Facilities and Services

Career Services
Career Services offers a wide variety of services to students and alumni exploring career options and offers training on how to conduct an effective job search. Professional staff are available to provide individual career advising, resume and cover letter critiques, interviewing techniques and networking opportunities with potential employers. Inquiries concerning these services should be made to: Career Services, Woody Hall B204, M/C 4703 careerservices@siu.edu, 618-453-2391; (FAX) 618-453-1924, http://careerservices.siu.edu/

Housing
Residence Halls: Single graduate students may live in on-campus residence halls. In addition to traditional floors, Neely Hall on East Campus offers floors designated for students age 21 and older. Residents may choose from three dining plans. Utilities, wireless Internet, cable television and furniture are included.

Apartments: Graduate students may live in any of our apartment areas.
- **Evergreen Terrace** offers two- and three-bedroom unfurnished apartments for married students, domestic partner students, students with families or single graduate students. Water and trash are provided. An on-site recreation program offers children and adult programming.
- **Southern Hills** offers one and two-bedroom furnished apartments for single graduate students. All utilities are included.
- **Elizabeth Apartments** offer furnished efficiency apartments for single graduate students. Utilities are included.
- **Wall & Grand Apartments** offer two- and four-bedroom all-inclusive apartments, each housing four single undergraduate or graduate students. Each apartment is fully-furnished and includes all utilities, wireless Internet, cable television and a washer and dryer.

For more information, visit us online at www.housing.siu.edu or contact the University Housing Contracts Office 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 online by going to website address: http://www.dps.siu.edu/pk_welcome.htm

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 page http://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), advisement 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
The web address for the office is:

of the Northwest Annex B (618-453-7674). The web address for the office is 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

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 Dunn-Richmond Economic Development Center south of campus at the intersection of Route 51 and Pleasant Hill Road, OERD administers the Illinois Small Business Development Center, Center for Rural Health and Social Service Development, Illinois Manufacturing Extension Center, Small Business Incubator Program, and the Southern Illinois Research Park. Additionally, the department manages several other regional projects and training programs to support entrepreneurs, inventors, and regional community partners. 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. The facility also offers exhibition space in the beautiful Art Atrium which is available for artists to display their artwork. For more information about OERD’s programs and services, access our website at www.growSI.com.

Student Health Center
Student Health Services is AAAHC accredited and is one of the largest and most comprehensive health centers in the nation. We serve as a medical facility and health information resource for a richly diverse campus community, supporting students in the achievement of their academic goals and personal development through the creation of a healthy campus. For more information, call 618-453-3311 or visit our website at www.shc.siu.edu.

OUR SERVICES INCLUDE:

SALUKI HEALTH WEB PORTAL
From the Student Health Services’ website, students can access the Saluki Health Web Portal with the SIU Network ID and Password. In the secure portal, students have many options including: make, view, and cancel appointments, send secure message to the e-nurse, complete required forms, request a prescription refill, etc. Go to our website at www.shc.siu.edu for more information.

MEDICAL CLINIC
Medical problems may interfere with your ability to succeed academically. Our Medical Clinic offers diagnostic services including lab and x-ray, treatment, and follow-up care. The Medical Clinic is known for delivering exceptional and responsive care. In most instances, students with a medical need may be seen the same day they call for an appointment. Students may schedule an appointment by accessing the Saluki Health Web Portal anytime (www.shc.siu.edu) or by calling 618-536-2391 Monday – Friday 8:00 am - 4:30 pm.

WELLNESS CENTER
The Wellness Center provides current and accurate health information about important lifestyle decisions. Our professional staff provides resources and programs in nutrition, sexual health, stress management, alcohol and other drug use, violence prevention, and other areas of Wellness that impact student success. For more information, call 618-536-4441.

COUNSELING CENTER
College is a time of change, transition and growth. At times, students find it useful to seek the assistance of a caring professional. Each year 1 out of 10 SIU Carbondale students seek services at the Counseling Center. The Counseling Center provides crisis walk-in counseling, group, individual, and couples counseling to SIU Carbondale students. Our staff of professional psychologists and counselors is trained to help you discover ways to cope more effectively with problems in day-to-day living. The staff has a commitment to meet the needs of individuals from diverse backgrounds including differences of culture, race, gender, sexual orientation, ability, and religion/spirituality. For more information, call 618-453-5371.

SPORTS MEDICINE & PHYSICAL THERAPY
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 patients an aquatic environment to facilitate the rehabilitation process. Call 618-453-1292 for an appointment.

PSYCHIATRY
Students can experience psychiatric difficulties which interfere with their academic and personal lives. The Psychiatric Clinic is staffed with a psychiatrist, psychiatric nurse, who
work closely with the psychologists and mental health professionals at the Counseling Center. Services include psychiatric evaluation and medication management. Call 618-453-4346 for an appointment.

STUDENT DENTAL SERVICE
Good oral care is one of the easiest ways to positively impact your overall health. We offer emergency, routine and preventive dental care for students. Routine dental services are provided on a fee-for-service basis. For an appointment or more information, call 618-536-2421.

PHARMACY
We have a full service pharmacy. You may fill prescriptions at our pharmacy from any licensed physician. In addition to prescriptions, the pharmacy has a selection of over-the-counter items available for purchase. You may purchase all pharmacy items with normal payment methods or by charging it to your Bursar account or Debit Dawg. Private insurance and medicaid cards are not accepted. For pharmacy information, call 618-453-4417.

INSURANCE BENEFITS
The Student Medical Insurance Plan provides health insurance coverage that complements the on-campus primary care services with benefits for off-campus services such as hospitalization, surgery and specialty care. Most students are automatically enrolled in the Student Medical Insurance Plan as a condition of SIUC enrollment. Students with other health insurance coverage may be eligible for a refund of a portion of this fee. For more information go to our website at www.shc.siu.edu or call 618-453-4413.

IMMUNIZATION COMPLIANCE
Illinois law requires that all students born after January 1, 1957, show proof of immunity to tetanus, diphtheria, measles, mumps and rubella. All international students, regardless of date of birth, must also complete a tuberculosis screening at the Student Health Center. Students cannot register for classes until compliance requirements are met. Elective immunizations such as meningitis, hepatitis, flu and travel vaccinations are also available. Call 618-453-4326 for more information.

AFTER-HOURS
For after hours emergencies, call 911 or go to the emergency room. Your Student Medical Insurance will not cover non-emergency ER visits.

Student Health Services
374 E. Grand Avenue
Mail Code 6740
Carbondale, IL 62901
Ph: 618-453-3311
Fax: 618-453-4449
Email: shcinfo@siu.edu
www.shc.siu.edu

Disability Support Services
The University is committed to making all services, programs, and activities equally accessible to students with disabilities in integrated settings. Disability Support Services (DSS) provides federally mandated academic and programmatic support services to students with disabilities. DSS provides note takers, sign language interpreters, speech to text, adapted testing, adapted textbooks and course materials, 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, reviewing student-supplied documentation, and completing Disability Accommodation 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 tries 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. Visit the office website at http://disabilityservices.siu.edu/ or come by 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, professionals 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 Graduate Student English course specifically designed to prepare them for graduate studies. Activities involving oral reports, research papers, critical reviews, and specialized readings associated with the individual student’s major field of study are included.

International Graduate Teaching Assistants recommended by their departments may take a specialized course of instruction for prospective teachers. This course includes oral language, aspects of culture that affect the classroom and teaching strategies. Mini-lessons delivered by ITAs are recorded and critiqued 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.siu.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 matters, employment concerns, and issues 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. The office however, 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 the functions of the office. The Ombudsman and staff are not attorneys and do 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 and (618) 453-2260 (fax). More information about the office may be found at http://www.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 working 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.

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