

## Facilities and Services

### University Career Services

Career Services offers a wide variety of services to graduate students and alumni. From helping students research careers in their field of study to helping them connect with potential employers, Career Services is here to assist graduate students with their career and professional development needs. Services included: career research, resume critiques, curriculum vitae critiques, cover letter critiques, research and teaching statement reviews, mock interviews, salary negotiation, career fairs, on-campus interviews. Check out the services and resources online at [careerservices.siu.edu](http://careerservices.siu.edu) or visit us in the Student Services Building, Suite 179. Appointments can be scheduled by calling University Career Services at (618) 453-2391.

### University Housing

Many SIU Carbondale graduate students live on campus. Our on-campus apartments and residence halls offer professional, live-in staff; convenient locations; 24-hour emergency maintenance; air-conditioning and laundry facilities. Amenities vary.

#### Apartments

Evergreen Terrace Apartments offers two- and three-bedroom unfurnished apartments. A computer lab is located on site. Programs and activities for adults and children are available.

*ELIGIBILITY: SIU Carbondale students with up to four children, married students, domestic partner students and single graduate and undergraduate students.*

Wall & Grand Apartments offer two- and four bedroom fully-furnished, all-inclusive. Each apartment houses four students and includes all utilities, cable and wireless Internet, a complete kitchen and washer/dryer in each unit. Accessible and co-ed apartments are available

*ELIGIBILITY: Single SIU Carbondale sophomore, junior, senior and graduate students of any age and freshmen age 21 and older.*

Elizabeth Apartments offer furnished efficiency apartments.

*ELIGIBILITY: SIU Carbondale single graduate students.*

#### Residence Halls

Single students may live in an East Campus or West Campus resident hall. The traditional residence hall contract includes a dining plan, all utilities, air-conditioning, wireless Internet and cable television. Designated junior/senior housing is available.

#### Contracts

Students may apply online for an apartment or contract online for a residence hall once they are admitted to SIU Carbondale. More information is online at [housing.siu.edu](http://housing.siu.edu). Direct questions to the University Housing Contracts Office at (618) 453-2301 or [housing@siu.edu](mailto:housing@siu.edu).

### Parking On Campus

Graduate students parking a motor vehicle on campus must display a valid and appropriate parking permit obtained from the Parking Division. The Parking Division of the Department of Public Safety assists students with parking on campus by issuing a parking decal or a temporary parking permit for individuals with short-term parking needs. Parking regulations are

enforced twenty-four hours a day, seven days a week and can be reviewed at our website. Applications for parking privileges can be completed online at <http://www.parking.siu.edu>. The type of decal an applicant is eligible to receive and the date of purchase determines decal cost. Graduate students with an assistantship do not qualify for faculty/staff decals.

The Parking Division office is open 7:30 a.m - 4:30 p.m. Monday through Friday. After hours, please contact the SIU Police Department for parking guidance at (618) 453-3771.

Please visit the Department of Public Safety website at <http://www.parking.siu.edu> for additional parking information and policies or contact us at (618) 453-5369 or [parkingsupervisors@dps.siu.edu](mailto:parkingsupervisors@dps.siu.edu).

### Center for International Education

The office of the director for Center for International Education (CIE) 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 SIU; increasing international enrollment, serving international students, and providing international opportunities for faculty and students. Units of CIE are located at 425 Clock Tower Drive in the northwest section of Woody Hall facing the clock tower.

### 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 at 425 Clock Tower Drive in the northwest section of Woody Hall facing the clock tower (618-453-7674). The web address for the office is [www.cie.siu.edu/internationalstudents](http://www.cie.siu.edu/internationalstudents).

### International Students and Scholars

The International Students and Scholars division provides comprehensive programs and services for international students and scholars from prearrival 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 des-

ignated 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 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 at 425 Clock Tower Drive in the northwest section of Woody Hall facing the clock tower (618-453-5774). The web address for the office is [www.cie.siu.edu/internationalstudents](http://www.cie.siu.edu/internationalstudents).

## Study Abroad Programs

Study Abroad Programs coordinates overseas services for American students, including international grant programs, exchanges, and faculty-led Global Seminars. 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 at 425 Clock Tower Drive in the northwest section of Woody Hall facing the clock tower (618-453-7670). The web address for the office is [www.cie.siu.edu/sa](http://www.cie.siu.edu/sa).

## 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. OERD's mission is to establish and support an environment to foster innovation, commercialize University discoveries, and advance entrepreneurship and economic development within SIU and throughout the region. Located in SIU Research Park south of campus across from Saluki Football Stadium, OERD administers the Illinois Small Business Development Center at SIU, International Trade Center, Illinois Manufacturing Excellence Center, The Small Business Incubator Programs including the Saluki Innovation Lab and Saluki Ventures, Community Development and Outreach, Business Innovation and Research, and SIU 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 in the Dunn-Richmond Economic Development Center for meetings, conferences

or receptions. Space may also be leased within the Research Park for new business start-up or existing business expansion. For more information about OERD's programs and services, access our website at [www.econdev.siu.edu](http://www.econdev.siu.edu).

## Student Health Services

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](http://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 their SIU Network ID and Password. In the secure portal, students have many options including: make, view, and cancel appointments, send secure messages to the e-nurse, complete required forms, request a prescription refill. Go to our website at [www.shc.siu.edu](http://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 an urgent 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](http://www.shc.siu.edu)) Monday–Friday 8:00 am - 4:30 pm.

#### Wellness and Health Promotion Services (WHPS)

WHPS 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, and other areas of wellness that impact student success. For more information, call 618-536-4441.

#### Counseling and Psychological Services (CAPS)

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 CAPS. Counseling and Psychological Services 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. CAPS is located in the Student Health Center on the second floor, Room 253. For more information call 618-453-5371 or visit our website [www.shc.siu.edu](http://www.shc.siu.edu).

### 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 and 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 SIU Carbondale enrollment. Students with other health insurance coverage may be eligible for a refund. For more information go to our website at [www.shc.siu.edu](http://www.shc.siu.edu) or call 618-453-4413.

### Immunization Compliance

Illinois law requires that all students born after January 1, 1957, provide documentation for two (2) vaccinations against Measles, Mumps, & Rubella (MMR) after the age of one (1), and Tetanus Diphtheria (Td, Tdap, Dt, DPT) within the last 10 years. All international students, regardless of date of birth, must also complete a tuberculosis screening at the Student Health Center and provide additional documentation of three Tetanus Diphtheria vaccinations, one of which is within the last 10 years. Elective immunizations such as Meningitis, Hepatitis, Flu and travel vaccinations are recommended and available but not required. Call 618-453-4326 for more information.

For after hours emergencies, call 911 or go to the emergency room. Your Student Medical Insurance will not cover non-emergent 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](mailto:shcinfo@siu.edu)  
[www.shc.siu.edu](http://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 Accommodation Forms.

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: [dsss@siu.edu](mailto:dsss@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 instruc-

tion 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.

Conditional admissions for English language proficiency are available only with departmental approval. For the English language proficiency requirement to be met, students must successfully complete and pass Graduate School English (GSE) AND submit a minimum TOEFL score as required by the student's individual department. All admissions requirements will be reflected on students' admission letters.

The CESL office is in Faner 3242, 618-453-2265. The CESL web address is <http://www.cesl.siu.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.