



This letter is to confirm your registration for the Indiana Association for College Admissions Counseling (INACAC) Summer Institute at Butler University on July 31<sup>st</sup> & August 1<sup>st</sup>, 2023, for new admissions professionals. Everyone in admissions remembers the uncertainties of their first few months on the job, and we hope attending this Institute will help to answer some of your questions about your new career field. During this program you will have a chance to talk informally with new and experienced admissions counselors as well as some high school counselors from across Indiana. You will be attending interactive sessions on a variety of topics, which we are certain you will find useful as you start your first year in admissions.

The following Internet link contains both directions and maps to and of the campus:

[Butler University Campus Map](#)

[Butler Maps and Directions](#)

Irvington House:

750 W. Hampton Dr

Indianapolis, IN 46208

Robertson Hall:

4600 Sunset Avenue

Indianapolis, IN 46208

### **Institute Check-in:**

The event begins on Monday, July 31<sup>st</sup>, 2023, with registration taking place from 2:30 to 4:00 PM (**Eastern Time Zone**). Check in for Institute will be simultaneous with lodging check-in. The first check-in point will be to drop off your suitcase and receive your room key at Irvington House. After stopping at housing, you can walk to Ford Salon, Robertson Hall where institute check-in will be located. Institute begins at 4:00 p.m. so it is encouraged to arrive at least 30 minutes before to have time to check in at Irvington and walk to Robertson Hall.

Please park in the visitors parking garage located at 4682-4698 Sunset Avenue. The parking garage is about an 8-10 minute walk from Irvington House. You are welcome to drop off your bags at Irvington before heading to the parking garage. Once checked-in to your room, volunteers will guide you over to the Robertson Hall where the sessions will take place on Monday at 4:00 PM. Parking will have you take a ticket, you will receive a card upon housing check in to use upon exiting to avoid payment.

### **Lodging/Room Check-in:**

Monday evening lodging will be in Irvington House. Each suite consists of 2 double rooms connected by one bathroom. The facility is air conditioned, and comes with bed, dresser and

desk. You will need to bring - Bed linens (twin XL), blankets, pillow, bath towel, wash cloth, and all cosmetics (soap, shampoo, conditioner, and toilet paper) **THESE ARE NOT PROVIDED.**

**What else to bring:**

Bring your **college/university name tag** to wear during the institute! Bring business cards to share with your new colleagues. And you might want to bring a writing instrument and something to write on. Water bottles are not provided so it is encouraged to bring a personal water bottle to use at refill stations. Alcohol for the Monday evening social is not provided and prohibited in halls.

**Dress:**

“Casual Friday” dress is fine throughout the event. We encourage jeans or shorts, comfortable clothing and sporting your Institutional apparel is always encouraged! Some activities will require movement up and down stairs.

**Meals:**

Your fee includes the following: Monday dinner as well as breakfast and lunch on Tuesday. Coffee will not be provided on Tuesday morning, but there is a Starbucks not far from campus that is available. Directions can be found [here](#). There is also a Keurig option available at the event where you can bring your own K-cup, creamer is provided. \*\*If you have a dietary issue, please e-mail Quinci Miller at [mill2586@purdue.edu](mailto:mill2586@purdue.edu) but vegetarian and gluten free options will be available.

**Other needs:**

Bring whatever you need to be comfortable. You will access to free Wi-Fi in all buildings. Rooms could be cool or warm so plan accordingly when packing attire.

**Special items: Butler University is on Eastern Daylight Savings time.**

**Questions:** If you have questions, please direct them to:

Quinci Miller

[mill2586@purdue.edu](mailto:mill2586@purdue.edu)

765-496-2516

Summer Institute for New Admission Counselors  
Butler University  
July 31- August 1, 2023

Monday, July 31, 2023

2:30-4:00 p.m.	Housing Check-In	Irvington House
2:30-4:00 p.m.	Summer Institute Check-In <i>INACAC PDC &amp; Butler Housing</i>	Ford Salon, Robertson Hall
4:00-4:15 p.m.	Welcome <i>Butler Admissions, INACAC Executive Board Members</i>	Ford Salon, Robertson Hall
4:15-5:00 p.m.	Ice Breaker <i>INACAC PDC</i>	Ford Salon, Robertson Hall
5:00-5:40 p.m.	Introduction to Enrollment Management <i>Sara Barker, Ball State University</i> <i>Megan Dorton, Purdue University</i>	Ford Salon, Robertson Hall
5:40-6:20 p.m.	Working with Underserved Students <i>Karen Matthews, Herron-Riverside High School</i> <i>Makeda Lands, Butler University</i> <i>Sabrina Camargo, University of Indianapolis</i>	Ford Salon, Robertson Hall
6:20-7:00 p.m.	IN the Money – Introduction to Financial Aid <i>Jes Janssen, Valparaiso University</i>	Ford Salon, Robertson Hall
7:00 p.m.	Closing and Dinner	Ford Salon, Robertson Sitting Room

Tuesday, August 1, 2023

8:00-8:30 a.m.	Breakfast	Ford Salon, Robertson Hall
8:30-9:10 a.m.	Learning about INACAC <i>Ryan Barbauld, NextGrad</i>	Ford Salon, Robertson Hall
9:10-9:50 am.	Building Relationships <i>Andy White, Butler University</i>	Ford Salon, Robertson Hall
9:50-10:30 a.m.	Owning Your New Career <i>Ange Huffman, Purdue University</i> <i>Kyle Grubbs, Manchester University</i>	Ford Salon, Robertson Hall
10:30-10:45 a.m.	Break	
10:45-11:25 a.m.	Travel Tips <i>Ryan Barbauld, NextGrad</i> <i>Lindsey Speer, Ball State University</i>	Ford Salon, Robertson Hall

11:25-12:05 p.m.	Cultural Competency <i>Makeda Lands, Butler University</i>	Ford Salon, Robertson Hall
12:05-12:30 p.m.	Lunch	Ford Salon, Robertson Hall
12:30-1:10 p.m.	High School & Admission Collaboration <i>Linda Christy, International School of Indiana</i> <i>Quinci Miller, Purdue University</i>	Ford Salon, Robertson Hall
1:10-1:50 p.m.	Handling Angry Parents & Upset Students <i>Ja’Niah Downing, Purdue University</i>	Ford Salon, Robertson Hall
1:50-2:30 p.m.	Game <i>Quinci Miller, Purdue University</i>	Ford Salon, Robertson Hall
2:30-3:10 p.m.	Remembering Your Why <i>Lindsey Speer, Purdue University</i>	Ford Salon, Robertson Hall
3:10-3:30 p.m.	Q&A and Closing <i>INACAC Professional Development Committee</i>	Ford Salon, Robertson Hall