placed on the wrong list, or you cease to be a member of the HHC, please contact Bryce Campbell at bgfichte@indiana.edu.

PLEASE NOTE THE FOLLOWING:

- These distribution lists are for official HHC business only.
- **Please read carefully ALL messages sent to you**, as they will contain important information regarding advising, registration, HHC special programs and extracurricular activities, various scholarship and grant opportunities, and HHC meetings and events. We are careful to use these lists only for official business.
- Messages will be sent to you from authorized HHC senders only. If you would like to reply to a message, **please reply to the sender or to the entity specified in the message**.
- We also want to be sure you understand that subscription to HHC distribution lists is required as part of your HHC membership. Therefore, **REMOVAL OF YOUR E-MAIL ADDRESS FROM HHC E-MAIL DISTRIBUTION LISTS MEANS YOU WILL NO LONGER BE A MEMBER OF THE HUTTON HONORS COLLEGE**.
- **Please update your local (Bloomington) and permanent (home) addresses in One.IU now and any time you have a change of address**. We begin sending out mailings very early in the Fall semester each academic year, so it is extremely important that your addresses be kept current: <https://one.iu.edu>
- If you have any questions or concerns about our HHC distribution lists, please contact Bryce Campbell at bgfichte@indiana.edu.

The above information will also be sent as an introductory e-mail message to all new and returning HHC students.

Hutton Honors College Website

We encourage all HHC students to visit our website on a regular basis at: <http://www.indiana.edu/~iubhonor/>. Our website includes information about HHC courses, extracurricular activities, service programs, special events, and funding opportunities, as well as campus and other announcements.

Academic Requirements for Membership and Good Standing in the HHC

Requirements for Membership and Good Standing

- To meet the academic course requirement in the HHC, you must successfully complete **two approved honors courses for a minimum of six credit hours by the end of your third year or sixth semester** (junior year).
- To maintain membership in the HHC, **all students must carry a cumulative GPA (CGPA) of 3.30 or higher**. Your CGPA will be reviewed at the end of your freshman year and in succeeding academic semesters.
- For students who have been offered and have accepted a Hutton Honors College Scholarship as a freshman, renewal of your scholarship is automatic for a further three academic years if you maintain a cumulative grade point average of **3.40 or above and enroll in three 3-credit-hour approved honors courses for a letter grade (not pass/fail) during your first four semesters at IU Bloomington** (see page 6).

Conditional Membership

- Students achieving below a 3.30 during their first year who wish to remain in the HHC for a second year must meet with an HHC advisor to discuss options and to agree on the terms of a contract to work towards reaching the required CGPA. The signed contract will be filed in the HHC advising office. Students who do not complete a contract will no longer continue as members of the HHC.
- If, at the end of the second semester of the freshman year, or at the end of any semester thereafter, a student's CGPA falls below a 3.30, the student's membership in the HHC becomes "conditional" upon signing a CGPA contract in consultation with an academic advisor.
- Students with conditional membership in the HHC are eligible to register for HON-H courses, participate in extracurricular programs at the HHC, meet with HHC advisors, and live on Honors Residential floors in residence halls. Conditional members of the HHC are not eligible for HHC scholarship renewal or for HHC undergraduate grants (including Hutton International Experiences Program grants, research grants, etc.) because these scholarships and grants require a CGPA that is higher than the minimum CGPA for good academic standing in the HHC.

Dismissal

- All HHC students must have a 3.30 CGPA at the end of the junior year in order to be eligible to graduate from the HHC. Students with a CGPA less than 3.30 are dismissed from the HHC; conditional membership is not an option for students after the end of the junior year.
- A conditional member of the HHC has a maximum of two semesters to obtain the minimum CGPA of 3.30. A student failing to achieve at least a CGPA of 3.30 at the end of this time period is dismissed from the HHC. Hence, for example, a student who is designated a conditional member of the HHC at the end of his/her second semester of freshman year must obtain a 3.30 or higher CGPA by the end of the second semester of sophomore year or he/she is dismissed from the HHC.

- The HHC may dismiss any student whose CGPA falls dramatically below 3.30 any given semester. This is justifiable, in part, because the prospects of raising a low CGPA to the minimum 3.30 level may be poor.
- Students who have been dismissed from the HHC may be reinstated once their CGPA rises to at least 3.30. All students who seek reinstatement and who have the requisite minimum CGPA of 3.30, must apply for reinstatement with an HHC academic advisor no later than one month after final grades have been issued.
- Students dismissed from the HHC are ineligible to register for Hutton Honors College courses. Extracurricular programs remain open to dismissed students. Advising by HHC advisors remains open to dismissed students. Membership in Honors Residential communities, including actual residence on an honors floor, may be suspended for students who are dismissed from the HHC, though suspension of a living arrangement on an HRC floor will generally not occur between fall and spring semesters.
- All students dismissed from the HHC are eligible to appeal their dismissal to the dean of the Hutton Honors College. An appeal must be made within three weeks (21 days) after an email has been sent by the HHC to the student alerting the student to his/her dismissed status. Decisions by the dean are final and may not be appealed. An appeal to the dean may be made in the form of an email that explains:
 - The circumstances for the student's failure to maintain a minimum CGPA of 3.30
 - The student's reasons for seeking to maintain membership in the HHC
 - A detailed plan for returning to good academic standing in the HHC

Please note that grades earned in courses at another Indiana University campus may contribute toward the CGPA (including for the purpose of determining academic standing in the HHC). Grades earned at other institutions, however, are not counted toward an IU CGPA.

Note: See Code of Conduct on page 14 for other requirements to maintain good standing in the Hutton Honors College.

HHC Scholarship Renewal Requirements

If you have been offered and have accepted a Hutton Honors College Scholarship as a freshman, renewal of your scholarship is automatic for a further three academic years if you:

- maintain full-time student status (minimum of 12 credit hours per semester*) on the Bloomington campus
- remain a member in good standing of the Hutton Honors College
- maintain a cumulative grade point average of **3.40** or above
- take three 3-credit-hour approved honors courses for a letter grade (not pass/fail) during your first four semesters at IU Bloomington
- attend at least one approved cultural and/or educational activity** each year you are granted the scholarship.

****Seniors in their final semester of study are not required to enroll full-time to maintain scholarship eligibility.***

*****These include all special events and extracurricular activities sponsored by the Hutton Honors College; all events and recitals in the IU Jacobs School of Music; all events at the Musical Arts Center (MAC) and Lee Norvelle Theatre and Drama Center; most events at the IU Auditorium; and most special events sponsored by other IU schools and departments.***

The General Honors Notation (GHN) in the Hutton Honors College

As a member of the Hutton Honors College, you have the opportunity to earn the General Honors Notation (GHN). The GHN, a distinction recorded on your diploma and transcript, signifies outstanding performance in a broad range of courses.

To earn the GHN, students must

- ✓ complete **21** hours of approved, graded honors credits:
 - **At least two courses must be 3-credit-hour HON-H courses offered by the HHC** (e.g. HON-H 211, HON-H 234).
 - HON-X 298 Honors Research will not count toward the 21 hours unless approved in advance by the HHC dean; please note that, even if the dean approves counting HON-X 298 for the GHN, it may NOT be used to fulfill the HON-H course requirement referenced above.
 - An additional 15 credit hours may be earned from the following:
 - Other HON-H courses offered by the HHC (one-credit HON-H 299 or HON-H 300 discussion sections paired with approved three-credit departmental courses will result in a total of 3 credit hours toward the notation, but will NOT fulfill the HON-H course requirement).
 - Approved honors courses from other departments or schools listed with the HHC, **limited to two courses from any one department**. (The two-course-per-department limit does not apply to HON-H courses.) For honors courses that carry more than 3 credit hours, students may count the entire number of hours per course, up to a maximum of two courses, toward the GHN. Additional honors courses that carry more than 3 credit hours may be used toward the GHN requirements, as well; however, only 3 credit hours per additional course will be counted.*
 - Overseas Study: A maximum of 6 credit hours may be used toward fulfillment of the GHN requirements. Students earn 6 equivalency credits for an academic year, 3 equivalency credits for a semester, or 1 equivalency credit for a summer program of at least four weeks

(When a course taken abroad is officially listed as an honors course by the host institution, the HHC will consider the course for honors credit by petition.)

**** Students may count up to 3 credit hours, total, of honors readings/research courses toward the GHN. Students who complete a departmental honors thesis course – i.e., a course that has an honors thesis as a degree requirement or departmental honors requirement – may count up to 3 credits of this course toward their notation AND count a maximum of two additional departmental honors courses from the thesis granting department; however, the two additional departmental honors courses may not include readings/research courses.***

- ✓ maintain at least a **3.40 GPA** for the 21 credit hours counting towards the GHN, with no course grade lower than a C (courses taken satisfactory/fail do not count toward the GHN), and have a cumulative GPA of at least **3.40** at the time of graduation
- ✓ submit an application for the GHN to the Hutton Honors College prior to October 1st for December graduation or April 1st for May, June, or August graduation

NOTE: You must keep track of the GHN courses/credits you are completing, as well as your progress toward earning the notation. An HHC advisor can help you with your plans to fulfill the GHN requirements.

Call 812-855-3555 to schedule with an academic advisor to plan and verify your GHN.

1. List 3-credit HON-H seminars. Two are required.

You can take as many HON-H seminars as you like to count toward the GHN. See an advisor about repeating honors seminars.

Course	Credits	Grade
(required)		
(required)		

C is the minimum grade to count for the GHN.

2. List courses accompanied by HON-H 299 discussions. These are courses with enrollment course numbers like HON-BT 299 or HON-BV 299.

List only the 3-credit course, like PSY-P 155 or MUS-Z 203. HON-H 299 credits do not contribute to the GHN.

Course	Credits	Grade

3. List departmental (cross-listed) honors courses.

List only two courses per academic department on GHN application. See lists of courses by department for SPEA and BUS. See an advisor to calculate honors research/thesis credits.

Course	Credits	Grade

4. List overseas study programs.

Converting to credits:
 Academic Year = 6
 Semester = 3
 Summer (min. 4 weeks) = 1
 List a maximum of 6 credits.

Location	length	Equivalent credits

Total credits (21 minimum)	GPA in honors classes (min 3.40)	Overall GPA (min 3.40)

Hutton Honors College Opportunities

The Hutton Honors College (HHC) will benefit you in direct proportion to your involvement. We provide lots of opportunities, but you need to take advantage of them to make the most of your membership in the HHC community. Here are some of the opportunities and programs we offer:

Enroll in Honors classes:

We recommend that you take at least one HON-H course in your first year at IU. This is a great opportunity to get to know a member of the HHC faculty and a small group of honors students. Because these courses are usually limited to about 20 students, you can explore a fascinating topic in depth. In addition, consider enrolling in honors courses within IUB's many academic units. These are generally smaller courses taught by veteran faculty, and many provide opportunities for research or more intensive study.

Take advantage of the HHC Undergraduate Grant Program:

Be sure to explore our many undergraduate grant opportunities described at <http://www.indiana.edu/~iubhonor/hds/granthd.php>. We offer grants for research, internships, creative activities, international experiences (see "Go Abroad" below for additional information about the Hutton International Experiences Program), and more.

Go Abroad:

The HHC encourages students to undertake international experiences. The Edward L. Hutton International Experiences Program provides financial assistance to students pursuing a variety of organized and independent overseas experiences. We encourage you to visit our website at www.indiana.edu/~iubhonor/hds/overseas.php for more information. To research this or any of the other study abroad programs offered at IU, visit the Office of Overseas Study, 111 S. Jordan Avenue, www.indiana.edu/~overseas/, or the HHC International Experiences Program office, 811 E. Seventh Street, Room 216D.

Explore potential majors and careers:

The HHC offers many workshops, panel discussions, information sessions, and presentations to help you choose a major. Learn more about the fields of study that interest you by connecting with internships and career opportunities. Make informed decisions before entering a particular profession by connecting with career and graduate school advisors from around campus. Alumni and working professionals, who make special visits to the HHC, will help you gain insight into the real world of work by participating in networking activities and meeting with you one-on-one.

Publish your creative work and research:

The scholarly journal *The Undergraduate Scholar (US)* and the literary magazine *Labyrinth* are student-staffed and provide opportunities for students to publish their research and artwork, including prints, photographs, paintings, and works in other media (*US*) and fiction, poetry, photography, and artwork (*Labyrinth*). The website for *The Undergraduate Scholar* is <http://www.indiana.edu/~uscholar/> and for *Labyrinth* <http://pages.iu.edu/~laby/>.

Another publication of note is the *IU Journal of Undergraduate Research (IUJUR)* which aims to sustain an annual, student-run, faculty-mentored undergraduate research publication for Indiana University. The website for the *IU Journal of Undergraduate Research* is <http://www.iujur.indiana.edu>.

Live in a community of HHC students:

Live in an Honors Residential Community (HRC) along with 25-50 HHC students. HRCs provide a wonderful opportunity for honors students to belong to a community of like-minded students. Look here for more information about HRCs: <http://www.indiana.edu/~iubhonor/students/HRC2011.pdf>.

Attend—and help plan—HHC extracurricular events:

Take advantage of HHC extracurricular programs—and help make them happen! HHC programs provide opportunities to meet your fellow honors students, as well as IU faculty, visiting scholars, artists, performers, business and government leaders, and others who have interesting ideas and have had a significant impact in their fields. Many HHC events—lunches, suppers, fireside chats, workshops, ethics breakfasts, and more—take place in the HHC’s Great Room and provide occasions for wide-ranging, as well as focused, discussions and informal conversation. Other HHC events will give you the chance to go with old friends and new ones to an opera, a concert, or a performance on campus or in the community. The HHart Arts Showcase in February, a collaboration between the HHC and the Hudson & Holland Scholars Program, gives students from any major an opportunity to contribute their artistry in almost any medium. Volunteer to help plan and host HHC programs; join an HHC organization—such as *Labyrinth*, the Honors Student Organization, Diversity in Action—or start something new. Expand the world for yourself and others! Check out HHC extracurricular programs at www.indiana.edu/~iubhonor/hdextra/ec.php.

Volunteer for community service projects or with local agencies:

If you want to make a difference, get involved with the community and address community needs by joining one of the following organizations:

- **Honorvol** offers lots of opportunities to help local agencies. For more information check out their website: <http://www.indiana.edu/~iubhonor/honorvol/CSP.php>.
- **The Autism Mentoring Program (AMP)** provides a unique opportunity to serve the Bloomington community. Look for more information about AMP here: <http://www.indiana.edu/~iubhonor/honorvol/Autism.php>.
- **Honors Bloomington Outreach (HBO)** facilitates long-term service projects in Bloomington at an underserved elementary school, a retirement community, family shelter, and through various IU environmental sustainability projects.

Look for an invitation to attend call-out meetings for these groups in early September.

Join one of the Hutton Honors Councils:

Joining an Honors Council can provide the opportunity to meet HHC students living in your residence hall or housing group. The HHC sponsors Honors Councils for most students in residence halls on campus, and for students living in Greek housing or off campus, as part of the Hutton Honor Council Association (HHCA). Our Honors Councils also provide opportunities for leadership, social event planning, study groups, and service to the IU and Bloomington communities. Join today! For more information check out this website: hhcaiu.wordpress.com.

Join the Honors Student Organization:

The Honors Student Organization (HSO) plans special events for all HHC students; a fall festival, holiday party, and winter ball, are just a few of the annual events hosted by the HSO. Every HHC student is invited to join this important organization. Find more information here:

<http://www.indiana.edu/~iubhonor/students/hsa/hsainfo.php>.

Academic Advising Recommendations

The role of Hutton Honors College (HHC) advisors is to help you plan your degree and inform you of the resources available from the HHC and IU Bloomington. Advisors will help you navigate your way through the university system and make the most of your time here.

Whether you are a member of University Division or a Direct Admit to a school or college at IU, every freshman is required to meet his or her assigned HHC advisor at least once during the first semester of enrollment. For Direct Admit students, this includes the option to attend Group Advising meetings. For University Division students, however, they are required to schedule a one-on-one appointment with their HHC advisor to prepare for registration for the second semester of enrollment. Direct Admit students should be sure to meet with their major departmental advisor.

1. General Advising Appointments (Any Semester): below are all great reasons to meet with an HHC advisor at any point in the semester

- Learn how to take advantage of HHC programming, extracurricular activities, and funding opportunities
- Get acquainted with your assigned HHC advisor
- Talk about your interests and academic goals
- Confirm that your AP and other special credits have been recorded
- Consider whether dropping and/or adding a course is advisable; review drop/add deadlines
- Ask about referral to any student services you may find helpful, such as the Career Development Center, the Student Academic Center, the Health Professions and Prelaw Center, Writing Tutorial Services, and Counseling and Psychological Services (Additional services are listed on page 16 of this handbook.)
- Review the General Honors Notation (GHN) requirements
- Confirm the requirements for renewing your HHC scholarship if you were awarded one
- Discuss how you are progressing in your courses
- Review your degree requirements, plan for subsequent semesters, and discuss how HHC-listed courses may fit in
- Ask about the application or certification process for your school
- Discussing options and strategies if your CGPA drops below 3.30, you are having difficulty in a course, or have questions about other academic issues
- Dropping or adding a course during a semester or a summer session*
- Discussing academic progress and related concerns, such as summer internships, overseas study, the credit transfer service, and intercampus transfer for summer school

How to Prepare:

- Write down questions you may have about the HHC and GHN requirements or opportunities
- Bring any other questions you may have about research, internship, study abroad, and creative opportunities involving HHC

2. Required Enrollment Appointments for UD STUDENTS ONLY (October-November): Finalize plans for next semester's enrollment

- Confirm that you are completing admission requirements for your major
- Indicate whether you are interested in earning the General Honors Notation (GHN)
- Discuss the courses you plan to enroll in for spring
- Ask for the advising hold on your registration to be removed Estimate or record how you are progressing in your current courses at midterm
- Ask about referrals to student services you may need
- Ask any questions about registration or other matters (e.g., prospects for including an international experience in your IUB undergraduate career)

How to Prepare:

- Write down questions you may have about the HHC and GHN requirements or opportunities
- Bring any other questions you may have about research, internship, study abroad, and creative opportunities involving HHC
- List of preferred and alternative courses for the coming semester

*You are responsible for knowing all deadlines for dropping and/or adding classes. These deadlines are provided, online, in the IU Bloomington *Enrollment and Student Academic Information Bulletin* at: <http://enrollmentbulletin.indiana.edu/pages/index.php>. A conference with your advisor should be scheduled well in advance of the deadlines.

To schedule an academic advising appointment, call our receptionist at (812) 855-3555.

Code of Conduct

Hutton Honors College students are expected not only to excel academically, but also to conduct themselves honorably. The IU Bloomington *Code of Student Rights, Responsibilities, and Conduct* outline standards to be met by all Indiana University students. We count on all HHC students to be fully conversant with the code, to understand its rationale, and to comply with it.

The code is available at www.iu.edu/~code/index.shtml.

As a condition of membership in the HHC, we ask you to sign a contract pledging adherence to the code: <https://hchforms.indiana.edu/>. By your signature, you will also be authorizing the Office of the Dean of Students to share with the HHC any information that office will collect if you violate the code. Any serious academic or personal misconduct may lead to dismissal from the HHC and loss of scholarships administered by the HHC.

SAMPLE

Hutton Honors College Student Contract

<https://hhcforms.indiana.edu/>

The purpose of this contract is to make explicit the expectations the Hutton Honors College (HHC) has for you as a student committed to the pursuit of excellence in every aspect of your academic and personal life.

1. I shall schedule appointments to meet with my HHC advisor as described in the [HHC Student Handbook](#) (___ initials).
2. I understand that I must maintain at least a **3.30** cumulative GPA and successfully complete **two approved honors courses for a minimum of six credit hours by the end of my third year or sixth semester** (junior year) (___ initials).
3. I understand that I shall abide by the academic requirements to remain in good standing in the HHC as described in the [HHC Student Handbook](#) (___ initials).
4. I understand that subscription to HHC distribution lists is required as part of my HHC membership (___ initials).
5. I agree to comply with the standards of behavior outlined in the [IU Bloomington Code of Student Rights, Responsibilities, and Conduct](#) (___ initials).
6. I authorize the Dean of Students to share information with the Hutton Honors College if I am charged with any infraction of the code (___ initials).
7. As a member of the HHC, I shall maintain the highest standard of integrity in both my academic and personal behavior (___ initials).

My digital signature below affirms that I understand and agree to abide by the terms and conditions outlined in the [Hutton Honors College Student Handbook](#), the [Code of Student Rights, Responsibilities, and Conduct](#), and the requirements described in this contract.

Signature

Date

Printed Name

E-mail address

University ID Number

Note: Your initials next to each item and final digital signature on this contract confirm your membership in the Hutton Honors College. Failure to initial, sign, and submit this contract prevents you from registering and excludes you from membership in the college.

SAMPLE

Campus Resources

Academic Services	(area code 812)	
Academic Support Center	855-6931	http://www.indiana.edu/~acadsupp/ASHome
Career Development Center	855-5234	http://cdc.indiana.edu/
Computing Support Center	855-6789	https://uits.iu.edu/
Health Professions and Prelaw Center	855-1873	http://www.hpplc.indiana.edu/
Math Learning Center	855-3171	http://www.math.indiana.edu/undergraduate/mlc
Wells Library Services	855-8028	http://libraries.iub.edu/?pageId=89
Writing Tutorial Services	855-6738	http://www.indiana.edu/~wts/
Other Services		
Bursar	855-2636	https://bursar.indiana.edu/
Center for Human Growth	856-8302	http://education.indiana.edu/chg/index.php
Counseling & Psychological Services Gay, Lesbian, Bisexual, Transgender Student Support Services Office	855-5711	http://healthcenter.indiana.edu/counseling/
Health Center	855-4252	http://glt.indiana.edu/home.php
International Services	855-4011	http://healthcenter.indiana.edu/
Overseas Study	855-9086	http://ois.iu.edu/
Registrar Services	855-9304	http://overseas.iu.edu/
Safety Escort—IUSA	855-0121	http://registrar.indiana.edu/
Student Life and Learning	855-SAFE	http://safety.indiana.edu/
Student Advocates	855-4311	http://studentaffairs.indiana.edu/
Student Central on Union	855-0761	http://studentaffairs.indiana.edu/
Student Financial Assistance	855-6500	http://studentcentral.indiana.edu/
Student Legal Services	855-0321	http://studentcentral.indiana.edu/
	855-7867	https://www.indiana.edu/~sls/
Cultural Centers		
Asian Culture Center	856-5361	http://www.indiana.edu/~acc/
First Nations Educational and Cultural Center	855-4814	http://www.indiana.edu/~fnecc/
La Casa/Latino Cultural Center	855-0174	http://www.indiana.edu/~lacasa/
Neal-Marshall Black Culture Center	855-9271	http://www.nmbcc.indiana.edu/

University Operator: 812-855-4848
(24 hours, 7 days a week)