Facilities and Services

Employment Services of Career Services
Career Services provides services to students and alumni seeking job search assistance. Career Services Specialists are available to answer career related questions and to discuss employment procedures, job opportunities, resume writing, and interviewing techniques. Career Services also works closely with employers in order to provide direct assistance in filling their job requirements. Inquiries concerning these services should be made to: Career Services, Woody Hall B204, M/C 4703, ucsce@siu.edu, 618-453-2391, 618-453-1924 (FAX), http://careerservices.siuc.edu/

Housing
Residence Halls: Single- and double-occupancy rooms are available in University Housing residence halls for single graduate students. Neely Hall in University Park offers some floors designated for students age 21 and older. Graduate/Professional Housing is located in Wakeland Hall on Greek Row. A variety of dining plan options are available. Utilities are included.

Apartments: SIUC operates a variety of apartment complexes where graduate students may choose to live. Southern Hills has efficiency, one-bedroom and two-bedroom furnished apartments for single graduate students. All utilities are included.

Evergreen Terrace has two- and three-bedroom unfurnished apartments for married students or students with families. Utilities are provided with the exception of electrical usage. A Recreation Program offering children and adult programming is located on site.

Elizabeth Apartments offer furnished efficiency apartments, including all utilities, for single graduate students.

Wall & Grand Apartments offer two- and four-bedroom furnished apartments, housing four single students. Rent includes utilities, local phone service, Ethernet and cable television. A washer and dryer is provided in each apartment.

For more information, visit our website at www.housing.siu.edu/ or contact: Contracts Office, University Housing at 618.453.2301 or housing@siu.edu.

Parking on Campus
Students wishing to operate or park a motor vehicle on campus must apply for parking privileges at the Parking Division, Washington Square, Building B. Current information is available at website address: www.dps.siu.edu/parking.

International Programs and Services
The office of director for International Programs and Services (IPS) is responsible for developing and supporting faculty, staff, and students in international education. The office administers International Development, Study Abroad, International Students and Scholars, and international undergraduate admissions.

Primary goals include increasing the numbers of externally funded grants and contracts in the international arena for SIUC; increasing international enrollment, serving international students, and providing international opportunities for faculty and students. Units of IPS are located in the Northwest Annex B. The web address is /www.ips.siu.edu/index.html.

International Development
The Office of International Development provides university-wide leadership, coordination, and support for a variety of international activities. These activities include research and dissemination of information on external funding opportunities, development and administration of grants and contracts, maintenance of an international projects database, administration of international linkage agreements, coordination of Women and International Development activities, sponsorship of international forums, administrative support for international alumni, international student recruitment, and assistance with international visitors and protocol. A major focus of office activity is to assist faculty with grant proposals, training contracts, and related activities of an international nature.

The Office of International Development is located on the second floor of Northwest Annex, B wing (618-453-3070). Additional information can be obtained from the office Internet pagehttp://www.ips.siu.edu/ID.

International Students and Scholars
The International Students and Scholars division provides comprehensive programs and services for international students and scholars from pre-arrival correspondence to post-graduate concerns. These programs and services include processing of undergraduate admission applications, serving as liaison with foreign governments and sponsoring agencies, providing certification for foreign currency exchange, and other needs. This office has been designated by the U.S. Citizenship and Immigration Services (USCIS) as having the official responsibility for interpretation and adherence to USCIS laws and regulations as they apply to non-immigrant students and faculty. Also designated responsible officers administer proper compliance with the Exchange
Visitor Program for the University. Assistance with USCIS regulations, forms, and procedures is provided to all
non-immigrants related to University and broader community affairs.

Integral educative services include orientation programs, arrival and housing assistance, personal counseling
and referral, a *Handbook for International Students and Faculty*, a newsletter (The International Dateline), ad-
visement of international student associations, and a re-entry workshop for internationals going home.

Special programs which promote an international dimension of cross-cultural exchange to the broader
community are provided. An annual International Festival and various national day celebrations are held. The
Community Programs subdivision in cooperation with the International Friends Club coordinates a Host Family
Program, International Speakers’ Bureau, English in Action, Language Exchange, American and International
Cooking Exchange, an International Spouses Group, and a Loan Closet.

The International Students and Scholars division is located on the first floor of Northwest Annex B (618-453-
5774). The web address for the office is [http://www.ips.siu.edu/ISS](http://www.ips.siu.edu/ISS).

**Study Abroad Programs**

Study Abroad Programs coordinates overseas services for American students, including international grant
programs, exchanges, and study abroad programs. It is the central referral point for information on the student
Fulbright program and on the British Marshall, National Security Education Program, and Rhodes
scholarships. Graduate students may also participate in inter-university international exchange programs and
in travel/study programs offered during the summer and intercession periods under the auspices of this
division.

Study Abroad Programs is located on the second floor of the Northwest Annex B (618-453-7670). The web
address for the office is [http://www.ips.siu.edu/SA/aboutus.html](http://www.ips.siu.edu/SA/aboutus.html).

**Economic and Regional Development**

The University established the Office of Economic and Regional Development (OERD) in 1986 as a means to
improve the quality of life and economic climate in southern Illinois. Located in the award-winning Dun-Richmond Economic Development Center south of campus at the intersection of Route 51 and Pleasant Hill
Road, OERD administers the Small Business Development Center, Center for Rural Health and Social Service
Development, Community and Business Services, Manufacturing Extension Center, Small Business Incubator,
SouthernTECH, Southern Illinois Entrepreneurship Center, and the Southern Illinois Research Park. OERD
provides self-sponsored training programs, such as computer software training and business start-up sessions,
as well as customized corporate training. Individuals or businesses may rent space for meetings, conferences or
receptions. Space may also be leased for new business start-up or existing business expansion. Leases include
janitorial service, trash pick-up, use of copy machine and FAX, T-1 lines for internet access, and conference
rooms. Exhibition space in the beautiful Art Atrium is available for artists to display their artwork. For more
information about OERD’s programs and services, access our website at [http://econdev.siu.edu/](http://econdev.siu.edu/).

**Student Health Center**

Student Health Center supports the academic mission of the University with abroad range of health care
services that help reduce financial, emotional, and physical health barriers to achieving academic success.
Available services include: primary healthcare, dental services, pharmacy, immunizations, mental care,
wellness services, sports medicine, physical therapy, medical insurance and after-hours Dial-a-Nurse. Our
website can be accessed at [http://shc.siuc.edu/](http://shc.siuc.edu/).

**Eligibility and Fees**

Any student enrolled at Southern Illinois University Carbondale who has been assessed the Student Medical
Benefit Primary Care Fee is eligible for all on campus services. The Student Medical Benefit Extended Care Fee
is assessed each semester and funds the insurance benefits for emergency room, ambulance, specialty care,
hospitalization, outpatient surgery, in-patient mental health care and accidental death and dismemberment.
Students who have paid the Student Medical Benefit Extended Care fee spring semester are also covered during
the summer semester. Spouses of students are eligible to purchase the on-campus primary care benefits for each
semester that the sponsoring student is enrolled.

**Available Services**

*On-Campus Medical Clinic:* (618) 453-3311

The Student Health Center (SHC) provides the same primary care services offered by most private general
physicians. The SHC clinic is staffed by physicians, a psychiatrist, physician assistants, registered nurses,
psychologists, counselors and support staff. The Student Medical Benefit Primary Care Fee paid by SIUC
students includes all routine office care and a wide range of diagnostic tests including laboratory and x-ray for
only $6 per visit. Appointments may be scheduled from 7:30 a.m. to 4:30 p.m. Monday through Friday at
(618)536-2391. TDD number for the hearing impaired is (618) 453-3384.

*Dial-A-Nurse:* (618) 453-3311

After hours and weekends, a nurse is available by phone for medical care consultation and information when the
Student Health Center is closed. Dial-A-Nurse hours are 4:30 p.m. to 10:30 p.m. Monday through Friday and
weekends, 2:30 p.m. to 10:30 p.m. during the fall and spring semesters.
Immunization Compliance: (618) 453-3311
Illinois law requires proof of immunity for Tetanus, Diphtheria, Measles, Mumps and Rubella for all persons entering a four-year public or private institution of higher education before registering for a second semester. A non-refundable late compliance fee is assessed all students who fail to provide proof of immunity or have not begun to receive the necessary series of immunizations by the end of the seventh week of the semester.

Pharmacy: (618) 453-4417
Prescriptions, over-the-counter drugs, and other items are available at the pharmacy. Prescriptions from any physician may be filled. Pharmacy items may be purchased by cash, check, credit card, Debit Dawg, or billed to a student’s Bursar account. Pharmacy and prescription drug cards may not be used at the pharmacy.

Sports Medicine and Physical Therapy: (618) 453-1292
We offer a comprehensive approach towards the evaluation and treatment of activity-related injuries and physical impairments. After evaluation, recommendations are made which may include a supervised rehabilitation/treatment plan, a self-care plan or referral to a physician. Our therapy pool provides an aquatic environment for patients to facilitate the rehabilitation process.

Student Emergency Dental Service: (618) 536-2421
Good oral care is one of the easiest ways to positively impact your overall health. We offer emergency and routine dental care for students. Routine dental services are provided on a fee-for-service basis.

Wellness Center: (618) 536-4441
The Wellness Center assists students in making healthy lifestyle choices about stress management, nutrition, sexuality, and alcohol, tobacco and other drug use. Individual consultations, group experiences, skill building and support for issues impacting student health are key to the Wellness philosophy. A nurse consultation office is available at the Student Health Assessment Center in the Student Center for walk-in health information.

Disability Support Services
Disability Support Services (DSS) provides federally mandated academic and programmatic support services to students with disabilities. DSS provides readers, notetakers, interpreters, adapted testing, adapted textbooks, and other services to qualified students with disabilities. Other disability services are located throughout the University in integrated settings. DSS provides centralized coordination and referral.

In order to utilize DSS services, students generally come to the DSS office to open cases. These transactions involve interviews, reviews of student-supplied documentation, and making Disability Accommodations Agreements.

Documentation of disabilities should specify particular disabilities, be generated by appropriate professionals (medical doctors, psychologists, psychiatrists, etc.), and be reasonably current. Ideally, there should be recommendations for particular accommodations.

Students are responsible for identifying themselves to DSS, for providing documentation, and for requesting accommodations.

DSS staff try to be available on a walk-in basis, but students may ensure prompt attention by calling ahead for appointments.

DSS can be reached at: Voice (618) 453-5738; TDD (618) 453-2293, or FAX (618) 453-5700. E-mail: dsssiu@siu.edu or visit DSS website at http://disabilityservices.siuc.edu/, or come to the office in Woody Hall B150.

Center for English as a Second Language
The Center for English as a Second Language (CESL) is a unit of the Department of Linguistics on the campus of Southern Illinois University Carbondale and is staffed by members of the University faculty. The intensive English language program at CESL is open to prospective University undergraduate and graduate students, professional people, and others wanting to learn English as a second language.

Graduate students who complete or place out of the highest intensive level may enroll in a special ten-hour per week course specifically designed for their needs. Activities involving oral reports, research papers, critical reviews, and specialized readings associated with the individual student’s major field of study are included.

Graduate Teaching Assistants recommended by their departments may take a specialized course of instruction for prospective teachers. Video tapes of practice teaching are critiqued along with instruction in basic teaching techniques and methodology with a view toward improving the teacher’s delivery in the English language.

The CESL office is in Faner 3242, (618) 453-2265. The CESL web address is http://cesl.siuc.edu/.

Office of the University Ombudsman
The Office of the University Ombudsman is an impartial and confidential resource which assists individuals in resolving problems that arise within the University. The Ombudsman Office is an independent, neutral office reporting directly to the Chancellor. The office acts on complaints or suggestions from students, faculty, and staff in an attempt to ensure that members of the University community receive fair and equitable treatment within the University system. The Ombudsman Office also brings to the attention of those in authority any
inadequacies in existing University procedures that might jeopardize the rights and privileges of members of the University community.

The Ombudsman Office helps individuals resolve a broad range of problems, including academic issues, employment matters, and concerns regarding University services. Such assistance may include: advising individuals on steps to take so that their claims may be heard or their questions answered; making referrals to other offices; informally investigating claims of unfair treatment or erroneous procedures; engaging in mediation or other third-party intervention; and helping to access and understand University grievance mechanisms when informal methods are unsuccessful or unsuitable.

As an informal conflict resolution resource, the University Ombudsman Office supplements, but does not replace, any formal University channels. The Ombudsman Office maintains no institutional records, and the names of persons requesting help cannot be used in the investigation of a case without permission. Contact with the Ombudsman Office does not constitute notice to the University; however, the office can assist individuals in providing such notice to the proper administrators. The Ombudsman Office has the authority to access official records as required to fulfill its functions, but does not give legal advice or participate in any legal or formal administrative process. The University Ombudsman Office adheres to the profession’s code of ethics and standards of practice. All Ombudsman records, contacts, and communications are confidential.

The Ombudsman Office is located in Woody Hall C302; hours are 8:00 a.m. to 4:30 p.m., Monday through Friday; contact numbers are (618)-453-2411 (voice) and (618) 453-2260 (fax). More information about the office may be found at: [http://ombuds.siuc.edu/](http://ombuds.siuc.edu/).

**Policy Accommodating Religious Observances of Students**

**Admissions/Registration**

The University’s admissions process provides ample opportunity for admission and registration activities without conflicting with religious holidays and observances. However, students may receive another appointment when an appointment for admission counseling, or an appointment for academic advisement, or an appointment for registration for classes falls on a date or at a time that would conflict with the student’s observances of major religious holidays. The individual student must notify in writing the appropriate admissions officer or academic adviser of the conflict with the student’s observance of the religious holiday. That notification shall be made immediately after the student’s receipt of the appointment or at least five work days prior to the appointment time, whichever is later.

**Class Attendance**

Students absent from classes because of observances of major religious holidays will be excused. Students must notify the instructor at least three regular class periods in advance of an absence from class for a religious holiday and must take the responsibility for making up work missed.

**Examinations**

Instructors are requested not to schedule class examinations on dates that would conflict with major religious holidays. In the event an examination must be scheduled on a date that conflicts with a student’s required observance of a religious holiday, the student should be given reasonable opportunity to make up the examination. It is the student’s responsibility to notify the instructor of the class when the examination will be missed. That notification must occur at least three regular class meeting periods in advance of the absence or at the time the announcement of the examination is made, whichever is later.

**Grievance Procedure**

A student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may petition in writing as follows:

Cases involving class attendance or class examinations that are unresolved at the class instructor level may be appealed by the student by filing a petition in writing, within thirty (30) calendar days of the incident being appealed, to the chair or coordinator of the department or program in which the course is offered. In the event the case is not resolved to the student’s satisfaction at the department/program level within five (5) working days after the chair’s receipt of the petition, the student may petition in writing to the dean of the school or college to which that teaching department or program reports. The student’s petition to the school or college level must be filed with the dean within five (5) working days of the decision at the department level. Should the case not be resolved to the student’s satisfaction at the school or college level within five (5) working days of the petition filing at that level, the student may petition the Provost. If the student is still not satisfied at that level within the five (5) working day time period, he or she may petition to the Chancellor within another five (5) working days. Decisions of the Chancellor may be appealed to the President, and to the Board of Trustees if necessary, in accordance with Bylaws of the Board of Trustees.

In cases involving admissions, the grievance process should follow the time frames described above, with the initial petition being filed with the Graduate School Dean, which is the only filing point prior to the Provost.