Master of Science Degrees in Informatics
2017 Guide

NOTE: The Master of Science Degrees in Informatics follows the policies described in this Guide and the University Graduate School Bulletin 2016-2017 (in particular, pages 1-9). This Guide does not substitute for the official University Graduate School (UGS) Bulletin. Always consult the UGS Bulletin for further details and official explanations.

*It is the student’s sole responsibility to fulfill all requirements of the Master of Science Degrees in Informatics as described in this Guide and the UGS Bulletin. Review these documents each semester and consult with the Informatics Graduate Studies Office for help.*

This Guide contains text from the University Graduate School Bulletin, the University Graduate School Guides, the Office of International Services, Informatics Track Handbooks, and Master of Science degrees in Informatics Guide. We use this text with their permission, and we appreciate their cooperation.
INTRODUCTION
The Master of Science degrees in Informatics includes the M. S. in Human-Computer Interaction / Design (HCI/d) and the M. S. in Informatics.

VALUES
All students are expected to abide by the Indiana University’s Code of Student Rights, Responsibilities, & Conduct, http://www.indiana.edu/~code/. This applies to scholarship, any role the student may have as an Associate Instructor, relations with colleagues, relations with students, and compliance with academic standards with respect to academic ethics.

In particular, if students are not familiar with the concept and best practices to avoid any hint of plagiarism in American universities, they should become familiar with these standards. The Code provides a series of documents describing the behaviors, ideals, and goals for Indiana University.

PROGRAM OF STUDY
A full description of the HCI/d Master’s Program can be found here: https://www.soic.indiana.edu/doc/graduate/graduate-forms/HCID-Program-Handbook-2017.pdf Professor Jeffrey Bardzell is Director of the program, and you may contact him about the program, jbardzel@indiana.edu.

A description of the M.S. in Informatics can be found here: https://www.soic.indiana.edu/graduate/degrees/informatics/ms-informatics.html The Informatics Director of Graduate Studies, Professor Marty Siegel, directs the program, and you may contact him about the program, msiegel@indiana.edu.

LENGTH OF PROGRAM
The Informatics masters programs are 36 credits, and typically take two years to complete – nine credits per semester for a total of four semesters. It is expected that master’s students will enroll full-time each semester. Exceptions must be approved by the student’s program director and the Director of Graduate Studies. Students often take an internship (zero-credit) during the summer between Year I and Year II of their studies.

MASTER OF SCIENCE DEGREE IN INFORMATICS – REQUIREMENTS
Thirty-six credit hours are required to earn a Master of Science Degree in Informatics.

FULL-TIME STATUS
A student must be enrolled in a minimum of eight credits each semester to be considered full-time. Audited courses are not counted in the definition of “full-time study.” It is imperative that international students maintain full-time status to remain in visa
compliance. For questions about visa compliance, contact the Office of International Services (ois@indiana.edu).

**PART-TIME STATUS**
The student’s advisor, the program director, and the Informatics Director of Graduate Studies must give approval for a student to be enrolled as a part-time student (less than 9 credits).

**LEAVE OF ABSENCE**
A leave of absence allows Informatics graduate students to deal with unforeseen events that interfere with their academic progress. During a leave, the student is not expected to make progress toward the degree. Although the student may complete coursework from previous terms during a leave, the student may not attend class or use the leave to catch up on current coursework, prepare for exams, or write their dissertation.

To be eligible for a leave, the student must be enrolled full time in an Informatics graduate program and have completed at least one semester (a minimum of nine credits) in the program. The student must be in good academic standing—if they are on academic probation, they are not eligible for a leave.

All leave requests are reviewed and granted on a case-by-case basis and must be approved by the student’s advisor, the track director, and the Informatics Director of Graduate Studies. Contact the Informatics Graduate Studies Office for more information (inforecd@indiana.edu).

**FUNDING**
Any funding awarded to students is detailed in their admission letter. Students who receive funding, it is in the form of a 10-hour-per-week appointment for duties within the School of Informatics and Computing. The amount of the award will be approximately $5,000 for the academic year. It will be distributed bi-weekly at the rate of approximately $15 per hour. The 10-hour-per-week work will typically be a teaching assistantship for this many hours.

Students are required to fulfill their appointment responsibilities of grading finals and other administrative duties through the end of finals week for both the fall and spring semesters. Therefore, students should plan on leaving on or after Saturday, December 16, 2017, and returning to campus for the spring semester on or before Sunday, January 7, 2018. Students should plan to leave for the summer break on or after Saturday, May 6, 2018. Failure to fulfill the appointment responsibilities may result in termination of the appointment.

In addition to the 10-hour-per week appointment, students have also been awarded a $1,000 financial award to help them with the cost of attending Indiana University. This award will be placed directly on the student’s bursar bill, half in the fall and half in the spring
semesters.

The 10-hour-per-week appointment and the $1,000 financial award may be repeated during the second year depending on availability of funds and the student’s performance in the program.

**TRAVEL AWARD**

To enhance their academic and professional goals, students will have opportunities to travel in the United States as well as abroad. To help defray expenses, the student will receive a Travel Allowance Award of up to $800 during the first two years of study.
MASTER OF SCIENCE IN INFORMATICS REQUIREMENT

The Master of Science in Informatics program provides a multidisciplinary track that allows students to integrate their technical skills and computer science methods with an array of disciplines. Informatics encompasses complex systems, proactive health informatics, human-computer interaction design, music informatics, intelligent and interactive systems, and computing, culture, and society, giving students multiple paths to innovation that touch on the technological, social, and scientific impact of information technology.

The Master of Science in Informatics is a 36-credit degree program offered by the Informatics Department in the School of Informatics and Computing. Of the required 36 credit hours, at least 27 credits must be taken in approved Informatics courses. The remaining 9 credits can be any graduate level course within or outside of the School of Informatics and Computing, including Computer Science, Information and Library Sciences, Intelligent Systems Engineering, and Data Science.

The courses that each student takes must have a coherent focus within the general field of informatics. Each Master of Science in Informatics student will be assigned a faculty advisor who will guide the student in the selection of courses. Students should be able to complete the degree in four semesters of full-time graduate work (three, 3-credit courses per semester).

The Master of Science in Informatics program is designed for students who are contemplating entering a specific track in the Doctor of Philosophy in Informatics Program and have a specific faculty member who is recommending them to apply to the Master of Science in Informatics program. By starting off in the Master of Science in Informatics, the student is introduced to the subject matter which will help them decide if the Master of Science Informatics program is right for them.

If it is the right program, the student can complete the Master of Science in Informatics degree (2-year program) and then apply to the Ph.D. in Informatics program. Students may be able to transfer up to 30 credits of graduate work towards the doctoral degree. In special circumstances, after completing the first year of the Master of Science in Informatics program, a faculty member may recommend that the student apply to the Ph.D. in Informatics program. When this happens, students who complete one-year of the Master of Science in Informatics program may be able to transfer some or all of those credits to the Ph.D. in Informatics program.

PROGRAM DIRECTOR OVERSEES PROGRESS

The Master of Science in Informatics program is designed for students who are contemplating entering a specific track in the Ph.D. Informatics program and have a specific faculty member who is recommending them to apply to the Master of Science in Informatics program. Marty Siegel, Director of Graduate Studies, Informatics, oversees the student’s progress in the program and works with the student’s advisor as needed.

REQUIRED COURSES

The Master of Science in Informatics is a 36-credit degree program offered by the Informatics Department in the School of Informatics and Computing. Of the required 36 credit hours, at least 27 credits must be taken in approved Informatics courses. The
remaining 9 credits can be any graduate level course within or outside of the School of Informatics and Computing, including Computer Science, Data Science, Information and Library Sciences, Intelligent Systems Engineering.

The courses that each student takes must have a coherent focus within the general field of informatics. Each Master of Science in Informatics student will be assigned a faculty advisor who will guide the student in the selection of courses. Students should be able to complete the degree in four semesters of full-time graduate work (three, 3-credit courses per semester).

<table>
<thead>
<tr>
<th>Master of Science in Informatics Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Informatics Courses</strong> approved by advisor and Director of Graduate Studies, Informatics</td>
<td>27 cr.</td>
</tr>
<tr>
<td><strong>Electives</strong> (any graduate level course within or outside the School of Informatics and Computing) Must be approved by advisor and Director of Graduate Studies, Informatics</td>
<td>9 cr.</td>
</tr>
<tr>
<td><strong>Total Credits to Graduate</strong></td>
<td>36 cr.</td>
</tr>
</tbody>
</table>

**ELECTIVES (9 CREDITS)**
The student must take 9 credits of any graduate level course within or outside of the School of Informatics and Computing, including Computer Science, Data Science, Information and Library Sciences, Intelligent Systems Engineering. The courses that each student takes must have a coherent focus within the general field of informatics.

**SAMPLE CURRICULUM**
The following is a sample two-year curriculum. Students should consult with their advisor and the Director of Graduate Studies in order to select courses that will best support their plans and career goals.

<table>
<thead>
<tr>
<th>MASTER OF SCIENCE IN INFORMATICS SAMPLE SCHEDULE OF COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Year 1 (9 cr.)</strong></td>
</tr>
<tr>
<td>Informatics Course (3 cr.)</td>
</tr>
<tr>
<td>Informatics Course (3 cr.)</td>
</tr>
<tr>
<td>Informatics Course (3 cr.)</td>
</tr>
<tr>
<td><strong>Fall Year 2 (9 cr.)</strong></td>
</tr>
<tr>
<td>Informatics Course (3 cr.)</td>
</tr>
<tr>
<td>Informatics Course (3 cr.)</td>
</tr>
<tr>
<td>Elective (3 cr.)</td>
</tr>
</tbody>
</table>
Fall 2016 MS Informatics Requirements

In order to receive the MS Informatics Degree from Indiana University School of Informatics and Computing, you must:
- Apply and be admitted into the MS Informatics program
- Meet all the course requirements as stated in the handbook for the term of matriculation
- Meet all of the above requirements within five (5) calendar years of initial matriculation
- Maintain a 3.0 or better GPA
- MS Informatics Course Requirements

<table>
<thead>
<tr>
<th>MS Informatics Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informatics Courses approved by advisor and Director of Graduate Studies, Informatics</td>
<td>27 cr.</td>
</tr>
<tr>
<td>Electives (any graduate level course within or outside the School of Informatics and Computing) Must be approved by advisor and Director of Graduate Studies, Informatics</td>
<td>9 cr.</td>
</tr>
<tr>
<td><strong>Total Credits Required to Graduate</strong></td>
<td><strong>36 cr.</strong></td>
</tr>
</tbody>
</table>

Fall 2017 Approved Informatics Courses

INFO 5100 Fundamental Computer Concepts for Informatics
INFO 5101 Introduction to Informatics
INFO 5102 Human-Centered Research Methods in Informatics
INFO 5104 Social Dimensions of Science Informatics
INFO 5106 Globalization and Information
INFO 5107 Introduction to Health Informatics
INFO 5119 Introduction to Bioinformatics
INFO 5120 Security for Networked Systems
INFO 5121 Malware Epidemic: Threat and Defense
INFO 5123 Big Data Applications and Analytics
INFO 5124 Big Data Software and Projects
INFO 5125 Organizational Informatics and Economics of Security
INFO 5126 Applied Machine Learning
INFO 5127 Mobile and Pervasive Design
INFO 5128 Participatory Design
INFO 5129 Machine Learning in Bioinformatics
INFO 5130 Field Deployments
INFO 5131 Seminar in Health Informatics
INFO 5132 Seminar in Bioinformatics
INFO 5133 Systems and Protocol Security and Information Assurance
INFO 5134 Seminar in Human-Computer Interaction
INFO 5135 Management, Access, and Use of Big and Complex Data
INFO 5136 Foundational Mathematics of Cybersecurity
INFO 5137 Legal and Social Informatics of Security
INFO 5138 Introduction to Cryptography
INFO 5139 Cryptographic Protocols
INFO 5140 Human Robot Interaction
INFO 5141 Interaction Design Practice
INFO 5142 Foundations of HCI
INFO 5143 Interaction Design Methods
INFO 5144 Experience Design
INFO 5145 Music Information Representation, Search, and Retrieval
INFO 5146 Music Information Processing: Symbolic
INFO 5147 Music Information Processing: Audio
INFO 5148 Introduction to Music Informatics
INFO 5149 Advanced Prototyping
INFO 5150 1st Year Study in Bioinformatics
INFO 5151 1st Year Study in Chem Informatics
INFO 5152 2nd Year Study in Bioinformatics
INFO 5154 2nd Year Study in Human Computer Interaction
INFO 5155 Meaning and Form in HCI
INFO 5156 Introducing Chemical Informatics
INFO 5157 Computational Chemistry and Molecular Modeling
INFO 5158 Programming for Science Informatics
INFO 5159 Bioinspired Computing
INFO 5160 Artificial Life
INFO 5161 Introduction to Virtual Heritage
INFO 5162 Advanced Topics in Virtual Heritage
INFO 5163 Topics in Informatics
INFO 5164 Graduate Internship
2016 MS Informatics Admit Course Planning Checklist

Student's Name: ___________________________ IUID#: ________________________

Student's Email: __________________________

Admit Semester: __________ Admit Year: _______ Advisor’s Name: __________

<table>
<thead>
<tr>
<th>Year 1 Fall</th>
<th>Credits</th>
<th>Term Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Taken: ______________________

<table>
<thead>
<tr>
<th>Year 1 Spring</th>
<th>Credits</th>
<th>Term Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Taken: ______________________

<table>
<thead>
<tr>
<th>Year 2 Fall</th>
<th>Credits</th>
<th>Term Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Taken: ______________________

<table>
<thead>
<tr>
<th>Year 2 Spring</th>
<th>Credits</th>
<th>Term Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Taken: ______________________

<table>
<thead>
<tr>
<th>Total Number of Credits Taken:</th>
<th>Completed Degree Requirements:</th>
</tr>
</thead>
</table>

| Degree Conferral Date: | |
|------------------------| |

*Fall 2017 Approved Informatics Courses are listed on the back of this form.*

Rev. 06/12/2017
MASTER OF SCIENCE IN HUMAN-COMPUTER INTERACTION REQUIREMENTS
In order to receive the Master of Science in Human-Computer Interaction degree from Indiana University School of Informatics and Computing, the student:
- Applies and is admitted to the Master of Science in the Human-Computer Interaction program
- Completes 36 credit hours (24 credit hours of required coursework and 12 credit hours of approved electives) of graduate work with no individual course grade below a C (2.0)
- Maintains a 3.0 or better GPA
- Meets all the course requirements as stated in the handbook for the term of matriculation
- Meets all of the above requirements within five (5) calendar years of initial matriculation

APPROVED ELECTIVES
Students take 12 credits of electives. Listed below are the recommended electives that most students typically select. These electives do not require additional approval from the track director. All other electives require approval by the track director. The elective list below is subject to change. Note that some electives are only available to second-year Master of Science in Human-Computer Interaction students and may require approval.

- INFO-I-527: Mobile and Pervasive Design (3 cr.)
- INFO-I-528 (PD): Participatory Design (3 cr.)
- INFO-I-540: Human Robot Interaction (3 cr.)
- INFO-I-561: Meaning and Form in HCI (3 cr.)
- INFO-I-604: Design Theory (3 cr.)
- INFO-I-590 (DS): Design Strategy (3 cr.)
- INFO-I-590 (IC): Interaction Culture (3 cr.)
- INFO-I-590: Introductions to Virtual Reality Design (3 cr.)
- INFO-I-590: Prototyping with Arduino Tools
- INFO-I-590 (SC): Social Computing (3 cr.)
- INFO-I-590 (S): Sustainability (3 cr.)
- INFO-I-590 (TE): Technology Entrepreneurship (3 cr.)
- INFO-I-590: Technology Innovation (3 cr.)
- INFO-I-590: Usable Privacy and Security (3 cr.)
- INFO-I-590 (VL): Visual Literacy in HCI/d (3 cr.)
- FINA-S-552: Graphic Design for Non-Majors (Requires approval)

Only available to second-year MS HCI Students:
- INFO-I-590: (RDSC) Rapid Design for Slow Change (3 cr.) (Requires approval)
- INFO-I-604: HCI Design Theory (3 cr.)
FALL 2017
MS HUMAN COMPUTER INTERACTION/DESIGN (HCI)

FALL 2017 MS HCI REQUIREMENTS
In order to receive the MS HCI Degree from Indiana University School of Informatics and Computing, you must:
- Apply and be admitted into the MS HCI program
- Complete 36 credit hours of graduate work with no individual course grade below a C (2.0)
- Maintain a 3.0 or better GPA
- Meet all the course requirements as stated in the handbook for the term of matriculation
- Meet all of the above requirements within five (5) calendar years of initial matriculation

*Fall 2017 List of Approved Electives. You can take 12 credits of electives. Listed below are the recommended electives that most students typically select. These electives do not require additional approval from the track director. All other electives require approval by the track director. The elective list below is subject to change. Note that some electives are only available to 2-year MS HCI students and may require approval.

INFO-I-557: Mobile and Pervasive Design (3 cr.)
INFO-I-558 (PD): Participatory Design (3 cr.)
INFO-I-540: Human Robot Interaction (3 cr.)
INFO-I-561: Meaning and Form in HCI (3 cr.)
INFO-I-604: Design Theory (3 cr.)
INFO-I-550 (DS): Design Strategy (3 cr.)
INFO-I-550 (IC): Interaction Culture (3 cr.)
INFO-I-550: Introductions to Virtual Reality Design (3 cr.)
INFO-I-550: Prototyping with Arduino Tools
INFO-I-590 (SG): Social Computing (3 cr.)
INFO-I-590 (S): Sustainability (3 cr.)
INFO-I-590 (TE): Technology Entrepreneurship (3 cr.)
INFO-I-590: Technology Innovation (3 cr.)
INFO-I-590: Usable Privacy and Security (3 cr.)
INFO-I-590 (VI): Visual Literacy in HCI (3 cr.)
INFO-I-590: Visual Skills & Foundations – HCI (3 cr.)
FINA-S-552: Graphic Design for Non-Majors (Requires approval)

Only available to 2-year MS HCI Students:
INFO-I-590: RDSIC Rapid Design for Slow Change (3 cr.) (Requires approval)
INFO-I-604: HCI Design Theory (3 cr.)
# 2017 MS HCI Admits Course Planning Checklist

**Student's Name:** ____________________________  **Student's Email:** ____________________________  
**Student ID:** ____________________________  **Admit Semester:** ____________________________  **Admit Year:** ____________________________

<table>
<thead>
<tr>
<th>Year 1 Fall</th>
<th>Credits</th>
<th>Term Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFO-I-541: Interaction Design Practice (IDP)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INFO-I-542: Foundations of HCI/I</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Elective:</em></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits Taken:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2 Fall</th>
<th>Credits</th>
<th>Term Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFO-I-544: Experience Design</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INFO-I-545: Prototyping (formerly INFO-I-550)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Elective:</em></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits Taken:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1 Spring</th>
<th>Credits</th>
<th>Term Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFO-I-543: Interaction Design Methods</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INFO-I-561: Visual Thinking, Meaning &amp; Form (VTMF)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Elective:</em></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits Taken:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2 Spring</th>
<th>Credits</th>
<th>Term Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFO-I-694: Capstone</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Elective:</em></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits Taken:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Number of Credits Taken:**

**Completed Degree Requirements:**

**Degree Conferral Date:**

---

*Fall 2017 Approved Electives are listed on the back of this form. You can take 12 credits of electives. Listed below are the recommended electives that most students typically select. These electives do not require additional approval from the track director. All other electives require approval by the track director. The elective list below is subject to change. Note that some electives are only available to 2-year MS HCI students and may require approval.*
GRADUATION

All graduate students are encouraged to participate in Commencement. Indiana University hosts two university wide commencement events – Winter and Spring. The majority of the students attend the Spring Commencement. Students who finish their degree during the fall can attend the Winter or Spring Commencement. The solemn yet colorful academic pageantry can provide a fitting culmination to a period of intense study and work.

**Indiana University Commencement Event** on Friday, May 4, 2018 at 3:00pm in Simon Skjodt Assembly Hall, 1001 E. 17th Street in Bloomington. In early spring 2018, information will be distributed with instructions on how to register for the Indiana University Commencement Event. Visit [https://commencement.indiana.edu/index.html](https://commencement.indiana.edu/index.html) for detailed information. Be sure to watch for these emails as many of the deadlines are time sensitive.

In addition to Indiana University’s Commencement Event, the School of Informatics and Computing hosts a Celebration Event.

**School of Informatics and Computing Celebration Event** on Thursday, May 3, 2018 at 10:00am-1:00pm or 3:00pm-6:00pm in the Indiana Memorial Union, Alumni Hall. Students must register to attend during one time slot. In early spring 2018, information will be distributed with instructions on how to register for the School of Informatics and Computing Commencement Event. Be sure to watch for these emails as many of the deadlines are time sensitive.
REGISTRATION
To help with the registration process, students are given an Informatics Course Planning Checklist and a Course Registration Form. Students meet with their advisor prior to registering to plan courses for the upcoming semester. To actually register, students register for classes using one.iu.edu (a web-based registration service).

Some courses require course permission from the instructor and/or the department prior to enrollment. This information is found in the Schedule of Classes. The link to the Schedule of Classes is located at http://registrar.indiana.edu/calendars/schedule-of-classes.shtml. If the course is listed as requiring permission from the instructor or the department, students must contact via email the instructor and/or the department listed for the course to obtain permission. The email reply must be forwarded to inforecd@indiana.edu.

Once the students have all the approvals required to register for classes, students should complete the Course Registration Form and have their advisor sign it. Once the form is completed, the student sends it to inforecd@indiana.edu. After the Informatics Graduate Studies Office processes the form, students will be notified by email that they can register for classes.

WAITLIST
If a course is shown as full, students should place themselves on the waitlist, which serves as a placeholder in the registration line. When students who enrolled in the course drop, or when the enrollment cap is expanded, students on the waitlist will be admitted into the course in the waitlist order.

COURSE WITHDRAWAL
During the automatic withdrawal period, students who withdraw will be assigned an automatic grade of W (see the Registrar’s Official Calendar for exact dates). After that period, withdrawals are only possible with approval from the Dean, which is normally given only for urgent reasons such as illness. The amount of tuition refund (if any) for a dropped course depends on when the course is dropped.

DROP AND ADD COURSES
Starting two business days after the student registers and continuing through the first week of classes, a system access fee of $8.50 is charged every calendar day the student makes one or more successful adjustments to their schedule. Students are

FALL TERM 2017 REGISTRATION FEES
For delaying and/or changing initial enrollment, various fees are charged. Students are responsible for paying all registration fees.

DEADLINE TO REGISTER – AUGUST 17, 2017
Starting August 18, 2017, a late registration fee is assessed to students who fail to register during their scheduled registration period. The fee begins at $60 for students who register on or after August 18, 2017. The late registration fee increases by $10 on Monday of each successive week thereafter. The maximum late registration fee is $210.
**DROP AND ADD COURSES BY AUGUST 27, 2017**
Before August 28, 2017, students should use the Drop or Add Classes application in the Student Center of one.iu.edu.

After August 27, 2017 but before the Automatic W period, the student should use the search feature at for the Late Drop/Add application on the one.iu.edu landing page. The student should proceed after choosing the “Late/Drop Add Classes after the first week of classes” application that appears.

**LATE SCHEDULE CHANGE FEE – AFTER AUGUST 27, 2017**
After August 27, 2017, a fee of $23 is assessed for every course dropped.

**REFUNDS**
For courses dropped in the first week, the full tuition of the course is refunded. In the second, third, and fourth weeks, refunds are 75%, 50%, and 25%. Later drops receive no refunds.

**SPRING TERM 2018* REGISTRATION FEES**
*All Spring 2018 dates are tentative as of this 08/2017 publication.

For delaying and/or changing initial enrollment, various fees are charged. Students are responsible for paying all registration fees.

**DEADLINE TO REGISTER – JANUARY 4, 2018**
Starting January 5, 2018, a fee is assessed to students who fail to register during their scheduled registration period. The fee begins at $60 for students who register on the last Friday before semester classes begin. The late registration fee increases by $10 on Monday of each successive week thereafter. The maximum late registration fee is $210.

**DROP AND ADD COURSES BEFORE JANUARY 14, 2018**
Before January 15, 2018, students should use the Drop or Add Classes application in the Student Center of one.iu.edu.

After January 14, 2018, but before the Automatic W period, the student should use the search feature at for the Late Drop/Add application on the one.iu.edu landing page. The student should proceed after choosing the “Late/Drop Add Classes after the first week of classes” application that appears.

**LATE SCHEDULE CHANGE FEE – AFTER JANUARY 14, 2018**
After January 14, 2018, a fee of $23 is assessed for every course dropped.

**REFUNDS**
For course dropped in the first week, the full tuition of the course is refunded. In the second, third, and fourth weeks, refunds are 75%, 50%, and 25%. Later drops receive no refunds.
HOW TO REGISTER FOR COURSES AND ENROLLMENT SHOPPING CART
To register for classes, a student will need their IU network ID username, passphrase, and DUO to log into one.iu.edu.

How to Register for Classes and Enrollment Shopping Cart
(https://kb.iu.edu/d/anig)
  • Determining whether students have holds on their record
    (https://kb.iu.edu/d/anig#holds)
  • Viewing class permissions (https://kb.iu.edu/d/anig#perm)
  • Using the Enrollment Shopping Cart (https://kb.iu.edu/d/anig#cart)
    o Adding classes (https://kb.iu.edu/d/anig#adding)
    o Registering from the shopping cart
      (https://kb.iu.edu/d/anig#regcart)
  • Using Class Registration (https://kb.iu.edu/d/anig#regdrop)
    o Registering for classes (https://kb.iu.edu/d/anig#regclass)
    o Dropping a class (https://kb.iu.edu/d/anig#dropclass)
    o Editing classes with variable credit
      (https://kb.iu.edu/d/anig#variable)
    o Swapping classes (https://kb.iu.edu/d/anig#swapping)
  • Viewing class schedule details (https://kb.iu.edu/d/anig#det)

Additional steps on how to register are available through the UITS Knowledge Base:
http://www_kb.iu.edu/data/anig.html

BURSAR BILL
A student’s tuition, fees, and all other charges (i.e. IU Health Center, IU Library, etc.) are billed to the student on their Bursar bill. To pay the Bursar bill, students can mail a personal check, cashier’s check, or money order made payable to Indiana University. Payments are due the 10th of the month. For a list of the Bursar Bill Due Dates go to https://studentcentral.indiana.edu/pay-for-college/pay-bill/due-dates.html.

GRADUATE CREDIT
Only courses listed in the University Graduate School bulletin or specifically allowed by it may be counted towards the requirements for a degree offered by the University Graduate School. These courses are ordinarily numbered by the 500 level or above. In certain cases, courses at the 300 and 400 level have been specifically approved for graduate credit; all such courses are listed in the University Graduate School bulletin. Normally, these courses require a higher level of performance and significantly more work (such as an increased number of readings, additional papers, extra class sessions, oral class presentations) for the graduate students than for the undergraduates.
NOTE: Before enrolling in an undergraduate course, please consult the Informatics Graduate Studies office.

SUBSTITUTIONS AND EXCEPTIONS
All course substitutions and exceptions must be approved by the student’s advisor, the track director, and the Informatics Director of Graduate Studies prior to taking the course which is a substitution or an exception for any of the program requirements. Students are required to submit a Request for Substitution or Waiver of Program Requirements.

GRADES
An overall B (3.0) average for all Master of Science courses in Informatics is required. A student whose cumulative grade point average falls below 3.0 for two consecutive semesters is subject to dismissal from the program.

ACADEMIC EXPECTATIONS
All students must (1) maintain a GPA of 3.0 or above; (2) complete coursework in a timely manner; (3) maintain academic integrity; (4) maintain a good academic standing; and (5) conduct themselves consistent with the Indiana University’s Code of Student Rights, Responsibilities, & Conduct, http://www.indiana.edu/~code/. Failure to maintain any of the above requirements will result in the student being placed on academic probation or dismissal from the program. Funding may be in jeopardy as well.

ACADEMIC PROBATION
A student will be placed on academic probation if the student’s GPA falls below a 3.0 and/or if a student fails to make satisfactory progress in the program. To return to satisfactory progress status, students must bring their GPA cumulative grade point average to 3.0 or higher by the end of the next semester. Failure to do so may result in academic dismissal from the program.
RESOURCES

CAREER SERVICES
Career Services provides opportunities and resources that will empower students to define their career goals, develop professional life skills, obtain related experience, and realize their career potential. To schedule an appointment with a School of Informatics and Computing’s career services specialist, email soiccareers@soic.indiana.edu.

VETERAN AFFAIRS (VA) BENEFITS
Veterans Support Services is here to meet the needs of Indiana University students who are veterans, service members, or children or spouses of disabled veterans. Veterans who wish to use their VA benefits to pay their educational expenses should make contact with the Office of the Registrar as soon as possible, as well as review the necessary steps for securing VA benefits via the following link: www.veterans.indiana.edu. Students should contact the Office of the Registrar Veterans Representative at 812-856-0035. For general questions and answers on Veterans' benefits, visit these sites:

- U.S. Department of Veterans Affairs Education Service
- Indiana Department of Veteran Affairs
- Veteran’s Affairs Vocational Rehabilitation and Employment

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)
For information about the Counseling and Psychological Services (CAPS) for students, go to: http://healthcenter.indiana.edu/counseling/.

DISABILITY SERVICES FOR STUDENTS (DSS)
The Disability Services for Students Office (DSS) can approve accommodations and support services for a student who has a disability. For information about support services or accommodations available to students with disabilities and for the procedures to be followed by students and instructors, go to: https://studentaffairs.indiana.edu/disability-services-students/.

INFORMATICS GRADUATE STUDIES OFFICE (GSO)
The Informatics GSO team seeks to enhance the Informatics graduate student’s experience by providing information, resources and network opportunities. They provide administrative services to graduate students, faculty, and staff by (1) being responsive to their needs; (2) adhering to university and school policies and procedures; and (3) administering Informatics degree audits, posting grades, and awarding graduate degrees.

The Informatics GSO will encourage students to complete their academic program in a timely manner. If there are questions, email (infoercd@indiana.edu) or drop by the Informatics Graduate Studies’ offices in Informatics West, Rooms 231, 233 and 235.
CPT and OPT for International Students
All international students are required to have authorization from the Office of International Services (OIS) before starting work, training, internships, etc. Working without proper authorization is a violation of the student’s legal status and will result in the termination of the student’s Student and Exchange Visitor Information System (SEVIS) record.

CPT and OPT Tips
- Requests for CPT and OPT must be completed in sequence.
- The approval process often takes several weeks and it cannot be rushed. Allow plenty of time for approval.
- When asked for an advisor’s name, use Beverly Diekhoff, the Informatics Graduate Records Coordinator.
- When asked for an email address, use informecd@indiana.edu.
- On all email correspondence regarding CPT and OPT, copy informecd@indiana.edu.
- Employment, internships, etc. must **not** begin until the date authorized in the I-20 issued by OIS.

Curricular Practical Training for F-1 Students
International students who have an F-1 visa and have a practical training opportunity that will provide the student with practical experience in their field of study before the student graduates, such as an internship may be eligible for a type of authorization called Curricular Practical Training (CPT). This information was taken from [https://ois.iu.edu/living-working/employment/f1/curricular.html](https://ois.iu.edu/living-working/employment/f1/curricular.html). For more information on CPT, contact the Office of International Services at ois@indiana.edu.

**NOTE:** Students must fill out the iStart forms. List Beverly Diekhoff as the advisor and her email address as informecd@indiana.edu. By using informecd@indiana.edu anyone in the Informatics Graduate Studies Office can help with the iStart request.

Optional Practical Training for F-1 Students
International students who have an F-1 visa and will be completing a program of study, the student may be eligible for 12 months of Optional Practical Training (OPT). OPT allows students to gain practical training and experience related to the student’s major field of study. This information was taken from [https://ois.iu.edu/living-working/employment/f1/optional/index.html](https://ois.iu.edu/living-working/employment/f1/optional/index.html). For more information on OPT, contact the Office of International Services at ois@indiana.edu.

**NOTE:** Students must fill out the iStart forms. List Beverly Diekhoff as the advisor and her email address as informecd@indiana.edu. By using informecd@indiana.edu anyone in the Informatics Graduate Studies Office can help with the iStart request.

Science, Technology, Engineering or Mathematics (STEM)
Informatics is in the science, technology, engineering or a mathematics (STEM) field. Informatics international students are eligible for a STEM OPT Extension. For more information about the STEM OPT Extension and a list of qualifying STEM majors, go to [https://ois.iu.edu/living-working/employment/f1/optional/stem-opt.html](https://ois.iu.edu/living-working/employment/f1/optional/stem-opt.html).
Informatics Director of Graduate Studies 2009-2018

Marty Siegel
Informatics West, Room 211
Telephone: (812) 856-1103
E-Mail: msiegel@indiana.edu

Ph.D. Program Track Directors 2017-2018

Bioinformatics
Volker Brendel
Simon Hall, Room 205C
Telephone: (812) 855-7074
E-Mail: vbrendel@indiana.edu

Complex Networks and Systems
Luis Rocha
Informatics East, Room 301
Telephone: (812) 856-1832
E-Mail: rocha@indiana.edu

Computing, Culture and Society
Christena Nippert-Eng
Informatics West, Room 201A
E-Mail: cnippert@indiana.edu

Human Computer Interaction
Jeffrey Bardzell
Informatics West, Room 303
Telephone: (812) 856-1850
E-Mail: jbardzel@indiana.edu

Intelligent and Interactive Systems
Selma Šabanović
Informatics East, Room 265
Telephone: (812) 856-0386
Email: selmas@indiana.edu

Music Informatics
Christopher Raphael
Informatics West, Room 315
Telephone: (812) 856-1849
E-Mail: craphael@indiana.edu

Health Informatics
Kay Connelly
Informatics East, Room 260
Telephone: (812) 855-0739
Email: connelly@indiana.edu

Security Informatics
Steve Myers
Lindley Hall, Room 330F
Telephone: (812) 855-1860
E-Mail: samyers@indiana.edu

Virtual Heritage
Bernard Frischer
321 N. Woodlawn Avenue
Email: bfrische@indiana.edu
INFORMATICS STAFF ROSTER 2017-2018

Cheryl Engel
Director of Informatics Graduate Student Services
Informatics West, Room 231
Telephone: (812) 856-3960
E-Mail: infograd@indiana.edu

Carrie Stemen
Graduate Records & Admissions Coordinator, Informatics
Informatics West, Room 235
Telephone: (812) 856-1406
Email: infograd@indiana.edu

Beverly Diekhoff
Graduate Records Coordinator, Informatics
Informatics West, Room 233
Telephone: (812) 856-1802
Email: inforecd@indiana.edu

IMPORTANT CONTACTS

Student Employee Questions
soicpay@indiana.edu

Career Services Questions
soicjobs@indiana.edu

AI Assignment Questions
aiassign@indiana.edu
soicait@indiana.edu

Technology/Building Access Questions
soichelp@indiana.edu

Office of International Services
ois@indiana.edu