Welcome to the Indiana University Language Workshop!

This handbook will help you prepare for your Workshop experience and make the most of your time with Indiana. It will tell you what to expect, what you need to do when, how to do it, and how to avoid common pitfalls.

We are glad that you are here and we look forward to working with you this summer!

-- Your Workshop Staff
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE OF CONTENTS</td>
<td>2</td>
</tr>
<tr>
<td>ABOUT THE PROGRAM</td>
<td>4</td>
</tr>
<tr>
<td>CONTACTING THE LANGUAGE WORKSHOP</td>
<td>4</td>
</tr>
<tr>
<td>EMERGENCY CONTACTS</td>
<td>4</td>
</tr>
<tr>
<td>IMPORTANT DATES</td>
<td>5</td>
</tr>
<tr>
<td>THE IMMERSION CONTRACT</td>
<td>5</td>
</tr>
<tr>
<td>What Immersion Means</td>
<td>6</td>
</tr>
<tr>
<td>Exceptions to Immersion</td>
<td>6</td>
</tr>
<tr>
<td>Why Immersion?</td>
<td>6</td>
</tr>
<tr>
<td>What about Students in Other Languages?</td>
<td>6</td>
</tr>
<tr>
<td>THE WORKLOAD</td>
<td>6</td>
</tr>
<tr>
<td>PLACEMENT AND PROFICIENCY TESTING</td>
<td>7</td>
</tr>
<tr>
<td>Online Placement Estimate</td>
<td>7</td>
</tr>
<tr>
<td>On-Site Placement</td>
<td>7</td>
</tr>
<tr>
<td>OPI Proficiency Assessment</td>
<td>7</td>
</tr>
<tr>
<td>ACCEPTANCE, ADMISSION, REGISTRATION</td>
<td>7</td>
</tr>
<tr>
<td>Priority Admission</td>
<td>7</td>
</tr>
<tr>
<td>Rolling Admission</td>
<td>8</td>
</tr>
<tr>
<td>Late Admission</td>
<td>8</td>
</tr>
<tr>
<td>Registration and Enrollment</td>
<td>8</td>
</tr>
<tr>
<td>ORIENTATION</td>
<td>8</td>
</tr>
<tr>
<td>Orientation Sessions</td>
<td>8</td>
</tr>
<tr>
<td>PREPARING FOR THE WORKSHOP</td>
<td>8</td>
</tr>
<tr>
<td>Course and Workshop Websites</td>
<td>8</td>
</tr>
<tr>
<td>Books and Materials</td>
<td>9</td>
</tr>
<tr>
<td>Pre-Arrival Assignments</td>
<td>9</td>
</tr>
<tr>
<td>Emails</td>
<td>9</td>
</tr>
<tr>
<td>HOUSING, DINING, PARKING</td>
<td>9</td>
</tr>
<tr>
<td>Housing</td>
<td>9</td>
</tr>
<tr>
<td>Dining</td>
<td>10</td>
</tr>
<tr>
<td>Cooking in the Dorm</td>
<td>10</td>
</tr>
</tbody>
</table>
Parking

ACADEMIC MATTERS
   Academic Load and Extracurricular Activities
   Changing Classes/ Add-Drop Deadlines
   Absence Policy
   Events, Lectures, Outings
   Academic Honesty
   Bias Reporting
   Counseling and Psychological Services
   Participants with Disabilities

FINANCIAL MATTERS
   Billing Schedule
   Insurance
   Transcripts/Credit Transfer
   “CrimsonCard” Student ID

COMPUTING SERVICES
   Wireless Access
   IU Account and one.iu.edu
   IU EMail and Mail Forwarding
   IU Print Allotments

ABOUT BLOOMINGTON AND THE IU CAMPUS
   Getting to Bloomington
   Getting Around Bloomington

THINGS TO DO IN BLOOMINGTON

CAMPUS MAP
ABOUT THE PROGRAM

This handbook provides reference information and details for students of in-person, online, and overseas Language Workshop programs.

Text in RED refers to aspects of the program that have been added or changed due to Indiana University’s COVID-19 response. They are specific to summer 2021.

Text that is struck through refers to aspects of the program that have been removed from the Workshop in 2021 as part of Indiana University’s COVID-19 response.

Other text refers to regular components of the Language Workshop.

Contacting the Language Workshop

Main Office: Hamilton Lugar School of Global and International Studies (in the Global and International Studies Building) 1030
Phone: 812 855 2889
E-Mail: languageworkshop@indiana.edu
Site: http://languageworkshop.indiana.edu

People:
Business Manager                Alonso Saldivar                Global Studies 1030
Program Coordinator            Ashley Tharp                  Global Studies 1030
Manager/Project GO:            Joseph Bradshaw               Global Studies 1030
Associate Director:            Isak Nti Asare                Global Studies 1035
Director:                     Kathleen Evans                Global Studies 1031

Mailing Address: Indiana University Language Workshop
355 N Jordan Ave, Room 1030
Bloomington IN 47405-1105
USA

Willkie Dorm: Willkie Residence Hall
812-856-4804
General Information: willketr@indiana.edu
Maintenance Request: willkfix@indiana.edu

Emergency Contacts
 IU POLICE                          812 855 4111
 IU EMERGENCY INFO                 http://emergency.iu.edu/iub.html
 STUDENT HEALTH                    http://healthcenter.indiana.edu
 COUNSELING SERVICES              http://healthcenter.indiana.edu/counseling or 812 855 8711
IMPORTANT DATES

APPLICATION DEADLINES

<table>
<thead>
<tr>
<th>Scholarship Application Deadline</th>
<th>General Workshop</th>
<th>Project GO Indiana</th>
<th>Project GO Taiwan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Application Deadline</td>
<td>January 29</td>
<td>February 17</td>
<td>January 13</td>
</tr>
<tr>
<td></td>
<td>May 7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OTHER DATES

<table>
<thead>
<tr>
<th>Move-In</th>
<th>Arabic 1–5 Chinese 1 Russian 1–2</th>
<th>All Other Indiana Courses</th>
<th>Taiwan Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intake Testing &amp; Orientations</td>
<td>May 30</td>
<td>June 5</td>
<td></td>
</tr>
<tr>
<td>Session A Begins</td>
<td>May 31</td>
<td>June 6</td>
<td>June 26</td>
</tr>
<tr>
<td>Add-Drop Deadline</td>
<td>June 2</td>
<td>June 8</td>
<td>June 29</td>
</tr>
<tr>
<td>50% Tuition Refund¹</td>
<td>June 2</td>
<td>June 7</td>
<td>--</td>
</tr>
<tr>
<td>No Tuition Refund²</td>
<td>June 5</td>
<td>June 11</td>
<td>--</td>
</tr>
<tr>
<td>Session A Final Exam</td>
<td>June 30</td>
<td>July 2</td>
<td>July 23</td>
</tr>
<tr>
<td>Session B Begins</td>
<td>July 1</td>
<td>July 6</td>
<td>July 26</td>
</tr>
<tr>
<td>Add-Drop Deadline</td>
<td>July 2</td>
<td>July 7</td>
<td>July 27</td>
</tr>
<tr>
<td>50% Tuition Refund³</td>
<td>July 2</td>
<td>July 8</td>
<td></td>
</tr>
<tr>
<td>No Tuition Refund⁴</td>
<td>July 5</td>
<td>July 10</td>
<td></td>
</tr>
<tr>
<td>July 4 Holiday</td>
<td>July 5</td>
<td>July 5</td>
<td>N/A</td>
</tr>
<tr>
<td>Session B Final Exam</td>
<td>July 29</td>
<td>July 29</td>
<td>August 19</td>
</tr>
<tr>
<td>Classes end</td>
<td>July 30</td>
<td>July 30</td>
<td>August 20</td>
</tr>
<tr>
<td>Move-Out / Departure</td>
<td>July 31</td>
<td>July 31</td>
<td>August 21</td>
</tr>
</tbody>
</table>

Classes do not meet on Monday, July 5, in observance of U.S. Independence Day

THE IMMERSION CONTRACT

The Immersion Contract is a key component of Workshop Arabic, Chinese, and Russian classes.

Students of Arabic, Chinese, or Russian commit to speaking only the language of study between the Opening Ceremony of the Workshop and the Closing Ceremony (and the equivalent events in Taiwan).

¹ Students who withdraw after this date receive a 50% tuition refund for Session A courses
² Students who withdraw after this date receive no tuition refund for Session A courses
³ Students who withdraw after this date receive a 50% tuition refund for Session B courses
⁴ Students who withdraw after this date receive no tuition refund for Session B courses
Students of BCS or Uzbek commit to speaking only the language of study during the overseas portion of their program.

**What Immersion Means**

By signing the Immersion Contract, students commit to speaking the language of study whenever feasible, including:

- in the dorm
- while with a tutor or activity or conversation partner
- any time they are with an instructor of their language
- any time they are with another Workshop student of their language
- any time they are at a Workshop event or activity in their language

**Exceptions to Immersion**

The immersion requirement can be lifted during class *at the discretion of the instructor*. Most instructors will permit limited use of English for the sake of clarity during structural explanations that may be difficult or impossible to explain in the language of study. Outside of class, instructors will not speak English with immersion students except in emergencies.

The other major exception to immersion is interactions with Indiana University staff, including dorm staff, academic advisors, Workshop advisors, etc.

**Why Immersion?**

The purpose of the immersion commitment is to maximize the amount of exposure each student has to the language of study, and to increase the amount of time each student spends communicating in that language. Exposure even to less-than-perfect language can help develop language skills (for example by recognizing and correcting errors in others).

**What about Students in Other Languages?**

Students of other languages do not sign an Immersion Contract, but are expected to support the immersion students by helping them honor their commitment to speak only Arabic, Chinese, or Russian.

**THE WORKLOAD**

Accelerated language learning is very time intensive. In addition to 4 hours of class each weekday, students participate in extracurricular cultural events, language tables, group activities in their language and more. Students of Arabic, Chinese, Korean, Japanese, Russian, and Turkish will also have daily drill and conversation sessions. Homework loads range from 3-4 hours/day. Depending on the language, the daily minimum workload for successful students is 7-10 hours.

These workloads apply both in person and online. No matter what the format, students should plan to devote 7-8 hours a day to their language study in order to be successful.
Students taking multiple courses, holding part-time jobs, or maintaining busy non-academic calendars report finding it difficult to succeed in the accelerated classroom.

**PLACEMENT AND PROFICIENCY TESTING**

**Online Placement Estimate**
Participants in courses at Level 2 or above must complete a placement test before their first class. They will then receive a conservative estimate of their placement. A placement of “Level X” means: “We expect you to place no lower than level X. You may place higher during on-site placement, but we believe X is the lowest level you can expect.”

You will receive your placement estimate before you make any financial commitment to the Workshop and can withdraw without penalty if you are not able to accept a placement at that level.

**On-Site Placement**
Participants in courses at Level 2 or above will complete a second placement in Bloomington to ensure that they are enrolled at the correct level. During this placement, students can move up from their online placement level, but not down (except by student request).

*On-site placement will now be conducted online the day before classes begin.*

**OPI Proficiency Assessment**
Participants in courses at Level 2 and up complete externally administered oral proficiency assessments before their first class.

All participants complete externally administered oral proficiency assessments at the end of the Workshop.

Conducted by an independent testing company, these assessments provide an unbiased view of your progress throughout the summer and come with a nationally recognized ACTFL certificate of proficiency. ACTFL certificates are accepted in many government agencies, in some universities, and in private businesses as documentation of language mastery.

These assessments do not affect your grades or placement.

**ACCEPTANCE, ADMISSION, REGISTRATION**

**Priority Admission**
The Priority Admission application deadline is January 29, 2021. This is also the deadline for most Workshop scholarship programs. The Workshop strives to send out early acceptance

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5 ROTC Project GO students have different deadlines. See IMPORTANT DATES above.
notices and scholarship notices by the end of February and to begin the Indiana University intake process for non-IU students in March.

**Rolling Admission**
From March to May, you may apply to the Workshop for Rolling Admission without funding. During Rolling Admission, if you meet the minimum requirements for acceptance to the Workshop, and if the course you are applying for has seats open, you will be accepted immediately. If there is a waiting list, you will be placed on the waiting list in order by merit, not in order of application.

**Late Admission**
After Rolling Admission ends, only current Indiana University students may apply for Workshop classes. (This is because after that date it may be too late for a non-IU student to get through university admissions in time to join a Workshop class.)

**Registration and Enrollment**
Priority Admission and Rolling Admission students will be enrolled in Workshop classes beginning in April. Admitted students will receive details in their admission packets.

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**ORIENTATION**

**Orientation Sessions**
There are a number of mandatory orientations the weekend before classes begin.

All students complete an online Workshop orientation before classes start.
Title VIII Scholars complete a special online orientation before classes start.

Arabic, Chinese, and Russian have separate in-person orientations, as does Project GO Bloomington.

You will receive full details on your orientations in your admission packet.

**Orientation will be online in 2021. Details will be sent to each enrolled student before classes begin.**

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**PREPARING FOR THE WORKSHOP**

**Course and Workshop Websites**
Every Workshop course has a site on Canvas (canvas.iu.edu), Indiana University’s online learning management system. Canvas is the single point of information for your course, including syllabus, schedule, group communications, gradebook, etc.
You will be automatically enrolled into the Canvas site for your course. Because the Workshop spans two summer sessions, you will see two separate Canvas sites when you log in.

For example, if you are enrolled in second-year Chinese, your Canvas page will list: SU21: 2ND YEAR CHINESE 1: and SU21: 2ND YEAR CHINESE 2.

**Books and Materials**

All required texts and materials are listed in your syllabus, accessible through Canvas for all enrolled participants.

Textbooks will be available on campus at the Indiana University Bookstore ([iub.bncollege.com/](http://iub.bncollege.com/)) in the Indiana Memorial Union (900 E 7th Street) and in town or online at the T.I.S. College Bookstore ([tisbookiu.com](http://tisbookiu.com)).

Please *purchase your materials and books before the first day of class* and bring them with you. If you purchase your textbooks through a service other than the IU Bookstore or T.I.S., be sure to check the ISBN number so that you purchase the correct edition of your textbook.

**Pre-Arrival Assignments**

Some instructors will assign work to be completed *before the course begins* and submitted during the first class meeting. For example, some courses require students to learn the alphabet and/or to send an introductory email before the first class, using resources provided by the Canvas site.

Be sure to consult your syllabus early and check your email regularly in the weeks leading up to the workshop, in case your class has assignments due on day one.

**Emails**

The Workshop will communicate with you using the email address you provided in your application. It is important that you check this email address regularly.

**HOUSING, DINING, PARKING**

**Housing**

The Workshop provides on-campus housing in the Willkie Residence Hall ([https://www.rps.indiana.edu/housing/locations/Willkie/index.html](https://www.rps.indiana.edu/housing/locations/Willkie/index.html)) at an estimated rate of $32/night. Willkie features private bedrooms with basic furnishings (bed, desk, dresser). Two single rooms share one full bathroom. Laundry facilities are available. Willkie is a short walk to classes, offices and cultural events.

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6 All rates contained in this handbook are subject to change. Consult the Billing Authorization forms in your intake packet for 2021 rates.
If you are studying Arabic, Chinese, or Russian, you will live on an **immersion floor**, where only the language of study is to be spoken and where you will live alongside other students of your language and with native speakers.

**Immersion students are required to live in the language dorm**.

If you are studying another Workshop language in person, we will make every effort to house you alongside other students of your language. In very low enrollment languages, or if you apply after May 1, however, this may not be possible.

Students not staying in Willkie residence hall are responsible for making their own living arrangements.

**Dining**

On-campus dining options are limited during the summer. The Indiana Memorial Union and some dormitories will have pay-as-you-go food service available, but hours and options are limited.

The Workshop recommends that participants consider off-campus dining options. There are many restaurants near campus serving food at a range of price points. There are several grocery stores within walking distance of the campus.

For more information about on campus dining options and hours of operation, see: [http://www.dining.indiana.edu/index2.cfml](http://www.dining.indiana.edu/index2.cfml)

For information about campus meal plans, see: [http://www.dining.indiana.edu/mealplans.cfml](http://www.dining.indiana.edu/mealplans.cfml).

**Cooking in the Dorm**

Willkie dorm residents have access to a shared kitchen. The university does not provide kitchenware, so plan to bring your own or to purchase a set after your arrival. There is a shared refrigerator in each suite of rooms, however past participants have found these very crowded. Mini-fridges and microwaves are available for purchase at several stores in Bloomington, and most have delivery service.

Kitchen and shared study areas on immersion floors are subject to the immersion contract.

**Parking**

IU has a number of parking lots available to participants. For a current parking map, visit:

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7 Graduate students with 12-month leases in Bloomington and any student requesting accommodation for an approved disability or other condition may petition for an immersion housing exemption, but approval is not automatic. Housing petition instructions will be included in your acceptance packet.
Workshop participants may purchase parking permits through online parking services or at the Office of Parking Operations at:
Office of Parking Operations
Henderson Parking Garage
310 S. Fess Avenue
Bloomington, Indiana 47401
Website: https://parking.indiana.edu
Phone: 812-855-9848
Fax: 812-855-3949
Email: parking@indiana.edu
Hours: Monday to Friday, 8 a.m. to 5 p.m.

Participants living in Wilkie may purchase parking permits for the Willkie dorm lot.

ACADEMIC MATTERS

Academic Load and Extracurricular Activities
Workshop classes meet 4 hours a day. Some courses will have up to 4 hours of drill or conversation sessions a week, as well as up to 4 hours a week of extramural activity (language tables, skills training, etc.) Homework loads average 2–4 hours a day. Depending on your language, you may expect 4–6 hours of class and activities time daily, plus 2–4 hours of homework, not including special events and workshops.

Given the heavy load of the Workshop, most participants find it difficult to succeed in their courses while working, taking other classes, or maintaining a busy extracurricular schedule.

Changing Classes/ Add-Drop Deadlines
If you need to change levels or to add or drop a course, please contact the Language Workshop staff for assistance. Add-Drop deadlines in the accelerated program fall on days 2 and 3 of the first week of class. After this time, late fees will apply to course changes and tuition will not be refunded in case of withdrawals.

Absence Policy
Participants who miss more than 4 hours of class over the course of either of the Workshop’s two Sessions may be asked to withdraw from the program.

Events, Lectures, Outings
In addition to events organized by individual languages, the Workshop organizes frequent extra-curricular events. These include career seminars, foreign policy talks, networking events, academic lectures, films, musical events, sports, and other cultural programs.

The Workshop events calendar is available at: http://languageworkshop.iu.edu/events.
Academic Honesty
Indiana University expects participants to uphold and maintain academic and personal honor and integrity. Review the IU Code of Student Rights, Responsibilities, and Conduct at http://studentcode.iu.edu/. Workshop instructors and staff are obligated to report violations of the code or instances of academic dishonesty and misconduct. Review the definitions of and penalties for academic misconduct at: http://studentcode.iu.edu/responsibilities/academic-misconduct.html.

Bias Reporting
Participants can report any act of discrimination or harassment based on race, ethnicity, religious affiliation, gender, gender identity, sexual orientation or disability by mailing biasincident@indiana.edu or calling the Dean of Participants office at 812-855-8187.

Counseling and Psychological Services
In addition to handling serious mental health crises, CAPS staff offer support for participants who just want to discuss problems with someone they can trust. CAPS offers counseling services in English, Mandarin, and Spanish. Contact them at http://healthcenter.indiana.edu/counseling or 812-855-8711.

Participants with Disabilities
If you need special accommodations to help you perform at your best, register with the Office of Disability Services for Participants (DSS) as soon as you have been accepted.

Whether your condition is physical, medical, learning related, psychiatric, or a temporary disability, DSS will help you achieve your academic goals.

Services do not automatically transfer from your previous school; you must apply for services at IU. Services are confidential.

Services may take time to put into place and are not retroactive; captions and alternate media for print materials may take three or more weeks to produce, so be sure to contact DSS in March or April to ensure that materials are ready for you in June. Services may not be available in all languages taught in the Workshop.

Register with IU Disability Services for Participants online at https://studentaffairs.indiana.edu/disability-services-students/request-services/index.shtml, by phone at 812-855-7578, or in person at:

Herman Wells Library
1320 10th St., Suite W 302
Bloomington, IN 47405
812 855 7578
# FINANCIAL MATTERS

## Billing Schedule

Workshop participants are responsible for paying tuition, fees, and all other charges by the due date on their bill. Every Workshop participant receives an IU email account. Check your IU email account for billing information regularly. For more on student billing, see: [https://studentcentral.indiana.edu/pay-for-college/pay-bill/index.html](https://studentcentral.indiana.edu/pay-for-college/pay-bill/index.html).

## Important Note for Out-of-State Participants

You will be charged in-state tuition, but this will be accomplished in a two-stage process. First you will be billed the full out-of-state tuition. Two to five days later, you will receive a credit to bring your tuition down to in-state rates. Do not be surprised if you see a large tuition bill during the gap between these two actions. If you a matching credit does not post to your account by the last week of the month, however, please alert Workshop staff so they can correct the problem.

## Insurance

Participants are responsible for providing their own medical insurance.

## Transcripts/Credit Transfer

Participants receive regular IU credit for their Workshop courses. To request a copy of your IU transcript, visit [https://studentcentral.indiana.edu/transcripts/order-transcript/index.html](https://studentcentral.indiana.edu/transcripts/order-transcript/index.html).

Consult the registrar’s office at your home institution for information on fees and procedures for transfer of IU credit.

## “CrimsonCard” Student ID

The CrimsonCard is the official photo ID of all Indiana University students, faculty and staff. Each Workshop in-person participant receives one free CrimsonCard. Replacement cards cost $25.

If you are an in-person student in the dorm, your CrimsonCard serves as your building key. You will also need it to access IU facilities like the recreational center and library.

Participants living off campus should procure a CrimsonCard to access IU facilities, to take advantage of IU student discounts at local merchants, and to print on campus.

The Workshop organizes a group visit to the CrimsonCard office on the first day of the program for in-person students. After that, you may obtain your CrimsonCard at any CrimsonCard office ([https://crimsoncard.iu.edu/about/office-locations.html](https://crimsoncard.iu.edu/about/office-locations.html)).

To learn more about CrimsonCard, visit [https://crimsoncard.iu.edu/index.html](https://crimsoncard.iu.edu/index.html).
COMPUTING SERVICES

Wireless Access
IU is a wireless campus with free Wi-Fi access in every building. You will need to register each of your devices the first time you connect them to the IU system.

IU Account and one.iu.edu
Your IU computing account serves as your user ID and is your login for most IU computer services. Your IU Account gives you access to your IU online services at http://one.iu.edu. This is your first stop for all services, including student accounts, grades, and Canvas.

Be sure to set up your IU computing account as soon as you receive your IU ID #, using this link: https://access.iu.edu/starterkit.

If you are having trouble with an IU computer or your account, contact University Information Technology Services (UITS) at https://uits.iu.edu/tech-help.

IU EMail and Mail Forwarding
Every Workshop participant receives an IU email account. It is important that you check it or set it to forward to an account that you can check. Even though the Workshop will contact you using the email you provided in your application, other IU offices and services will use your IU email by default.

Past participants who failed to check their IU mail have missed events and assignments and have incurred late fees because they did not see alerts regarding their IU accounts.

You can configure your IU account to forward at https://access.iu.edu/Email.

IU Print Allotments
Each in-person participant is provided a printing allotment based on the number of credits for which you are enrolled. To check your allotment and locate printers on campus, visit: https://kb.iu.edu/d/aouh.

ABOUT BLOOMINGTON AND THE IU CAMPUS

Getting to Bloomington
The nearest airport is the Indianapolis International Airport, IND, about 60 miles from campus. GO Express Travel operates hourly shuttles from IND Arrivals to the Indiana Memorial Union (IMU student union) and Willkie Residence Halls for roughly $24. For scheduling and tickets, visit:

https://www.goexpresstravel.com/airport_shuttle_schedule?gclid=EAIaIQobChMI5aq3_OSR2gYVR7bACh28-QjHEAAAYASAAEgL8DvD_BwE
Getting Around Bloomington

IU Bloomington Campus buses are free for all. For route maps and schedules, see: https://iubus.indiana.edu/index.html.

Your CrimsonCard also gives you free access to the Bloomington Transit options. For routes and schedules, see: https://bloomingtontransit.com/.

THINGS TO DO IN BLOOMINGTON

Bloomington is a vibrant and diverse town with many options for entertainment, dining, and culture. So many, in fact, that several organizations maintain events calendars. The most comprehensive include:

City of Bloomington: https://bloomington.in.gov/news

Indiana Daily Student: http://guides.idsnews.com/happenings

Indiana Public Media: https://indianapublicmedia.org/events/

Visit Bloomington: https://www.visitbloomington.com/events/

Hoosier Times: https://www.hoosiertimes.com/calendar/

Bloom Magazine: http://www.magbloom.com/events/
For a searchable campus map, see: https://map.iu.edu/iub/index.html