

Facilities and Services

University Career Services

Career Services offers a wide variety of services to undergraduate, 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 include career research, resume critiques, curriculum vitae critiques, cover letter critiques, research and teaching statement reviews, mock interviews, salary negotiation, job fairs, on-campus interviews. Check out the services and resources online at careerservices.siu.edu or visit us in the Student Services Building, Suite 110. 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 apartments. 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 apartments. 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 on-campus residence halls. The traditional residence hall contract includes a dining plan, all utilities, air-conditioning, wireless internet and cable television.

Contracts

Contract and application information is available online at housing.siu.edu. Direct questions to the University Housing Contracts Office at 618/453-2301 or 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 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 parking.siu.edu for additional parking information and policies or contact us at 618/453-5369 or 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 cie.siu.edu/international-partnerships.

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 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 international students returning 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 website for the office is cie.siu.edu/internationalstudents.

Study Abroad Programs

Study Abroad Programs coordinates overseas services for domestic and international 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 Boren Award, and Gilman Award. 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 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, Illinois Manufacturing Excellence Center, The Small Business Incubator Programs including the Saluki Innovation Lab and Saluki Ventures, The Center for Innovation, The Center for Delta Studies, 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. 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 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. The Student Health Center is open Monday – Friday from 8:00 a.m. to 4:30 p.m. For more information, call 618/453-3311 or visit our website at www.shc.siu.edu.

OUR SERVICES INCLUDE:

Health Insurance Benefits

SIUC offers a student health insurance plan to provide off campus healthcare coverage such as emergency care, hospitalization, surgery and other specialty healthcare services. This ACA compliant plan is designed specifically for SIU students and features a national provider network, low deductibles, low copays and low out of pocket costs to students and qualified dependents. The student may add dependent coverage during the enrollment period or certain life qualifying events. Students with comparable health coverage may waive the fee by the posted deadline. Domestic students must complete the online waiver form and international students must call or visit the Student Health Services insurance department. Students still have access to the Student Health Center even if they waive the Student Health Insurance Plan because students pay the Student Health Fee as part of their tuition.

Immunization Compliance

Illinois law requires that all students comply with Immunization Law (Act 85-1315). Individuals born after January 1, 1957, must provide documentation of Diphtheria, Tetanus, Pertussis, Measles, Mumps, and Rubella. Additional proof of Meningococcal conjugate is needed for students under 22 years of age. All international students regardless of date of birth must complete a tuberculosis screening at the Student Health Center upon arrival. Records must be in English. Elective immunizations such as Hepatitis, Flu and travel vaccinations are recommended and available but not required. You may obtain your immunization records from you physician, local health department, high school, or previous university. You may email records to immunizations@siu.edu, fax 618/453-4452, or mail to Student Health Center. For specific immunization requirements visit go to the Immunizations website at www.shc.siu.edu/immunizations or call 618/453-4326. Immunization records must be on file at SHC before the tenth day of class to avoid a registration hold.

Saluki Health Portal

From the Student Health Services' website, students can access the Saluki Health 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 and request a prescription refill. 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 an urgent medical need may be seen the same day they call for an appointment. Students may schedule an appointment during regular business hours by accessing the Saluki Health Portal from their personal device or computer, 24 hours a day, seven days a week.

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/counseling.

Psychiatry

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

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 sexual health, stress management, suicide prevention, alcohol and other drug use, and other areas of wellness that impact student success. For more information, call 618/536-4441.

Pharmacy

We have a full service pharmacy. You may fill prescriptions at our pharmacy from any licensed provider. 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.

Optical

Marion Eye Centers and Optical has a satellite office located on the first floor of the Student Health Center building. This is a private business not affiliated with Student Health Services. To

make an appointment, call 618/549-0615

Sports Medicine

The Orthopaedic Institute of Southern Illinois has a therapy center located on the first floor of the Student Health Center building. This is a private business not affiliated with Student Health Services. To make an appointment, call 618/453-1292.

After Hours Emergency

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

After Hours Non-Emergency

Non-emergency after hours care is available at SIH Medical Group Prompt Care 618/549-5361 or Shawnee Health Services, Same Day at 618/519-9200.

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
shc.siu.edu

Disability Support Services

The Office of Disability Support Services (DSS) is committed to assuring that students with disabilities receive equal, effective, and meaningful access to all campus programs, resources, and services. We recognize that diversity of abilities is a source of excellence, enrichment, and strength for all members of the university community. Our staff coordinates and provides support services to students with disabilities and works closely with faculty and staff in an advisory capacity. We provide disability education awareness to help insure equal access within courses, physical structures, and in the online environment. Students can contact the office to arrange an initial appointment with a staff member or inquire about available resources and services.

disabilityservices.siu.edu

P: 618-453-5738

F: 618-453-5700

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 Non-Tenure Track 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.

Among International *Graduate Teaching Assistants*, who must be tested for English language proficiency, some are required to take a specialized course of instruction depending on their level. 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 admission to the University at the graduate level, which requires improvement of English language proficiency before admission to full-time degree work, is available only with departmental approval. For this 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 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.