Welcome to the

IUPUI
DIVISION OF
UNDERGRADUATE EDUCATION

New Employee Orientation Guide
2017
The mission of the Division of Undergraduate Education is to support strategic planning related to promoting undergraduate student learning and success through collaboration with academic and support units across IUPUI.

The Council on Retention and Graduation Steering Committee includes:
- Communications and Digital Strategy
- Development, Operations, and External Affairs
- Finance and Administration
- Technology Services
- Center for Coordinated Undergraduate Initiatives
- Degree Completion Office
- University College

Forms to complete:
- New Hire Employee General Information and Meet the Staff
- Confidential Personnel Information Emergency Form
The Office of Communications supports units with most communication needs for student-focused materials, event and department websites, and overall communication strategies related to students. Direct services include design, content creation and editing, website development, and event/service communication related to undergraduate students.

The Offices of Development, Operations, and External Affairs seeks to cultivate enduring relationships among Division of Undergraduate Education staff, students, and faculty; initiate and develop partnerships with the Indiana community to aid IUPUI students; and enhance the division’s image by communicating the innovations and programming of the various units to the university and community at large.
The Finance and Administration Office is responsible for the oversight of all financial activities of the division and each area within the division; establishes appropriate internal control processes for the division; prepares financial reports as required; oversees the preparation of the division’s annual budget; maintains knowledge of university fiscal policies and procedures; and reviews contract/grant budgets for compliance with federal, state, or agency guidelines.

Technology Services manages all aspects of technology for the Division of Undergraduate Education, including developing new technology to promote academic excellence and enhance student persistence. It is the mission of Technology Services to provide expert technological support to the division by providing day-to-day support services; training for faculty, staff, and students; and seeking innovative uses of technology to deliver the message of the Division of Undergraduate Education.
The Degree Completion Office serves as a point of contact for all adult degree completers from inquiry through first weeks of the initial semester and beyond to provide the necessary support to its program’s participants and to enhance the effectiveness of retention efforts.
University College provides a common gateway to the academic programs of excellence, for its success as an innovative faculty development program. The Gateway Program is designed to bridge the gap between high school and college. The program helps students transition to college – from admissions to campus life to academics. The program offers academic support, intervention, and education for students who are first generation, low income, underrepresented, or have a disability.

DIVERSITY ENRICHMENT AND ACHIEVEMENT PROGRAM (DEAP)
The DEAP Program is designed to support underrepresented students at IUPUI. The program provides academic support, intervention, and education for students who are first generation, low income, underrepresented, or have a disability.

STUDENT OFFICE OF TRANSITIONS AND MENTOR INITIATIVES
Office of Student Transitions and Mentor Initiatives (OTMI) is designed to support first-generation, low-income, and underrepresented students at IUPUI. OTMI offers a range of services, including academic advising, career development, and student engagement.

UNIVERSITY COLLEGE

ACADEMIC AND CAREER DEVELOPMENT
The Academic and Career Development Program is designed to support students in their academic and career development. The program offers a range of services, including academic advising, career development, and student engagement.

SCHOLAR SUPPORT SERVICES
The Scholar Support Services Program is designed to support scholars at IUPUI. The program offers a range of services, including academic advising, career development, and student engagement.

The Nina Mason Pulliam Legacy Scholars Program provides unique opportunities for students from disadvantaged backgrounds in which they can obtain the financial and social support needed to complete their college degree. The Nina Mason Pulliam Legacy Scholars Program is designed to provide financial and social support for students who are first generation, low income, and underrepresented.

Through the generous support of the Bowen Family Foundation, IUPUI now offers the Bowen Scholars Program, a program designed to support students from disadvantaged backgrounds in which they can obtain the financial and social support needed to complete their college degree. The Bowen Scholars Program is designed to provide financial and social support for students who are first generation, low income, and underrepresented.

E   "First-Year Programs / Bridge"

University College is the academic unit at IUPUI that offers many opportunities that can be configured in many ways. Special Programs for Academic Nurturing (SPAN) was established in 1990 to provide academic support for students who are first generation, low income, underrepresented, or have a disability. SPAN is designed to support students in their academic and career development. The program offers a range of services, including academic advising, career development, and student engagement.

TLC (Teaching, Learning, and Curriculum) is a faculty development program designed to provide professional development for faculty. The program is designed to support faculty in their academic and career development. The program offers a range of services, including academic advising, career development, and student engagement.

UPWARD BOUND
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SAT, ACT, and other standardized tests are required for admission to the University College program designed to assist under-represented students at IUPUI. The program is designed to support students in their academic and career development. The program offers a range of services, including academic advising, career development, and student engagement.

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