INDIANA UNIVERSITY

SCHOOL OF OPTOMETRY

OPTICIAN / TECHNICIAN
PROGRAM

Two-Semester Certificate in Optometric Technology/Opticianry
and
Two-Year Associate of Science Degree in Optometric Technology/Opticianry

Student Handbook
Fall 2013
# Table Of Contents

Welcome ........................................................................................................................................... 3
Mission............................................................................................................................................... 4
Career Information................................................................................................................................. 5
The Job Market .................................................................................................................................... 5
Salaries/Placement ................................................................................................................................. 5
Graduation Options ............................................................................................................................... 6
Certification/Registration ....................................................................................................................... 6
Optometric Technology Program Curriculum ..................................................................................... 8
Course Descriptions ............................................................................................................................ 9
Optician’s Laboratory Practicum Courses ............................................................................................ 10
Academic Regulations ........................................................................................................................ 10
Competency Requirements .................................................................................................................. 13
Academic Standing .............................................................................................................................. 13
Student Honors and Awards ............................................................................................................... 14
Student Counseling and Advisory Services ......................................................................................... 15
School of Optometry and IU Services ................................................................................................ 15
Scholarships and Financial Aid ........................................................................................................... 16
Placement Services ............................................................................................................................. 17
Appendix A Clinic Hours Earned Outside of School of Optometry ...................................................... 20
Appendix B Required Materials ......................................................................................................... 23
Appendix C Required Tools ............................................................................................................... 24
Appendix D Required Textbooks ........................................................................................................ 26
Appendix E Cost Estimate .................................................................................................................. 28
Appendix F IU School of Optometry Clinic Dress Code Policy ............................................................. 29
Appendix G IU School of Optometry Clinic Immunization Policy ....................................................... 31
Student Handbook for
Class Entering
Fall 2013

OPTICIAN/TECHNICIAN PROGRAM

Associate of Science degree in Optometric Technology/Opticianry
Certificate in Optometric Technology/Opticianry

"Committed to academic excellence."

"Dedicated to public service."

While every effort is made to provide accurate and current information, Indiana University reserves the right to change without notice statements concerning rules, policies, fees, curricula, courses, etc.

Nondiscrimination Policy - Indiana University provides its services without regard to sex, age, race, religion, ethnic origin, veteran status, or handicap. An Affirmative Action Office on each campus monitors the university's policies and assists individuals who have questions or problems related to discrimination.

NOTE: This program does not lead to the Doctor of Optometry (O.D.) professional degree or take the place of the pre-optometry requirements. Persons interested in the O.D. professional degree should obtain a list of pre-optometry courses and other entrance requirements at www.optometry.iu.edu.

Indiana University is an Affirmative Action/Equal Opportunity Institution

“Student Consumer Information” Disclosure
http://apps.usss.iu.edu/UIRR/studentDisclosures/?IUBLA-OPTOPCRT
Welcome to the Indiana University School of Optometry

We have compiled useful information for your benefit. In this handbook, you will find information about the program, the school, its services, student organizations, and activities.

To avoid unnecessary duplication, some official school and university information may not be found in this handbook. The handbook should be used in conjunction with the official School of Optometry Bulletin. Copies of the bulletin are available on the stand outside the Office of Student Administration, Room 210 and on the web at www.optometry.iu.edu. The IUSO Bulletin contains information on the programs offered, honors and awards, administration and faculty members, degree requirements, etc. Both of these sources will be useful references in the future.

As you proceed through your education, you will also receive information on academic integrity, clinical competence, and standards for the professional behavior expected of students. Please take all this information seriously.

The faculty, staff, and returning students are ready and willing to assist you and help you become comfortable in your new environment. If you have any questions not answered in the printed materials or on the website, please do not hesitate to ask.

IUSO Program Faculty Members and Administration:

Clifford Brooks, O.D., Executive Associate Dean for Academic Affairs, brooks@indiana.edu

Kimberly D. Kohne, O.D., Associate Dean of Students, kkohne@indiana.edu

Sandra (Sandi) Pickel, A.S., B.G.S., Director of the Optician/Technician Program, pickels@indiana.edu

Daniel Gerstman, O.D., drgm@indiana.edu

Nikole Himebaugh, O.D., nhimebau@indiana.edu

Merle K. Pickel, O.D., mkpickel@indiana.edu

Teaching Staff:

Ginger Long, A.S., vslong@indiana.edu

The Office of Student Administration Staff:

812 855-1917

Cindy Vance, Director, cs Vance@indiana.edu

Joseph (Joe) P. Boes, Associate Director of Recruitment and Student Services, jboes@indiana.edu

Josie Gingrich, Associate Director of Financial Aid and Records, jmingri@indiana.edu

Brian Page, Student Services Assistant, bcpage@indiana.edu
The IU School of Optometry offers a two-semester certificate and a two-year Associate of Science (A.S.) degree in optometric technology and opticianry. Students completing the program are qualified to begin careers as optometric technicians and/or opticians. This course of study offers an excellent entry point into one of the most interesting areas in the health care field.

Location

The School of Optometry is located on the main campus of Indiana University in Bloomington. This campus, with an enrollment of about 40,000, offers a wide range of cultural activities, major athletic events, and recreational opportunities. Bloomington is located 50 miles southwest of Indianapolis and has a population of about 80,000 permanent residents at the time of the 2010 census.

History

In 1971, in cooperation with the Division of General and Technical Studies of Indiana University, the IU School of Optometry established a two-year program for the optometric technician. The program was designed for high school graduates and led to the Associate of Science (A.S.) degree, awarded by the IU School of Optometry. In the program, the students acquired technical and clerical skills that enabled them to assist optometrists in the conducting of office procedures.

In 1980, the IU School of Optometry established a two-year program for the training of opticians. In the program, the students acquired those skills that enabled them to become proficient in dispensing, lens surfacing and finishing.

In 1988, the IU School of Optometry combined the two A.S. degrees into one degree program. The program offers training for opticians as well as optometric technicians, and is open to both high school graduates and those who have completed previous college coursework.

Beginning Fall 2013, a two-semester Certificate in Optometric Technology/ Opticianry was established for quicker entry in the workforce. Students are able to build on the certificate courses and earn the two-year Associate of Science degree in Optometric Technology/ Opticianry.

Accreditation

The Optician/Technician Associate of Science degree program is accredited by the Accreditation Council on Optometric Education (from 1972 to present) and by the Commission on Opticianry Accreditation (from 1999-present).

Accreditation Council on Optometric Education
243 N. Lindbergh Blvd.
St. Louis, MO 63141
(800) 365-2219
314-991-4100
www.aoa.org

Commission on Opticianry Accreditation
PO Box 592
Canton, NY 13617
(703) 468-0566 voice
Debra White—Director of Accreditation
director@coaccreditation.com
www.COAccreditation.com

Vision, Mission, and Goals

Vision: The Indiana University School of Optometry will be at the leading edge of vision care for the people of the world.

Mission: To educate and train individuals to be optometric technicians and opticians.

Teaching Goals: The overall goal for teaching is to develop a program recognized for excellence and innovation in opticianry and optometric technology.

Clinic Goals: To provide students with the clinical experience needed to develop competence in patient care by working with a diverse and varied patient population.

Optical Teaching Laboratory: To provide students with the optical laboratory experience needed to develop competency in the lens finishing of spectacle lens prescriptions.

Physical Plant Goals: To provide students with a pleasant, environmentally safe learning environment that has both basic and state-of-the-art equipment in sufficient quantity to foster maximum learning.

Student Administration Goals: To enroll a full class of students with a diversity of backgrounds and assure that upon graduation they are appropriately prepared for and successfully placed within the ophthalmic marketplace.
Career Information

Opticians fill eyewear prescriptions. Their training includes dispensing eyewear, selecting frames, taking facial measurements, and choosing the best lens style for the patient. They take the order written by the eye doctor, produce the lenses with the correct prescription, and shape the lenses to fit the frame.

Optometric technicians must know how to take facial measurements and how to select and adjust frames. In addition, they learn business procedures and may be responsible for managing the doctors office. They work closely with the eye doctor as part of the eye care team. Their tasks include measuring visual acuity, color vision, depth perception, field of vision, and pressures within the eye. They assist in various contact lens procedures and also teach contact lens patients to insert, remove, and care for their lenses.

The Job Market

Most opticians and optometric technicians are employed in the optical industry or by optometrists, opticians, and ophthalmologists. Some are employed as managers of optical dispensaries or laboratories. Graduates of the Optician/Technician Program may also work in an optical laboratory or for a lens, frame, contact lens, or optical instrument company.

The aging of the U.S. population means that more people will likely need treatment for vision impairment in the future, and that there will be an increase in the need for opticians and optometric technicians to help provide vision care. The school’s Online Placement link www.optometry.iu.edu/students/career-planning/index.shtml and accessing Career Planning Placement on the menu) currently has more available positions than it can fill, and the U.S. Department of Labor has listed this job category as excellent for the next several years.

Optometric technicians and opticians are very satisfied with their jobs. It can be very rewarding to work in a private practice or clinic and be a valuable part of a health care team. Those who like traveling and sales can also enjoy a more independent work style.

Salaries

The demand for skilled personnel in the ophthalmic field is very high. Graduates of the IU School of Optometry two-year degree Optician/Technician Program consistently report high levels of satisfaction with the flexibility the profession offers.

According to a July 2010 survey of Optician/Technician alumni, 75% of responding graduates work for an “eye doctor” - an optometrist (OD) and/or ophthalmologist (MD). These graduates average an annual salary of $39,800 yr/$19.13 hr based on 40-hour week. Reported entry level salaries were approximately $25,000—$30,000 a year. Other graduates work in optical labs, in retail sales, or in schools of optometry and have the potential to earn higher salaries.

Placement

The school's placement service is available online. Both opportunity providers AND seekers can post their information directly to the web via online forms. Providers or seekers can also search profiles and opportunities by geographic area. Information is designed to support both students/alumni. See the service by going to www.optometry.iu.edu/students/career-planning/index.shtml and accessing Career Planning Placement on the menu.

Currently there is 100% placement rate for the program graduates seeking employment. Some graduates do not seek employment immediately after graduation due to continuing their education to earn a bachelor’s or higher degree.

Application for Admission

Applications must be submitted both to Indiana University Bloomington (if not currently enrolled) and to the Optician/ Technician Program, if seeking the Associate degree. Students seeking only the certificate must complete the program application and are not required to apply to IUB. A new class begins each fall, but students with previous college experience may be able to begin the program in the spring semester by taking one Optician/Technician course (TOPT-V 153) and completing general education requirements.

Students planning to apply for admission to the Optician/ Technician degree program should complete courses in high school required for admission to Indiana University. Admission standards can be found in the section of this bulletin entitled “Undergraduate Admissions Policy.” In most cases, current IU students with a cumulative GPA of 2.0 or above and who are in good standing can expect to be admitted to the Optician/Technician Program.

Requests for additional information and application forms should be directed to:

Indiana University
School of Optometry
The Office of Student Administration
800 East Atwater Avenue
Bloomington, IN 47405-3680
www.optometry.iu.edu
Phone: (812) 855-1917
Fax: (812) 855-4389
Email: iubopt@indiana.edu

Office of Admissions:
www.indiana.edu/~iuadmit
Retention Rate

The student retention rate compares the number of students entering in the program to the number of students graduating. The net rate varies from year to year for many different reasons. Those may be due to financial, personal, and/or family issues. Some students decide to pursue pre-optometry or other courses.

Retention rates for the following graduation classes:

- 2013 — 100%
- 2012 — 75%
- 2011 — 100%
- 2010 — 70%
- 2009 — 60%
- 2008 — 80%
- 2007 — 100%

Immunizations

Because of direct patient contact encountered during professional training, it is imperative that certain immunizations be received before beginning the program. Information is available from Josie Gingrich, Associate Director of Financial Aid and Records in Room 210. Information is also listed in Appendix G of this handbook.

Graduation Options

Official Indiana University graduation ceremonies take place in December and May for students completing degrees in May, June, August and December.

Optician/Technician degree students may elect to enroll in courses during the summer following the first year. With appropriate planning, this may lead to early graduation.

All Optician/Technician “V” lettered courses must be completed within 4 years of matriculation. Any exceptions require a written petition to the Academic Review Committee.

Optician Certification: ABO/NCLE

Graduates of the Optician/Technician Program may become certified in the opticianry field. The National Opticianry Competency Examination (NOCE) is spectacle-related and given by the American Board of Opticianry (ABO). This exam consists of questions on the skills and knowledge required for competency in ophthalmic dispensing. The Contact Lens Registry Examination (CLRE) is given by the National Contact Lens Examiners (NCLE) for certification in contact lens dispensing. Both written exams are offered twice a year, in May and November, at numerous sites across the country. One or both certifications may be required by the state in which the optician plans to locate as some states require licensing for opticians. Many of these states use the ABO and/or NCLE certification exams as part of their licensing process. Applications are available at the web address below or in the Office of Student Administration (room 210).

For more information regarding certification contact:

ABO/NCLE
6506 Loisdale Rd. Suite #209
Springfield, VA  22150
703-719-5800 or 1-800-296-1379
fax: 703-719-9144
www.abo-ncle.org
mail@abo-ncle.org

The pass rates for graduates of the Optician Technician program:

- 2013 Pass rate: ABO=100%
- 2012 Pass rate: ABO=100% NCLE =100%
- 2011 Pass rate: ABO=100% NCLE=100%
- 2010 Pass rate: ABO=80% (4 out 5 taking the exam)
- 2010 Pass rate: NCLE=50% (1 out 2 taking the exam)

In the past 5 years, with the exception of 2010, the after-graduation pass rates have been 100% for those taking the ABO and NCLE certification exams.

Paraoptometric Technician Certification (CPOT)

Graduates of the Optician/Technician Program may also become certified through a program offered by the American Commission on Paraoptometric Certification, (CPC) The certification program consists of three levels; however, graduates or students in their last semester of study in the IU Optician/Technician program will be allowed to skip the first two levels and be eligible to sit for the third level exam which consists of a written and a practical exam. Last semester students and graduates are exempt from the practical exam portion.

Certification is obtained by passing examinations given periodically at various locations in the United States. Certification, while not required, is recognized in the optometry field as an assurance of the basic knowledge necessary to perform the functions of an optometric technician. For more information contact:

American Optometric Association
Commission on Paraoptometric Certification
243 North Lindbergh Blvd
St. Louis, MO  63141-7881
314-991-4100 or 800-365-2219
Fax: 314-991-4101
www.aoa.org
Opt Tech (TOPT) Credits Toward the Bachelor of General Studies (BGS) Degree in the Bloomington College of Arts & Sciences

In an agreement with the College of Arts and Sciences, the following will be effective until April 30, 2017.

Two-Semester Certificate in Optometric Technology/Opticianry

The College of Arts and Sciences will allow credit earned in the School of Optometry to be applied to the Bachelor of General Studies as follows: For students matriculating to Indiana University May 2013 or after, the College of Arts and Sciences will only allow students who have completed the Certificate in Optometric Technology/Opticianry degree to apply up to 29 credit hours of School of Optometry courses towards the Bachelor of General Studies degree. These students must meet all other requirements for Bachelor of General Studies degree, but the maximum number of additional credit hours that may count toward the degree from courses outside the College of Arts and Sciences is reduced to 10 and may not come from the School of Optometry courses.

Two-Year Associate of Science Degree in Optometric Technology/Opticianry

Only students who have completed the Associate of Science in Optometric Technology/Opticianry degree may apply up to 45 credit hours of School of Optometry courses toward the Bachelor of General Studies degree. These students must meet all other requirements for the Bachelor of General Studies degree, through the minimum number of credit hours that must be completed in the College of Arts and Sciences and is adjusted to 75 credit hours to accommodate this allotment.

For further information visit the webpage at http://college.indiana.edu/ado/bgs or contact the College of Arts & Sciences for the Bloomington Campus. Call at 812-855-4993 or email at colldeg4@indiana.edu.
# OPTICIAN/TECHNICIAN CERTIFICATE CURRICULUM

**Effective for Fall of 2013 Entering Class**

## Required Courses or Prerequisites:

The abbreviation “P” followed by a colon indicates course prerequisites that must be met before enrollment.

**Recommended Courses:**

The abbreviation “R” followed by a colon indicates courses that are suggested as desirable prior to, but not necessary for, enrollment.

**Concurrent Courses or Corequisites:**

The abbreviation “C” followed by a colon indicates courses to be taken at the same time.

---

### Revised 8/13

### Completion of all courses required for the certificate with a cumulative GPA of 2.0 (29 credit hours) plus an additional 31 credit hours that must include:

- **TOPT-V254 Clinic Practicum 1 (4 credit hours)** P: C– or above in TOPT-V153 and V151. C: TOPT-V121 and V131.
- **ENG-W131 English Composition or equivalent** (3 credit hours)
- **A psychology or sociology course** (3 credit hours)
- **Additional TOPT practicum courses and/or general education courses to meet the 60 credit hour minimum.**

### Note:

The curriculum is subject to ongoing revision in order to give our students the most up-to-date and best preparation possible. All Optician/Technician V-lettered courses must be completed within 4 years of matriculation.

---

### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOPT-V111</td>
<td>Optical Concepts &amp; Properties</td>
<td>3</td>
</tr>
<tr>
<td>TOPT-V151</td>
<td>Ophthalmic Procedures 1</td>
<td>4</td>
</tr>
<tr>
<td>TOPT-V174</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>TOPT-V201</td>
<td>Anatomy &amp; Physiology of the Eye</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

### Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOPT-V121</td>
<td>Ophthalmic Lens Laboratory Procedures (P:TOPT-V111 or VSCI-V250)</td>
<td>3</td>
</tr>
<tr>
<td>TOPT-V131</td>
<td>Ophthalmic Optics (P: TOPT-V111)</td>
<td>3</td>
</tr>
<tr>
<td>TOPT-V153</td>
<td>Ophthalmic Dispensing</td>
<td>3</td>
</tr>
<tr>
<td>TOPT-V251</td>
<td>Ophthalmic Procedures 2 (P: C- or above in TOPT-V151)</td>
<td>3</td>
</tr>
<tr>
<td>VSCI-232</td>
<td>Contact Lens &amp; Ocular Refractive Corrections (P: TOPT-V201 or VSCI-V250)</td>
<td>3</td>
</tr>
<tr>
<td>TOPT-V155</td>
<td>Introduction to Clinic (C or P: TOPT-V121, V131 and V153)</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

---

## Optional Associate of Science degree in Optometric Technology/Opticianry (Min. 60 credit hours)

Completion of all courses required for the certificate with a cumulative GPA of 2.0 (29 credit hours) plus an additional 31 credit hours that must include:

- **TOPT-V254 Clinic Practicum 1 (4 credit hours)** P: C– or above in TOPT-V153 and V151. C: TOPT-V121 and V131.
- **ENG-W131 English Composition or equivalent** (3 credit hours)
- **A psychology or sociology course** (3 credit hours)
- **Additional TOPT practicum courses and/or general education courses to meet the 60 credit hour minimum.**

### Note:

The curriculum is subject to ongoing revision in order to give our students the most up-to-date and best preparation possible. All Optician/Technician V-lettered courses must be completed within 4 years of matriculation.

---

**Required Courses or Prerequisites:** The abbreviation “P” followed by a colon indicates course prerequisites that must be met before enrollment.

**Recommended Courses:** The abbreviation “R” followed by a colon indicates courses that are suggested as desirable prior to, but not necessary for, enrollment.

**Concurrent Courses or Corequisites:** The abbreviation “C” followed by a colon indicates courses to be taken at the same time.

---

Revised 8/13
Course Descriptions

The following courses are open to students who have been admitted to the Optician/Technician Program. The number of credit hours is indicated in parentheses following the course title. The abbreviation "P" refers to course prerequisite(s). The abbreviation “C” refers to corequisite(s).

TOPT-V111 Optical Concepts & Properties (3 cr.) Study of optics of the eye and lenses used to correct the eye for basic refractive errors of myopia, hyperopia and astigmatism.

TOPT-V121 Ophthalmic Lens Laboratory Procedures (3 cr.) P: TOPT-V111 or VSCI-V250 or permission of the instructor. Lecture and laboratory instruction in the finishing of ophthalmic lenses, including lens selection, decentration, orientation, and mounting. At the conclusion of the course students will be able to produce a spectacle lens prescription that is both visually pleasing and optically sound.

TOPT-V131 Ophthalmic Optics (3 cr.) P: TOPT-V111. Must be completed with a final grade of C- or above. Optical characteristics and design of standard ophthalmic, single vision, multifocal, absorptive, coated, occupational, low vision and sport vision lenses; prescription verification; prismatic effects; and lens decentration.

TOPT-V151 Ophthalmic Procedures 1 (4 cr.) Must be completed with a final grade of C- or above. Techniques and theory used in optometric practice including case history, visual acuity, refractive errors, autorefration, keratometry, pupillary reflexes, visual pathway and visual fields testing, color vision, binocular vision; including eye movements, accommodation, convergence and divergence, visual axis deviation and strabismus. Topics also cover working with different types of patients; such as the unhappy patient, the elderly, children and the mentally or physically challenged.

TOPT-V153 Ophthalmic Dispensing (3 cr.) Must be completed with a final grade of C- or above. Areas of study will include frame types and parts, facial measurements for fitting, functional and cosmetic aspects of frame and lens selection, frame alignment, adjusting, repair, and eyewear prescription ordering.

TOPT-V155 Introduction to Clinic (1 cr.) P or C: TOPT-V121, TOPT-V131 and TOPT-V153 Clinical experience in patient reception, front office duties, payments, frame selection, dispensing, adjustment, verification and repair of eyewear.

TOPT-V174 Office Procedures (3 cr.) Office procedures including appointment systems, recalls, telephone procedures, bookkeeping, accounts receivables, banking procedures, third-party insurance plans, payroll records, ethics, HIPAA compliance, professionalism, resume creation, interviewing skills, professional letter writing, computer systems using Microsoft Office programs and optometric software.

TOPT-V201 Anatomy and Physiology of the Eye (3 cr.) This course provides an overview of the anatomy and physiology of the human visual system, with particular emphasis on the anatomy of the eye and visual pathway.

Comparative anatomy of eyes will be used to identify common evolutionary pressures, and special cases of convergent evolution provide insight into the unique demands of a sensory organ designed to image the external world. The structural relationships between the eye and its associated anatomy (bony orbit, extraocular muscles, afferent neural pathway, and both neural and vascular input) will also be examined to reveal the integrated structure-function relationships for the visual system. The focus of this course is to employ a careful examination of ocular anatomy to reveal the precise functional roles of each component and the integrated visual system. Extensive laboratory work emphasizes microscopic study of the monkey eye, dissection of a mammalian eye, examination of the human skull and brain, and direct examination of the human eye. The laboratories will teach students the careful observational skills required for anatomical investigations and also the process by which function is inferred from structure. There is no prerequisite for this course. It is designed as an introduction to anatomical methods and an introduction to the human eye. The course is targeted at freshmen or sophomore students who have a general interest in biology, anatomy, and those who might be considering specializing in the ocular health care field. This course satisfies the Breadth of Inquiry: Natural and Mathematical Sciences (N&M) requirement in the IUB General Education Common Ground curriculum.

TOPT-V210 Fabrication Practicum I (3 cr.) P: A grade of C- or above in TOPT-V121 and TOPT-V131. Students are offered practical experience in the operation of a prescription optical laboratory. Theory in ophthalmic prescription work is combined with the development of skills necessary to assure that finished eyewear will be both optically correct and aesthetically pleasing.

Note: A grade of C- or above in TOPT-V121 is a prerequisite for this course, but is not required for graduation.

TOPT-V211 Fabrication Practicum II (3 cr.) P: TOPT-V210. Students are offered additional practical experience in the operation of a prescription optical laboratory. Theory in ophthalmic prescription work is combined with the development of skills necessary to assure that finished eyewear will be both optically correct and aesthetically pleasing.

VSCI-V232 Contact Lens and Ocular Refractive Corrections (3 cr.) P: TOPT-V201 or VSCI-V250. This course provides the student with an understanding of the basic concepts of contact lenses and refractive ocular corrections used to treat refractive error or diseases of the human eye. Emphasis is placed on the refractive structures of the eye, the cornea and crystalline lens, which are routinely manipulated by the application of contact lenses or ocular surgery to correct distance and near vision. Students will learn the normal anatomy, physiology and optical properties of these ocular structures, as well as the chang-
es which require treatment with contact lenses and surgery. Extensive laboratory work emphasizes direct examination of the human eye using clinical procedures and the application and care of soft and gas permeable contact lenses. The laboratories will teach students the careful observational skills required for assessing the eye and contact lenses, as well as provide the student with the opportunity to gain important interpersonal communication skills. This course is designed as an introduction to the human eye and an introduction to contact lens methods and procedures, refractive surgery, and intraocular lens implants for the correction of distance and near vision. The course is targeted at freshmen or sophomore students who have a general interest in biology, anatomy, and those who might be considering specializing in the ocular health care field. TOPT-V201 Anatomy and Physiology of the Eye or VSCI-V250 Miracle of Sight are recommended for registration of this course or permission of the instructor.

TOPT-V251 Ophthalmic Procedures 2 (3 cr.) P: C- or above in TOPT-V151.
Further principles and techniques used in ophthalmic practice, including glaucoma and tonometry, hypertension and measurement of blood pressure, automated perimetry, ocular imaging, significant systemic diseases affecting the eye, ocular pathology, ocular pharmacology, biomicroscopy, development of vision in children and the infant eye exam, the aging eye, blindness and partial sight, low-vision aids, ocular emergencies and urgent cases, and maintaining and calibrating ophthalmic equipment.

TOPT-V254 Clinic Practicum 1 (4 cr.) P: a grade of C- or above in TOPT-V153 and TOPT-V151 and P or C: TOPT-V121 and TOPT-V131.
Clinical experience in frame selection, dispensing, adjustment, verification and repair of eyewear. Other practical skills may include the application of clinical skills assisting clinicians and instructors in the optometry clinics.

TOPT-V255 Clinic Practicum 2 (3 cr.) P: TOPT-V121 and a grade of C- or above in TOPT-V131, TOPT-V151, TOPT-V153, and TOPT-V251
Practical application of technical and managerial skills learned in courses and laboratories by assisting clinicians and instructors in the optometry clinics.

TOPT-V256 Clinic Practicum 3 (3 cr.) P or C: TOPT-V255
Additional clinical experience using technical and managerial skills learned in courses and laboratories by assisting clinicians and instructors in the optometry clinics.

TOPT-V269 Selected Studies (3 cr.) The student selects a clinical area of interest for further study.

TOPT-V275 Topical Seminar (1 cr.) Selected topics of interest.

Optician's Laboratory Practicum Courses

TOPT-V210 Fabrication Practicum I (3 cr.)
TOPT-V211 Fabrication Practicum II (3 cr.)

Students may elect to take the opticians’ laboratory courses to count toward the 60 credit hours required for the Associate of Science degree.

Special Notes:
1. Hours Earned Outside of the School of Optometry: It is possible to count hours worked in a private office and/or optical laboratory after the completion of the first year of the program toward the total number of clinic and/or optical laboratory contact hours required for V255, V256 clinic courses, and/or V210 and V211 laboratory practicum courses. All requests are approved on an individual basis and must be submitted at least THREE WEEKS prior to the beginning of the semester. One third of the required contact hours for each course is the maximum approved. Two hours of working in a outside of the School of Optometry would substitute for one hour of working in one of the IU clinics or optical laboratory. Students must have a TOPT cumulative GPA of 2.8 or above to apply. See Appendix A.

2. TOPT-V131, V151, V153, V251, and V254 must each be completed with a final grade of C- or above for graduation. A grade of C- or above in V121 is a prerequisite for V210 and V211 but not required for graduation.

3. TOPT-V201 Anatomy and Physiology of the Eye is strongly recommended.

Academic Regulations

Requests for deviation from department, program, or school requirements may be granted only by written approval from the respective chairperson, director, or dean (or their respective administrative representative). Disposition at each level is final.

A. Withdrawals from Courses

Withdrawals during the first eight weeks of a semester, first four weeks of a half-semester course, or first two weeks of a summer session are automatically marked W (Withdrawn). Withdrawals that would reduce a student's enrollment below 12 credit hours ordinarily will not be authorized.

Petitions for withdrawal after the periods specified above will not be authorized by the dean except for urgent reasons related to documented extended illness or equivalent distress. The desire to avoid a low grade is not an acceptable reason for withdrawal from a course.

If students withdraw with the dean's consent, their mark in the course shall be W if they are passing at the time of withdrawal and F if they are not passing. The grade will be recorded on the date of withdrawal. Failure to complete a course without authorized withdrawal will result in the grade F or FN (failure for non-attendance).
B. Addition of Courses

No course may be added by students after the first two weeks of a semester or first week of a summer session or half semester unless the instructor of the course petitions that an exception be made and the request is approved by the Dean.

C. Grades

A student's academic achievement in courses is measured by the Indiana University grading system, which enables both a student's single semester and cumulative semesters' grade point averages to be computed numerically.

The following grading system was adopted by the Indiana University Faculty Council and is the official grading system of all Indiana University campuses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credit Points Allocated for Each Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ or A (highest passing grade)</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D- (lowest passing grade)</td>
<td>0.7</td>
</tr>
<tr>
<td>F (failed or failing)</td>
<td>0.0</td>
</tr>
<tr>
<td>FN</td>
<td>Failure for Non-attendance</td>
</tr>
<tr>
<td>FX</td>
<td>Failed, course then retaken</td>
</tr>
<tr>
<td>S or P</td>
<td>Satisfactory or Passed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn - Passing</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>R</td>
<td>Deferred Grade</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
</tr>
<tr>
<td>NR</td>
<td>Not Reported by Instructor</td>
</tr>
</tbody>
</table>

Credit hours are awarded for S and P; No credit hours are awarded for W, I or R.

F-Failure in a course or failure to complete a course without an authorized withdrawal. When a failing grade is recorded in an optometry course, the instructor (s) may require specific remedial procedures to be taken by the student before re-admission to the course.

W-Withdrawn. Given automatically when the student, officially withdraws from a course during the first eight weeks of a semester. See the official university calendar for deadline dates. After these deadlines, the grade W is given in the instance of an approved and properly executed withdrawal only if the student is passing at the time of withdrawal.

R-Deferred Grade. Given when the grade determination will be deferred until completion of two or more terms of study, as with research or thesis courses. Also given either at the end of the first term of a two-term course or midway through a single course that overlaps two terms, when the course has been identified as one for a Deferred Grade in the Schedules of Classes. At the end of the final term in the sequence, the entry or entries R will be replaced with standard letter grades on the rosters for the final term or by means of a form for removal of Deferred Grades.

I-Incomplete. The grade of I, Incomplete, indicates satisfactory, though not complete, work for the semester. The grade of I may be given only when a student’s work is substantially complete and of passing quality; is not awarded to avoid a low grade. To remove an Incomplete, students must contact the instructor to determine what is necessary to complete the course work. The instructor will award a grade and process a Removal of Incomplete Form only upon satisfactory completion of the course. The grade will be changed automatically from the I to an F if the course work in not completed within one year after the I grade is received. Both the student and the instructor in whose course the student received the Incomplete will be notified of this change of grade. Students do not register again for the course.

D. Absences from Scheduled Classes

Illness is usually the only acceptable excuse for absence from class. Other absences must be explained to the satisfaction of the instructor, who will decide whether omitted work may be made up. Students must report their absence to the Office of Student Administration, preferably via email with a courtesy copy to each respective instructor (or at 855-1917 if email is not available) so that a formal record can be kept on file and instructors notified as required. The names of students who are excessively absent are to be reported by their instructors to the Dean.

E. Absences from Final Examinations

A student who fails to attend the final examination of a course and who has a passing grade up to that time may be given a grade of Incomplete if the absence is justified to the instructor's satisfaction. A missed final examination for which there is no satisfactory excuse will be assigned a grade of F. When called upon, the Academic Review Committee of the IU School of Optometry will assist an instructor in weighing an excuse concerning absence from a final examination.
F. Pass/Fail Option

No course listed as required for graduation may be taken Pass/Fail. This includes courses within the IU School of Optometry as well as those requirements which are selected by the student from generalized groups of courses offered outside the IU School of Optometry. Examples of such courses are the Business Studies and the Social & Historical requirement. Any other courses outside the curriculum may be taken pass/fail.

G. Extended X (Expanded-FX) Policy

Bloomington Faculty Council Action (May 3, 1994)

The council amended the F/X policy to read:

Any undergraduate student may retake a course for which he/she received a grade below an A during the first 45 hours of coursework. A student may exercise this option for no more than three courses, totaling no more than 10 credits. A student may use this option only once for a given course. The student's transcript shall record both grades. For the course retaken, only the second grade shall be used in the determination of the student's grade-point average (GPA). Any GPA calculated in accord with this policy shall be marked with an asterisk denoting that a lower grade has been replaced by a second grade in the course. Note: This policy was implemented First Semester 2001-2002. Courses taken prior to that term do not apply. See Extended-X Implementation Policies registrar.indiana.edu/extendedx.shtml#amended

The record notation of an X to the left of the course excluded from the GPA has been substituted for an asterisk denoting that a lower grade was replaced by a second grade in the course. Some schools may not honor this policy for purposes such as school admission, graduation, and probation requirements, and there may be other limitations on courses eligible for the GPA exclusion; students should consult with their school or University Division advisors before exercising this option.

On April 21, 2009, the Bloomington Faculty Council amended the Extended-X Policy as summarized below. The amendments are in effect beginning with the Spring 2011 academic term:

1. Eliminated the rule restricting eligible courses to those taken in the first 45 hours.
2. Modified the Implementation Policy related to the timetable for student application, changing the deadline to the Pass/Fail deadline for the retaken class (previously, the Automatic W deadline.) See Implementation Policy 7, below. The Extended - X / Pass/Fail deadline is generally in the third week of a regular, sixteen-week term, but is adjusted for sessions of shorter duration, such as first eight-week and second-eight week sessions. To determine the Extended - X application deadline for a specific class, consult the Official Calendar, Bloomington Campus, as found in this Bulletin.

Note: Undergraduate courses beyond the first 45 hours retaken prior to Spring 2011 will not be eligible for Extended - X due to the policy restrictions in effect at the time the course was retaken, and also due to the application deadline for the retaken course being past.

Below is the revised Extended-X Implementation Policies, as approved by the Bloomington Faculty Council, April 21, 2009. The Implementation Policies have been renumbered into a newly-consolidated list.

Extended-X (Amended-FX) Implementation Policies


1. Only courses attempted during or after the Fall 2001 term will be eligible for replacement under the policy. Provisions approved April 21, 2009, go into effect for the Spring 2011 term.
2. The following grades cannot be replaced under the Extended-FX policy: S, P, W, I, R, NC.
3. GPA credit hours for the replaced course will be removed at the point at which the course is replaced.
4. Courses repeatable with different content are not eligible for replacement under this policy unless a unit chooses to permit this by means of a specific authorization procedure.
5. A student may not request reversal after asking for and applying the GPA exclusion.
6. A student may not replace a grade with a second grade of W, I, R or NC.
7. Students who re-enroll in a course must indicate to the school of their major or to University Division, as appropriate, their intent to apply the Extended-X policy to a specific course by the Pass/Fail deadline specific to that course.
8. The Extended-X policy will adhere to FX policy (UF documents 1975, 1976, 1979, 1984, 1987) administrative practices and guidelines regarding exceptional cases, where these are not in conflict with the provisions of the Extended-X Policy nor with these Implementation Policies. A statement of the applicable practices has been compiled and is on file with the Vice Provost for Undergraduate Education and with the Office of the Registrar.
9. Implementation of the Extended-X policy, as under the FX policy, Bloomington joins all other campuses in honoring the principle that the grade forgiveness/course retake policy on the degree granting campus is applicable for each student. Hence, if an IUB student transfers to another campus with more liberal grade replacement policies, IUB will honor requests from that campus, on behalf of the student, to replace an IUB grade that may not be replaceable under IUB policy. Were the student to return to IUB for graduation, however, that course exclusion would not apply.

Note: Some schools may not honor this policy for purposes such as school admission, graduation, and probation determination.
H. Competency Requirements for Clinic Courses and Program Completion

Graduates will be able to use effective oral and written communication; perform basic algebra, trigonometry, and geometry; identify the human eye structure, function and pathology; demonstrate proficiency in carrying out a preliminary eye examination; exhibit the ability to perform auxiliary ophthalmic procedures such as taking intraocular pressures and performing visual fields; determine physiognomic (facial and eye) measurements; neutralize eyewear/vision aids prescriptions; assess vocational and a vocational needs of the patient; assist in selection of proper frames and lenses; price and collect fees for vision aids and services; prepare ophthalmic laboratory job orders; deliver prescription eyewear/vision aids and instruct patient in use and care; maintain records; provide follow-up service, including eyewear/vision aids repair, and lens and frame replacement; respond to inquiries and concerns; apply rules and regulations for safe work practices; demonstrate proficiency in the operation and function of equipment; utilize and maintain equipment; demonstrate an understanding of surfacing procedures and a proficiency in finishing techniques; describe visual assessment; maintain records, including third party forms, inventory, and equipment; demonstrate principles of adaptation, dispensing, and fitting of contact lenses; identify procedures associated with dispensing artificial eyes and low vision aids; and when appropriate, be able to discuss prescription eyewear or vision aids or other patient related information (verbal and written) with the prescriber; demonstrate knowledge of applicable state and federal statutes and regulations.

Clinical competency is a requirement for successful completion of Optician/Technician Program. To assure a minimum level of competency, the faculty has required that a grade of C- or above be achieved in the following courses: V131, V151, V153, V251, and V254. A grade of C- or above in V151 and V153 is a prerequisite for V254 and a grade of C- or above in V131, V153, V151, and V251 is a prerequisite for V255 and V256.

There is a clinical proficiency exam given at the end of the 2nd semester of the first year. Failure to pass the clinical proficiency exam will restrict V254 Clinic Practicum 1 participation to areas unrelated to clinical testing or pre-testing of patients until such time as the proficiency exam is successfully completed. Presently the clinical proficiency is given in conjunction with the V251 Ophthalmic Procedures course.

V151 Ophthalmic Procedures 1 and V251 Ophthalmic Procedures 2

To help in assuring entry level clinical testing competency, for V151 Ophthalmic Procedures 1 and V251 Ophthalmic Procedures 2, a laboratory grade of 70% or better is required in order to receive a passing grade for the course. A “passing grade” for purposes of entering clinic courses for both V151 and V251 is considered to be a C- or above.

In an extreme case, if a student were to achieve a grade of A for written course lecture tests, but was unable to demonstrate adequate performance in patient testing and pre-testing, the best course grade the student could expect to receive would be a D+. A grade of D+ will not permit the student to enroll in clinic practicum courses: V254, V255, or V256.

I. Practicum Course Contact Hour Requirements

The following represents a list of hours required in a practical experience for each of the practicum courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>V155 Intro. to Clinic</td>
<td>30</td>
</tr>
<tr>
<td>V254 Clinic Practicum 1</td>
<td>180</td>
</tr>
<tr>
<td>V255 Clinic Practicum 2</td>
<td>90</td>
</tr>
<tr>
<td>V256 Clinic Practicum 3</td>
<td>90</td>
</tr>
<tr>
<td>V210 Fabrication Pract. I</td>
<td>90</td>
</tr>
<tr>
<td>V211 Fabrication Pract. II</td>
<td>90</td>
</tr>
</tbody>
</table>

Academic Standing

A. Good Standing

The minimum standard for academic good standing is a semester and cumulative grade point average (CGPA) of 2.00, or a C average. The minimum standard for graduation from the University and the IU School of Optometry is a cumulative grade point average (CGPA) of 2.00.

Candidates for Bachelor’s Degrees in Good Standing:

Students are considered to be candidates in good standing for an Indiana University bachelor or associate degrees when they have been regularly admitted by the IU Office of Admissions, when their academic grade point average is not less than a 2.000 (C) for the last semester’s work, and when their cumulative grade point average is at least 2.000 (C).

B. Probation and Dismissal Standards

Academic records are reviewed at the end of fall semester, spring semester, and the second summer session. Determination of academic status is based upon all credit hours attempted (both transfer hours and IU graded hours) and IU Cumulative GPA.

"Tested" hours and P/F hours are not included in the graded hours unless a grade of "F" is given for the P/F. AP credit is recorded as transfer hours.
After the first dismissal, students may be reinstated and return immediately to the Bloomington campus on probation. After subsequent dismissals, students may not enroll at IUB for at least one fall or spring semester. They may then petition to be considered for reinstatement.

C. Dismissal and Reinstatement

The records of a student making unsatisfactory progress will be evaluated by the Academic Review Committee with a view to dismissal of the student from the School of Optometry. A student dismissed for the first time may petition the committee for reinstatement without delay. If granted, the student will be expected to attain a semester GPA of 2.00 or better in the first semester of reinstatement. A student whose petition has been denied may not petition for reinstatement until the lapse of at least one semester of a regular academic year.

A student who is dismissed for the second time may not petition for reinstatement until the lapse of at least one regular academic year. Depending on the circumstances, a dismissed student may be allowed to retake specific courses in which the previous grades were low, but unless officially reinstated to the curriculum, this student may not take courses that represent progress toward the degree. The Academic Review Committee may recommend additional conditions or restrictions to precede reinstatement of a student.

D. Academic Misconduct

Academic integrity is fundamental to the intellectual life of the university and to the education of each student. The following acts of academic dishonesty are prohibited: cheating, fabrication, plagiarism, interference, and facilitating academic dishonesty. Proven academic misconduct is also grounds for dismissal. Refer to Part IV: Student Disciplinary Procedures in the Code of Student Rights, Responsibilities, and Conduct handbook for further information regarding university policies.

Student Honors And Awards

A. Graduation with Honors

The Associate of Science in Optometric Technology/Opticianry degree is granted with distinction to students who have demonstrated laudatory scholarship in their studies and graduate within the top 10% of their graduating class. The specific honor is noted on the graduate’s diploma. The Optician/Technician cumulative program grade point average and the corresponding citations are 3.70, with distinction; 3.80, with high distinction; 3.90, with highest distinction.

Founders Scholars and Honors Convocation

Each year honor lists are announced for every undergraduate school and division of the University on the Bloomington campus. Honors lists are prepared for the University Division; College of Arts and Sciences; Kelley School of Business; School of Continuing Studies; School of Education; School of Health, Physical Education, and Recreation; School of Informatics, School of Journalism; Jacobs School of Music; School of Nursing; School of Optometry; School of Public and Environmental Affairs; School of Social Work; and Overseas Study Program. Students on the Bloomington campus in an allied health concentration are part of the University Division.

Students qualify for honors by meeting the following standards of hours carried and of grade point average for either one of the two regular semesters or the combined summer sessions preceding Founders Day.

A student on the Bloomington campus must have a cumulative GPA of 3.8 or higher in semester prior. Courses with grades of Incomplete and Withdrawal are excluded in determining the hours completed. A student must also achieve a grade point average of 3.8 or higher. Grades of A, B, C, D, and F are included in calculating this average, and the grades of I, W, P, and S are excluded because they carry no grade point value. For More Information: www.indiana.edu/~ceremony/honors

B. Awards and Recognitions

Each year, many awards are presented to IU School of Optometry students. Periodically, students will receive notices regarding eligibility and application deadlines. Inquiries should be directed to the IU School of Optometry Office of Student Administration or to the faculty chairperson of the Awards and Honors Committee. The actual list of awards may vary from year to year and not all awards are presented each year.

Second year student awards:

Essilor of America Award of Excellence
  For excellence in ophthalmic dispensing skills and rapport with patients.

Indiana University Optometry Alumni Association Awards:

- Optician/Technician Student of the Year
Scholarship
- Robert G. Corns, O.D., Scholarship for Optician/Technician Students

Student Counseling and Advisory Services
In addition to counseling and advisory services available to students at Indiana University, such as student health services, guidance and counseling, psychological services, and student legal services, the program also supplies:

Academic Counseling -- Each class has a faculty advisor who remains as their counselor throughout the year.

Tutoring Services -- The Office of Student Administration can arrange tutoring help for students who are having difficulty in a class. The tutoring is paid by the IU School of Optometry.

Code of Student Rights, Responsibilities, and Conduct:

The Code/Preamble [www.indiana.edu/~code](http://www.indiana.edu/~code)
The purposes of Indiana University include the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the general well-being of society. As a community, we share a dedication to maintaining an environment that supports trust, respect, honesty, civility, free inquiry, creativity, and an open exchange of ideas. Individual rights are best protected by a collective commitment to mutual respect. A student who accepts admission to Indiana University agrees to:

- be ethical in his or her participation in the academic community,
- take responsibility for what he or she says and does,
- behave in a manner that is respectful of the dignity of others, treating others with civility and understanding, and
- use university resources and facilities in appropriate ways consistent with their purpose and in accordance with applicable policies.

Every Indiana University student is responsible for reading and understanding this Statement, as well as other expectations identified by individual schools or organizations relevant to an academic major, professional field, or on-campus residence. This Code of Student Rights, Responsibilities, and Conduct is intended to identify the basic rights, responsibilities, and expectations of all students and student groups to serve as a guide for the overall student experience at Indiana University.

### IU BLOOMINGTON AND SCHOOL OF OPTOMETRY SERVICES

Optometry Clinic & Benefits
Atwater Eye Care Clinic, AECC
744 E. 3rd St. across from the Optometry building.
Bloomington, IN 47405
Main: 855-8436

Indianapolis Eye Care Center, IECC
501 Indiana Ave, Ste 100
Indianapolis, IN 46202
Main: 317 321-1470

**All students are required** to get an annual eye exam at one of the school’s eye clinics; these eye exams/services will be provided as a no cost benefit to each student.

**Discounts Offered:**
Services in which a pre-doctoral Optometry student participates will be offered to Students and their Immediate Family members at no charge.

Eyeglasses prescribed as a result of the exam may be purchased at 50% of the Clinic Materials Retail Price. This discount does not apply for any non-prescription materials or for immediate family members who have not received services at the School of Optometry.

The Optometry Student is also entitled to purchase one pair of prescription sunglasses or one pair of plano sunglasses (for students who are primary contact lens wearers or who have no refractive issues) as approved by the treating provider at 50% of the Clinic Materials Retail Price per year. No materials will be dispensed before payment in full is received.

**Legal Definitions**

**Immediate Family Members** – defined as Spouse or same sex domestic partner, dependent children under 26 years of age, and Parents and step-Parents of students.

**Students** – IUSO students enrolled in the Opt. Tech, O.D., M.S. and Ph.D. degree programs. Students will receive financial courtesy for all services participated in by a pre-doctoral Optometry student.

**Clinic Materials Retail Price** – Clinic list price for any frames or lens materials. Does not include any discount or sale pricing.

For any additional updates and the required [Student Benefit Form](#) please see Clinical Staff.

Disability Services
The IU Office of Disability Services for Students ensures the accessibility of university programs and services to eligible students.

i. Contact the IU Office of Disability Services, Franklin

15
Hall 006, (812-855-7578), www.dsa.indiana.edu for more information.

ii. Contact Joe Boes at 812-855-1917, (OPT 210), jboes@indiana.edu, to inform us of any disabilities you may want us to be aware of. Once a student has met with the IU Office of Disability Services, the IU School of Optometry (ADA compliant) will make every attempt to provide accommodation to help students meet ASCO standards (see Page 4).

Campus Assistance
The Office of Student Administration can help answer many of your questions and assist you with a variety of issues. If you have a problem or question and don't know where to turn, please ask here first! This office works closely with many departments on campus and will usually be able to save you time and effort—Bursar, Financial Aid, Registrar, etc. The ONE thing that we CANNOT do is produce official transcripts. Official transcripts are obtained via the IU Office of the Registrar, Franklin Hall, Room 100, http://registrar.indiana.edu (812-855-0121).

Emergencies
Staff members in the Office of Student Administration will take messages for students in the event of an emergency—(family illnesses, etc.). We will put messages in your mailbox, or if it warrants immediate action, we will bring the message to you in class.

Excused Absence/Attendance Policy
Students must notify the Office Student Administration (812-855-1917) if an illness, emergency, etc. will result in an absence from classes. Our staff will notify your professors if you are unable to. If you call us and you leave a message, or if you e-mail us, please provide the names of EVERY professor we should contact. If you e-mail us, you should cc your professors on the e-mail also. Excused absences will require formal documentation regarding the reason for each absence. You will be responsible for contacting the faculty regarding any missed work.

IUSO Directory
Every fall semester, the school prepares a directory for publishing listing all students, faculty and staff in the IU School of Optometry. The directory will be electronic and will be distributed via email.

Scholarships And Financial Aid
The Indiana University Bloomington Office of Student Financial Assistance offers information and assistance concerning a variety of grants, loans, and other student financial aid. These include but are not limited to Federal Pell Grants, SSACI grants for Indiana residents, Federal Stafford Student Loans and the Federal Work Study Program.

Application for student financial aid is made by completing the Free Application for Federal Student Aid at www.fafsa.ed.gov and having the information sent to IU Bloomington at School Code 001809. Apply between January 1 and March 1 each year for the academic year beginning in late August. The March 1 date is a deadline for Indiana state grants and a priority date for other types of federal aid. If you file after March 1, you will still be considered for Pell Grant and Federal Stafford Loans, but you may miss out on other valuable financial aid opportunities—www.indiana.edu/~sfa/.

If you require assistance with your financial aid, please contact the Indiana University Office of Student Financial Assistance. You can reach them at 812-855-0321, at blfinaid@indiana.edu, or visit their office in Room 408 of N. Union St.

Lockers
Student lockers are located on the first floor and in the basement break area. The Office of Student Administration is responsible for the assignment of lockers (and mailboxes). Lockers have now been assigned for 2013-2014 school year. New locker assignments are emailed are made at the beginning of each fall semester. Please be attentive to all emails with information pertaining to lockers and mailboxes. Locks for your assigned locker are your responsibility. The school will not issue a lock for you.

KEY FOR ROOM 113—If you are assigned a locker in room 113, you will need to check out a key from the Budget office in OPT room 240 for after-hours access.

If you experience any problems with your locker or your mailbox, notify the Student Administration office in OPT room 210 (812-855-1917) or email Brian Page bcpage@indiana.edu.

Mailboxes
Due to construction, information related to mailboxes will be announced at a later date.

Lost and Found
Please bring any lost and found items to OPT room 210. Any unclaimed items in room 210 are sent to the IU Lost and Found in Ballantine Hall 031, (812-855-7372).
Notary Service
A notary public is available in the Budget Office in room 243 if you should need a document notarized. Do not sign your document until you are present with the notary.

Construction Notes:
Due to construction, information related to the Optometry Library, Electronic Resources and Photocopying will be announced at a later date.

Recycling
Indiana University and the IU School of Optometry are firmly committed to recycling whenever possible. You may recycle newspapers, batteries, magazines, paper, cardboard, cans, and Styrofoam in various marked locations throughout the school. We encourage you to recycle!

Food/Snacks
Vending machines are located in the break area in the basement of the building. A microwave, tables, etc. are provided for your use.

Student Lounge
The Student Lounge is located on the second floor. It is comfortably furnished with couches, chairs, tables, microwave, refrigerator, TV, and a soft drink machine. The lounge is normally open for student use any time the building is open.

Telephone
Telephones located in the various optometry offices are for use ONLY by the designated faculty and staff of that area. These telephones are NOT available for student use, except in the case of an emergency. Students are not allowed to enter the office to use the phone when a staff or faculty member is not present.

IU School of Optometry Placement Service
Both job opportunity providers AND job seekers can post their information directly to the Web via online forms. Providers or seekers may also search profiles opportunities by geographic area. Information posted will remain on the site for 6 months. Placement services access is available by selecting the Online Placement Services link via www.optometry.iu.edu/students/career-planning/index.shtml

Bookstores
IU Bookstore
Located the Indiana Memorial Union Building

(812) 856-BOOK (2665)
IMU (812) 855-4352
Eigenmann (812) 856-0298
http://iub.bncollege.com

TIS College Bookstore
1302 East 3rd Street (332-3306)
www.tisbook.com
Check the local yellow pages for additional stores.

Bursar’s Office
This office collects payment for course fees, University housing, other charges, and also disburses financial aid refunds. Franklin Hall 011 (855-2636). Students use OneStart to check their various accounts.
http://bursar.indiana.edu/index.php

Bloomington Transit Bus Service
Uptown, downtown, across town and around town. A convenient way to get there is Bloomington Transit. BT (336-7433) also operates routes to most areas around campus at no cost if you have a valid student identification card. Schedules are available on the buses or by visiting www.bloomingtontransit.com

Campus Bus Service
The IU campus bus service (855-8384) operates routes to most areas of campus, downtown Bloomington, and the College Mall at no cost (no ID is necessary). Schedules are available on the buses or at the Campus Bus Service office: 120 W. Grimes Lane.
www.iubus.indiana.edu/campus_bus/index.html

Counseling and Psychological Services (CaPS)
CaPS offers individual counseling, group counseling, couples counseling, and psychiatric consultation for any concerns students may need to address with a counselor. IU Health Center, 600 N. Jordan Ave., Fourth Floor (855-5711).
http://healthcenter.indiana.edu/caps

Division of Residential Programs and Services
All students admitted to Indiana University are eligible for campus housing. Halls of Residence, 801 N. Jordan Avenue (855-5601). www.rps.indiana.edu/index.cfml

Health Center
The IU Health Center offers many types of services and offers a walk-in clinic, counseling and psychological ser-
Indiana Memorial Union
IU has the largest student union in the nation. The IMU provides a great number of services and activities for students. (855-5650).
www.imu.indiana.edu

International Services
The Office of International Services handles records and immigration-related matters for foreign students. They provide information and services related to visa and immigration matters, including full-time study requirements of foreign students, possible work permission, extension of stay requests, etc. Franklin Hall 306 (855-9086).
www.iub.edu/international

Leo R. Dowling International Center
The center serves as the headquarters for international students and nationality group activities. The center sponsors lectures, cross-cultural seminars, and workshops for both American and International students. 111. S. Jordan Ave. (855-7133)
www.indiana.edu/~intlserv/ic/index.php

Libraries
The Main Library, Lilly Library, and 14 branch libraries on the Bloomington campus offer more than 14 million print and non-print items to meet your informational needs. Access to information is available by using IO—Information Online, the Libraries’ computerized library information system. The Main Library offers reference and information services, quiet study areas, and a cafeteria. Hours are posted at each library. Main Library, Tenth and Jordan (855-0100).
IU libraries web: www.libraries.iub.edu

Parking
Parking near the school of optometry is essentially not available for students. The parking lots located north of the Optometry building are for faculty, staff, and for patients in designated areas, and the south lot, at the corner of Atwater Ave. and South Woodlawn are for patients to use during school hours. An IU parking permit is required to park. For complete parking rules and regulations and PARKING OPTIONS, contact Parking Operations, Henderson Parking Garage, 310 S. Fess Ave. (855-9848).
www.parking.indiana.edu/parking_operations

We strongly suggest carpooling or riding the city or campus buses as an alternative to driving alone. Parking on the streets near the School of Optometry is restricted by city ordinance to the residents who live in the area, and requires a permit. If you violate this ordinance, your car will be ticketed and/or towed.

Personal Safety
The IU campus and the Bloomington community are relatively safe places. But for your own protection, you should know that there is a system of free emergency phones in various marked areas of the campus. In addition, the school of optometry has an emergency call box in the lobby on each floor.

Campus Police
The IU Police Department is available to respond to emergencies and situations involving the safety and security of the University community. The Bloomington Police Department, the Monroe County Sheriff’s Office, and the Indiana State Police all have jurisdiction on campus. IUPD, 801 N. Jordan. (857-4111) for non-emergency calls, 911 for emergency calls only.
www.indiana.edu/~iupd

Registrar
The Office of the Registrar maintains student academic records, including course enrollment records, grade reports, and degree completion information. Official transcripts are available only from the IU Registrar. This office also maintains student address information and other student demographic data and provides official university certification of enrollment. (Note: The IU School of Optometry Office of Student Administration in room 210 can also assist you with official certification of enrollment for several purposes, such as car insurance discounts, etc.)

The Office of the Registrar publishes the Enrollment and Student Academic Information Bulletin, conducts registration and drop-and-add activities, determines residency classification for fee payment purposes, and assigns classroom space. Their office is open from 9:00am-4:00pm, Monday-Friday in 408 N. Union St (855-0121).
E-mail: registrar@indiana.edu
Web: http://registrar.indiana.edu

Student Legal Services
This office offers a wide range of legal services to students—703 E. Seventh Street (855-7867). For specific information visit their website.
www.indiana.edu/~sls
Student Recreation and Sports Center
(SRSC) Your IU student ID provides you access to the
gyms, exercise rooms/equipment (855-7772).
www.iurecsports.org

Student Groups/Organizations
There are numerous groups and organizations to fit most
interests—academic, cultural, service, social, volunteer.
A list can be obtained by calling the Student Activities
Office (855-4311), or via their website at www.iub.edu/
student/activities

University Information Technology
There are over 40 public-access computing sites on cam-
pus offering a multitude of services to IU students. Each
semester a program of software and equipment operation
classes is offered. ACCESS MicroCenter offers a host of
services for those interested in micro-computing, includ-
ing consulting, software and periodical libraries, and a
telephone hotline. Customer assistance is also available
through the Help Desk (855-6789).
E-mail: uits@indiana.edu
Web: http://uits.iu.edu/

All students have an IU E-MAIL account! GET IT,
USE, and CHECK IT DAILY! Important optometry
information is sent to all students throughout your
four years to your IU account. Good luck!
Appendix A

Information on Clinic and Lab Hours
Earned Outside of the School of Optometry

1. In order to qualify for credit for hours worked outside of the School of Optometry, a student must have completed the first year of the Optician/Technician program with a **TOPT cumulative GPA of 2.8 or above.**

2. Hours must have been completed after the first year of the program is completed and prior to the semester of or which they are to be applied.

3. A minimum of 2 clock hours outside of the School of Optometry must be completed for each 1 clock hour of clinic or lab time credited toward course work.

4. The maximum clock hours which may be applied to V255, V256, V210 and V211 is 1/3 of the total number of hours required. (TOPT-V254 Clinic Practicum 1: no outside hours can be counted toward TOPT-V254.)

<table>
<thead>
<tr>
<th>Clinic Courses</th>
<th>Hours required</th>
<th>Max approved</th>
<th>Remaining IU hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOPT-V255</td>
<td>90</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>TOPT-V256</td>
<td>90</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>TOTAL</td>
<td>180</td>
<td>60</td>
<td>120</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Laboratory Courses</th>
<th>Hours required</th>
<th>Max approved</th>
<th>Remaining IU hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOPT-V210</td>
<td>90</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>TOPT-V211</td>
<td>90</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>TOTAL</td>
<td>180</td>
<td>60</td>
<td>120</td>
</tr>
</tbody>
</table>

5. Over the course of V255 and V256, students may complete a rotation in any of these clinics: The Atwater Eye Care Center, the Contact Lens Clinic, and the Indianapolis Eye Care Center.

6. An application for credit for hours worked outside of the School of Optometry must be completed and submitted to the coordinator of clinic and lab hours earned outside of the School of Optometry, (Mrs. Sandi Pickel) at least THREE WEEKS prior to the beginning of the semester.

7. The hours approved for substitution are based on the duties performed (variety and skill level), the number of hours worked, and the employer's agreement to supervise, complete an evaluation of the student's performance and verify hours worked.

8. The student approved for credit for hours worked outside of the School of Optometry is still required to enroll in the clinic and lab courses and is responsible for completing required signature sheets at the I.U. clinics. (In other words, signatures may NOT be obtained from the experience outside of School of Optometry/)

9. Outside clinic and lab hours are not counted until the evaluation sheet is returned by the supervisor. Failure to turn in an evaluation by the deadline for submitting grades would result in a grade of "Incomplete."

Revised 08/13
PRIVATE OFFICE OR LABORATORY EXTERNAL APPLICATION
FOR APPROVAL OF HOURS EARNED
OUTSIDE OF THE IU SCHOOL OF OPTOMETRY

Student Name ___________________________ e-mail: ___________________________

Address ________________________________________________________________

City __________________ State __________ Zip __________________

Phone (____) ___________________ TOPT Cumulative GPA ______ (2.8 minimum required)

Employer’s Name ___________________________ e-mail: ___________________________

Employer’s Address _______________________________________________________

City __________________ State __________ Zip __________________

Phone (____) ___________________ Fax: (____)

Supervisor’s Name ___________________________ e-mail: ___________________________

Supervisor’s Title ___________________________

Work Dates (when do you plan to begin and end?): ___________________________

Hours per week you plan to work at location above: ___________________________

Number of weeks you plan to work: ___________________________

ESTIMATE OF TOTAL HOURS WORKED AT LOCATION ABOVE: ___________________________

Both you and your employer should keep records of total hours worked for verification by the School of Optometry administration.

DUTIES PERFORMED: Check off specific duties performed on a regular basis at your place of employment.

GENERAL OFFICE PROCEDURES:

Making Appointments
Answering the Telephone
Insurance Filing
Writing Receipts
Recalls
Filing Records
Computer Experience (specific optometric software used) ___________________________
Other (specify) ___________________________

FRAMES:

Frame Selection
Rx Ordering
Rx Verification
Dispensing of Eyewear
Adjustments and Repairs
Other (specify) ___________________________

VISUAL FIELDS:

Confrontations
Automated Fields (list type) ___________________________
PRELIMINARY EXAMINATION:

- VA’s
- Hx
- PD’s
- Rx Neutralization
- Depth Perception
- Color Vision
- K’s
- Accommodation
- Convergence
- Blood Pressure
- Cover Test
- Pupil Evaluation
- Fixation Disparity
- Other (specify)

TONOMETRY:

- NCT
- Other (specify)

SPECIAL TESTS AND PROCEDURES:

- Ocular Imaging
- Auto-refraction
- Visual Training
- Other

CONTACT LENSES:

- Contact Lens Patient Instruction (new wearers)
- Contact Lens Ordering
- Contact Lens Verification
- Contact Lens Clean and Polish
- Contact Lens Modifications

LENS FINISHING: (check those performed to apply for credit toward V210 Fabrication Practicum I)

- Spotting and Blocking Lenses
- Edging SV
- Edging Multifocals/PAL’s
- Lens Tinting
- Edging with a Pattern Edger and Pattern Making
- Edging with a Patternless Edger
- Assembly of Eyewear
- Grooving Lenses
- Drilling and Mounting
- Other (specify)

LENS SURFACING: (must do all in the list below for credit toward V211 Fabrication Practicum II)

- Type of Lens Materials used
- Lens layout
- Lens generating (Type of generator)
- Fining and polishing
- Verification of surfaced lenses

Mail or Fax to: Sandi Pickel, Director of the Optician/Technician Program
IU School of Optometry
800 E. Atwater Avenue
Bloomington, IN 47405
Fax: (812) 855-4389
Appendix B

Required Materials For
Optometric Technician/Optician Students

1. Textbooks and lab manuals as specified by course instructors. (See Appendix D)

2. Calculators (with scientific function such as sine, cosine, square root, etc.), (approximately $30) [V111]

3. Ophthalmic Procedures packet (available from IUSO Budget Office, Rm. 240, checks made out to Indiana University). [V151 and V251]
   a. Occluder with Maddox Rod—approximately $20
   b. Pen light—approximately $6.00
   c. Near Point ruler—approximately $3.00
   d. Near Snellen card—approximately $6.00
   e. Wooden PD Ruler—approximately $5.00

   PACKET TOTAL: approximately $40.00 (confrontation wands will be purchased from VOSH for approximately $3.00)

4. Appropriate clothing to conform to the clinic dress code for a professional setting. [V155, V254, V255, V256] Clinic jacket needs to be white and jacket length (approximately $30). [V254, V255, V256]

5. Safety glasses (to be worn while working in the V121 Ophthalmic Lens Finishing Lab and the optical laboratory). They must meet ANSI Z-87 standards and can be purchased for about $4 from IUSO Budget Office, Rm. 240, checks made out to Indiana University. [V121]

6. Flash drive. [V174]

7. Ophthalmic dispensing tool kit (approximately $300). See Appendix C for exact listing of tools. These tools can be readily resold upon graduation if desired.

8/2013
## APPENDIX C
### OPTICIAN/OPTOMETRIC TECHNICIAN
#### REQUIRED TOOLS FOR CLASSES, LABORATORY AND CLINIC
#### CLASSES INCLUDE V153, V121, V131

These tools will be used in teaching laboratories and then later on in clinic. The clinic does not provide tools for you. You are required to bring your own tools to clinic. Required tools are listed by manufacturer and catalog number.

<table>
<thead>
<tr>
<th>Basic Required Tools</th>
<th>Sadler</th>
<th>Grobet (Vigor)</th>
<th>Western Optical</th>
<th>Hilco</th>
<th>Breitfeld &amp; Schliekert</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note:</strong> The manufacturer’s numbers listed are for basic pliers. Many of these pliers are also available under a different number as a premium plier. Such a plier may come with a spring handle, cushioned grip and lifetime warranty. You should speak with the company representative to determine if this option is something that you would prefer.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Optician's Screwdriver (Regular)</td>
<td>#93</td>
<td>SD 775A</td>
<td>#2048 (#2090/10 is a set of 10 replacement blades)</td>
<td>#20/201</td>
<td>#166600 (Universal Screwdriver w. 5 blades &amp; in-handle magazine)</td>
</tr>
<tr>
<td>This is just the most basic type. You may want to get some extra screwdriver blades, as blade tips do chip and break. There are many optical screwdrivers available. One type many students appreciate is the pick-up screwdriver that picks up and holds screws while you are trying to put them in the screw hole. (An example is the Hilco 20-220)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Bent Snipe Nose Plier</td>
<td>#2039*</td>
<td>#21/431 Bent Snipe</td>
<td>#21/431 Bent Snipe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>These pliers are used to adjust frame pad arms. They are also needed to get into tight places for other frame adjustments. (The tips of these pliers must be small. Small, strong, thin tips are needed to get into tight spots. Some of the older flat-round or square-round pliers are too thick at the tips.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Angling Plier with Nylon Jaw (Nylon Gripper)</td>
<td>#120 round</td>
<td>PL 764 round</td>
<td>#2013 flat</td>
<td>#21/405</td>
<td>155810N</td>
</tr>
<tr>
<td>This is a half-padded plier that is great for gripping the frame and making a bend without marking the frame. It has a flat nylon jaw and either a round or flat metal jaw. (Some people prefer the round jaw to be sure they are able to get into tight spots and make the bend with no trouble. Others prefer the wider flat metal jaw to give them a better grip. You decide which you want.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Double Nylon Jaw Plier or Narrow Double Nylon Jaw plier</td>
<td>#3460 wide</td>
<td>46.5762 wide</td>
<td>#2015 wide</td>
<td>#21/453</td>
<td>155300N</td>
</tr>
<tr>
<td>This is a plier with nylon padding on both jaws. It is excellent for holding a frame securely without marking it. With so many metal frames, it is used for a variety of situations. Works well in conjunction with the Angling Plier with Nylon Jaw.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Thin Pad Adjusting Plier</td>
<td>#168</td>
<td>PL 1601</td>
<td>2030</td>
<td>#21/437</td>
<td>154600N</td>
</tr>
<tr>
<td>This plier is used to change the angle of the nosepads. There are a large number of pad adjusting pliers available. Features to consider: Are the jaws thin enough for tight places? Is the jaw that grasps the back of the pad suited for the majority of pad types used today?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. You may purchase a File Kit or you may purchase just these three files individually instead of the full kit:
   1) four-sided Pillar File (for general purpose filing)
   2) Screw Finishing (Riffler) File (has an upward curve at the end for fine finishing)
   3) Screw Head (Slotting) File (to aid in reslotting screws for screw removal)

7. 3-piece Frame Adjusting Plier
   Allows the point of attachment of drill mounted lenses to be gripped to prevent stress and/or breakage when adjusting rimless mountings.

8. Lens Aligner
   This plier is used to turn the lens to the correct axis after it has been inserted in the frame. Note: The “throat” of the plier must be deep enough and the pads of the plier narrow enough to prevent unintentionally marking the rim of the frame.

9. Side Cutters
   Side cutter will allow you to get into spots where regular cutting nippers won’t always fit. This plier is for cutting regular metal such as the nickel silver from which standard optical screws are made.
   Some students may wish to purchase better cutters such as Hilco’s 21/024 stainless cutter. A cutter like this also cuts stainless steel and titanium screw without damaging the cutting edge.

10. Endpiece Angling Pliers (Wide Jaw Angling Pliers)
    These pliers are able to grasp the top and bottom of the temple screw and can change either the pantoscopic angle or the temple fold angle.

11. Hex wrench
    The nice feature about these hex wrenches is the feature that allows a hex nut to be pushed out of the wrench when stuck. There are cheaper hex wrenches available without this feature.

12. Wood 6 in. PD Millimeter Ruler

13. Lens marking pen

14. Case for Tools (Case not limited to products listed, but must be good quality.)

Recommended but not required:

1. Screw Extractor set
   When a screw head breaks off you can still get it out from the bottom using a screw extractor. It is basically a screwdriver handle with interchangeable extractor tips.

2. A screw-holding tool
   Small optical screws can be awkward to work with. They are hard to put into a temple or eyewire barrel with big or small fingers! This low-priced tool beats being on all fours on the floor looking for the tiny screw you dropped.

3. Spring Hinge Alignment Tool
   It is always difficult (sometimes next to impossible) to replace a temple on a frame with spring hinge temples without a spring hinge alignment tool. This is an inexpensive solution.
# Appendix D

**INDIANA UNIVERSITY**  
Optician/Technician Program  
Required Textbooks  
2013-2014

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>INSTRUCTOR</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOPT-V111</td>
<td>D. Gerstman</td>
<td>Basic Optics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction to Ophthalmic Optics - (provided in class-no charge)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Darryl Meister, ABOM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>James Sheedy, OD, PhD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Carl Zeiss Vision</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lab Exercises-Provided in class</td>
</tr>
<tr>
<td>TOPT-V121</td>
<td>C. Brooks / G. Long</td>
<td>Ophthalmic Lens Finishing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lab Manual Provided by Instructor</td>
</tr>
<tr>
<td>TOPT-V131</td>
<td>D. Gerstman</td>
<td>Ophthalmic Optics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction to Ophthalmic Optics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Darryl Meister, ABOM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>James Sheedy, OD, PhD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Carl Zeiss Vision</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lab Exercises—Provided in class</td>
</tr>
<tr>
<td>TOPT-V151</td>
<td>M. Pickel</td>
<td>Ophthalmic Procedures 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lab Manual Required—Available on Oncourse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2) Scott, WE, D’Agostino, DD, Lennarson, LW, Orthoptics and Ocular Examination Techniques, 1983</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4) Garber, N, Visual Field Examination, 1988</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5) Anderson, DR, Testing the Field of Vision, 1982</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6) Harrington, DO, The Visual Fields, 1990</td>
</tr>
<tr>
<td>TOPT-V153</td>
<td>S. Pickel</td>
<td>Ophthalmic Dispensing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lab Manual Required—Available on Oncourse</td>
</tr>
</tbody>
</table>

26
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOPT-V174</td>
<td>Office Procedures</td>
<td>S. Pickel</td>
<td>No text required Lab exercises provided in class</td>
</tr>
<tr>
<td>TOPT-V210</td>
<td>Fabrication Practicum I</td>
<td>C. Brooks</td>
<td>No text required</td>
</tr>
<tr>
<td>TOPT-V211</td>
<td>Fabrication Practicum II</td>
<td>C. Brooks</td>
<td>No text required</td>
</tr>
<tr>
<td>TOPT-V251</td>
<td>Ophthalmic Procedures 2</td>
<td>M. Pickel</td>
<td>Primary: Stein, HA, Stein, RM, Freeman MI, The Ophthalmic Assistant, (8th Edition) Mosby 2006 Lab Exercises available on Oncourse</td>
</tr>
<tr>
<td>TOPT-V155, V254, V255 &amp; V256</td>
<td>Clinical Practicum Courses</td>
<td>S. Pickel</td>
<td>No text required</td>
</tr>
</tbody>
</table>

8/2013
Appendix E

2013-2014 Cost Estimates
Optician/Technician Program

**Tuition:** The average course load for each semester in the Optician/Technician Program is approximately 15 credit hours. Students enrolled in 12-17 credits pay a flat fee. Students taking fewer than 12 are charged by the credit hour.

<table>
<thead>
<tr>
<th>Flat Fee Rate per semester (12-17 credit hours)</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit Hour (less than 12 credit hours)</td>
<td>$279.00</td>
<td>$971.00</td>
</tr>
<tr>
<td>Per Credit Hour (more than 17 credit hours)</td>
<td>$279.00</td>
<td>$971.00</td>
</tr>
</tbody>
</table>

**Mandatory Fees:** Assessed to all students based on the number of on-campus credit and/or audit hours. [http://bursar.indiana.edu/fee_schedule.php](http://bursar.indiana.edu/fee_schedule.php)

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activity Fee (enrolled in more than three credit hours)</td>
<td>$94.94/semester</td>
</tr>
<tr>
<td>Student Health Fee (enrolled in more than three credit hours)</td>
<td>$110.22/semester</td>
</tr>
<tr>
<td>Technology Fee (enrolled in more than six credit hours)</td>
<td>$197.28/semester</td>
</tr>
<tr>
<td>Temporary Repair &amp; Rehab Fee (enrolled in more than six credit hours)</td>
<td>$180.00/semester</td>
</tr>
<tr>
<td>Transportation Fee (enrolled in more than six credit hours)</td>
<td>$62.59/semester</td>
</tr>
</tbody>
</table>

**Books/Equipment:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>$848/academic year (AY)</td>
</tr>
<tr>
<td>Equipment</td>
<td>$350/1st academic year (AY)</td>
</tr>
</tbody>
</table>

**Room & Board:** This is based/estimated on living in the IU Halls of Residence, but may instead include rent, utilities and food for the 9 month academic year period for someone living off-campus. (A dependent student is one who is required to provide parent data on the FAFSA.)

<table>
<thead>
<tr>
<th>Type of Student</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent Student</td>
<td>$9,162/AY ($1,018/month)</td>
</tr>
<tr>
<td>Independent Student</td>
<td>$13,396/AY ($1,488/month)</td>
</tr>
</tbody>
</table>

**Transportation:** These estimated expenses are for general transportation: e.g. bus pass, 3 roundtrips home, or if for an independent student, the operation of a vehicle.

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent</td>
<td>$870/AY</td>
</tr>
<tr>
<td>Independent</td>
<td>$3,328/AY</td>
</tr>
</tbody>
</table>

**Miscellaneous:** This estimated category includes other personal expenses like laundry, toiletries, clothing, immunizations, etc.

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent</td>
<td>$2,092</td>
</tr>
<tr>
<td>Independent</td>
<td>$4,588</td>
</tr>
</tbody>
</table>

For a list of all the applicable fees for all credit hour levels and/or programs, please visit: [http://bursar.indiana.edu/fee_schedule.php](http://bursar.indiana.edu/fee_schedule.php) and select the category drop-down box for each type of fee.

Revised 08/2013
Appendix F

Indiana University School of Optometry Clinic Dress Code Policy

TO: All Faculty, Staff, Students, and Work Studies
FROM: Dr. Pence, Associate Dean, Clinical and Patient Care Services
DATE: August 1st, 2011
RE: Clinic Dress Code Policy

Indiana University School of Optometry Clinic Dress Code Policy

The purpose of the Dress Code Policy is to provide a uniform guideline that reflects an appropriately professional atmosphere as a health care facility to all patients and other visitors.

This Dress Code Policy applies to all faculty, residents, students, staff, and work studies whenever on the clinic premises. If you enter any of our clinics for any reason i.e., research, discussion, checking on schedules, looking for classmates or colleagues, etc, you must conform to the clinic dress code.

Student violation of this policy may result in dismissal from clinic resulting in an “unexcused” absence (“F” for the day and make-up time required).

Name Tags

All faculty, residents, students, staff and work studies must be identified by a name tag while on the clinic floor. The name tag should be kept current.

Lab Jackets/Coats

General Comments: lab coats should be clean and pressed at all times and are required during patient care activities unless climate control problems are present in the clinic. The shirt worn beneath the lab coat should be appropriately modest.

Faculty: A lab coat (long length, white).
O.D Students and Optician/Technician Students: a lab jacket (short length, white).
Clinic Staff, hourly and work study: Scrubs or short white lab coat are required when present in the clinic.
Dispensary Staff: No lab coat is required but all dispensary personnel are required to dress in professional office attire.

Proper Attire: Good common sense and professionalism should dictate daily attire.
Be attentive to all aspects of your personal hygiene.

Hair should be clean and well groomed. Long hair should be tied back. Dramatic styles are not appropriate. Do not come in with wet hair.

Shoes should be appropriate. Closed toe shoes are strongly recommended. Sport tennis shoes are not considered appropriate. Appropriate hosiery or socks are to be worn at all times.

Jewelry should be kept to a minimum. Jewelry in the brow, nose, lip or tongue is not considered appropriate.

Clothing styles and fit should be appropriately modest, clean and pressed. T-shirts under cardigan sweaters are not
considered appropriate. Sweatshirt material is not considered appropriate. Baggy “sagging” pants are not appropri-
ate.

**Women:** Make-up should be kept light.

Dress slacks, Dress blouses or tailored shirts are appropriate. The blouse or shirt should be appropriately discreet.

Dresses, skirts and dress walking shorts should be of modest length (no more than 2 inches above the knee) and
should be worn with appropriate hose and shoes. Mini-skirts, and revealing necklines, exposed midriffs and spa-
ghetti straps are not appropriate.

**Men:**
Dress slacks, dress shirts and ties are appropriate. Casual shirts are not considered appropriate, even when worn
with a tie.

8/2011
Appendix G

Indiana University School of Optometry Clinic Immunization Policy

All students entering the Indiana University School of Optometry (IUSO) Optician/Technician Program must meet the immunization requirements of both the University and Indiana Code 20-12-71. IUSO students will not be allowed to enroll in classes until immunization requirements have been fulfilled.

To comply with the requirements, you must provide documentation of the following immunizations:

- Two measles, one mumps, and one rubella (2 MMR vaccines acceptable; first MMR must be given after 1967 and not before first birthday), or a physician’s written statement of immunity to measles and mumps due to having had the infection. Students born before January 1, 1957, are exempt from the MMR requirement.
- Tetanus/diphtheria (Td booster) within past 10 years, **tetanus toxoid is NOT ACCEPTABLE.**
- Tuberculin skin test (Mantoux only) prior to the start of the first semester at IUSO, within 6 months for American citizens and 6 weeks for international students; must be administered and read in the United States by a registered nurse or physician within 48-72 hours. Need signature of doctor or nurse reading results.
- The student must provide a signature that indicates information regarding the risks associated with meningococcal disease and the benefits of vaccination have been reviewed.

Additionally the IUSO requires:

- Annual Tuberculin skin test (Mantoux only) for all students, staff and faculty providing eye care to the public through one of our clinics or external clinical programs. If you have tested positive on a Tuberculin skin test you must provide documentation that you have completed the treatment program, or have a doctor’s statement and radiology report stating that you are disease free.
- Hepatitis B immunization series (three vaccinations). Hepatitis B is a viral disease that attacks the liver. There is currently no cure for hepatitis B. Each year an estimated 140,000 Americans become infected with Hepatitis B. Also, approximately 1 – 1.25 million people in the United States are chronically infected and are considered to be carriers of the virus.
- CPR and AED certification: The IUSO accepts only American Red Cross or American Heart Association certification.

Acceptable documents consist of one of the following:

- Completion of the IUSO student immunization form with signature of physician or registered nurse.
- Physician’s statement showing the month, day and year during which the vaccinations were administered or infection was experienced. Generally, physicians do not charge for this service.
- Copy of your immunization record from high school or another post secondary institution.
- Personal record maintained by you or your family showing the month, day, and year during which the vaccines were administered.
- Documentation submitted will be reviewed for accuracy and completion, and you will be notified if there is a discrepancy.

Exceptions for Immunizations

Exceptions may be made for meeting state requirements under certain conditions, such as health circumstances which contraindicate immunization, pregnancy, or participation in a current sequence of immunizations. A written statement from a physician is necessary in all health circumstances.

The IUSO Student Immunization Form, when completed and verified by physician/registered nurse’s signature and/or immunization documentation will fulfill the requirements of the IUSO. The documentation must be mailed, delivered or faxed to the IUSO Student Administration prior to the start of your first semester at IUSO. The fax number is 812-855-4389. Please confirm that a complete immunization record is on file by calling 812-855-1917 or by e-mailing jmingri@indiana.edu.

8/2008