



THE OFFICE OF THE DEAN
OF STUDENTS

OFFICE OF
STUDENT AFFAIRS



THE BASICS

EVERYTHING
YOU NEED
TO KNOW

2006-2007



THE BASICS

EVERYTHING YOU NEED TO KNOW

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RIGHTS AND RESPONSIBILITIES

Dear Student:

On behalf of the entire staff of the Office of Student Affairs, I am pleased to welcome you to the Northeastern Illinois University Community. Northeastern is rich in tradition and offers many outstanding academic, co-curricular, and career opportunities for students.

We want you to make a successful transition into your new community and have designed the Student Survival Kit to assist you in becoming more familiar with the campus. By investing some time now to learn about the numerous education opportunities, student support services, and policies and procedures at NEIU, you will take some critical first steps toward ensuring your success as a student.

The Student Affairs staff and I encourage you to read and keep the Student Survival Kit for future reference. It's a great resource to hold on to as questions come up in the future and can improve the quality of your experiences both on and off-campus.

All the best,



Melvin C. Terrell, Ph.D.
Vice-President for Student Affairs

SECTION I

Northeastern Illinois University is a global university located in Illinois' most international city, Chicago. With over 80 undergraduate and graduate majors, Northeastern is both comprehensive and international.

Northeastern is the most diverse university in the Midwest, according to U. S. News and World Report rankings. The University is also highly ranked nationally for its graduation rate of minority students. These statistics highlight a key component of the University's educational philosophy: learning from and working with people of different backgrounds is essential preparation for life in an increasingly multi-cultural world.

Northeastern is likewise committed to being a "student centered" university that helps its students succeed in school and in life. And it is committed to offering a high quality, affordable education through low tuition and financial aid for both full- and part-time students.

The president of the university is accountable to the chair of the Board of Trustees of Northeastern Illinois University for the administration of the institution. The president is assisted by the provost (Academic Affairs) and two vice-presidents (Finance and Administration and Student Affairs).

Under separate constitutions, faculty and students participate in the governance of the university through the Faculty Senate, Student Government, and by membership on various standing and ad hoc committees that consider and recommend policies and procedures to the president.

The Office of Academic Affairs is responsible for instruction, academic programs, and academic support services. Academic programs are offered through the College of Arts and Sciences, College of Education, College of Business and Management, Office of Academic Development, and the Graduate College. Instructional support services are provided by the Library.

In addition, the Office of Academic Affairs is administratively responsible for the Jacob H. Carruthers Center for Inner City Studies (Northeastern's campus located at 700 East Oakwood Boulevard, Chicago), El Centro (Northeastern's campus located at 3119 N. Pulaski Rd.), the Center for Teaching and Learning (located in the Ronald Williams Library), and the Offices of Academic Development, Enrollment Services, Institutional Studies and Planning, and Sponsored Programs.

The Affirmative Action Office focuses on issues relating to diversity. It is responsible for addressing student and employee concerns pertaining to harassment and discrimination on the basis of age, color, disability, national origin, race, religion, gender, sexual orientation, or veteran status.

The Office of Finance and Administration and its departments provide support and service to the entire university community. Responsibilities of this office include supervision of the Offices of University Budgets, Facilities Management, and Financial and Administrative Affairs, which includes Auxiliaries and Support Services (Bookstore, Child Care Center, Copier Services, Motor Pool, Vending, Printing Services, and Mail/Shipping and Receiving); Bursar, Controller; Human Resources; Risk Management; Purchasing; and University Computing Services.

**THE UNIVERSITY:
WHO WE ARE**

**ORGANIZATION
OF THE UNIVERSITY**

**ACADEMIC
AFFAIRS**

**AFFIRMATIVE
ACTION**

**FINANCE AND
ADMINISTRATION**

MARKETING AND COMMUNICATIONS

This area is responsible for strengthening Northeastern's image; raising awareness of the University; managing the University's contact with the media; promoting programs and events; publicizing the accomplishments of faculty, staff and students; attracting prospective students, employees, and donors; assisting departments in their efforts to obtain additional funding beyond that provided by the state; and providing programs and services for alumni, and avenues for alumni service to the University.

The departments comprising Marketing and Communications include Development, Alumni Affairs, Publications, and Media Relations. Activities of the NEIU Foundation are also coordinated by this area, including providing scholarships and other aid for students through the Office of Financial Aid.

STUDENT AFFAIRS

Student Affairs collaborates with students, faculty, and staff to meet student needs, support the institutional mission, and create a campus culture and community that is caring, ethical, service oriented, and inclusive. Its goals are to: 1) continually improve the quality of student services, 2) advocate for student needs, 3) facilitate the intellectual, physical, ethical, and social development of students, and 4) help students make successful transactions to, through, and beyond the university environment. Students are encouraged to participate in the programs offered through the following Student Affairs areas:

- Adult and Women Student Programs
- Counseling
- Campus Recreation
- Dean of Students
- Financial Aid
- Health Service including Student Health Insurance
- Placement
- Public Safety/Parking
- Scholarships/Retention
- Student Activities
- Student Employment
- Student Union
- University Events

FACULTY

Northeastern employs approximately 346 full-time and 229 part-time faculty who are committed to excellence in teaching. Their varied academic backgrounds and professional accomplishments provide students with many learning opportunities.

THE COLLEGE OF ARTS AND SCIENCES

The College of Arts and Sciences is the largest of the university's colleges. It comprises 16 departments which offer bachelor's degrees in 24 majors with 33 minors, and Master's degrees in 14 different disciplines. In addition, the college is responsible for the General Education Program. As the college offers most of the general education courses, it serves all of the university's undergraduate students.

It is the goal of the college to help students develop their individual view of the world by acquiring social and cultural awareness as well as a broad knowledge of a number of disciplines. The fine arts, humanities, natural sciences, social sciences, and professional studies all contribute to enriching students' intellectual lives and enabling them to grow into more aware and responsible citizens.

**THE COLLEGE
OF ARTS
AND SCIENCES,
CONT'D**

It is a further goal of the college to provide undergraduate major programs in a variety of both traditional and career-oriented disciplines. Therefore, many departments, in cooperation with local business, industry, and social agencies, offer their majors the opportunity for field experience or internships in addition to course work.

**THE COLLEGE
OF BUSINESS
AND MANAGEMENT**

The College of Business and Management offers instructional programs which combine a liberal arts education with career preparation in Accounting, Finance, Management, Marketing, and General Business Administration. The five undergraduate major programs prepare students for professional business careers and for additional study in graduate schools of business and management. The college also offers a Master of Business Administration (MBA) degree and a Master of Science in Accounting (MSA) degree. Selective admissions requirements must be met for admission to any degree program.

Students intending to major or minor in the College of Business and Management must also fulfill the University General Education Program requirements by enrolling in mathematics, English, economics, fine arts, humanities, behavioral/social sciences, natural science, and other courses which stress written and oral communication skills.

The overall goal of the College of Business and Management is to offer high quality instruction suited to student needs and interests, job market trends, and available resources. The College of Business and Management subscribes to the standards established by AACSB International - The Association to Advance Collegiate Schools of Business.

**THE COLLEGE
OF EDUCATION**

The faculty and staff of the College of Education of Northeastern Illinois University are dedicated to excellence and innovation in education. Serving the Chicago metropolitan area, we seek to make our teaching, research, and service efforts responsive to the needs and aspirations of a diverse student body and community. The College of Education, as a fundamental component of a comprehensive public urban university, dedicates itself to becoming nationally recognized:

1. In developing professionals who will teach, train, consult, and counsel; in becoming leaders who facilitate learning, scholarship and creativity throughout life;
2. In developing, applying and disseminating research that results in new knowledge, improved practice and greater levels of achievement by instructors, learners, families, communities and organizations; and
3. By strengthening a commitment to serve schools, communities, business, industry and the professions.

To accomplish our mission, we pursue collaborative and systematic strategies which will continue to improve our teaching, learning, research, and service. We seek to utilize our location in the Chicago metropolitan area as a base upon which we will build and support teams and alliances within the university, and in all appropriate areas outside the university.

The College of Education takes an all-university approach, requiring its students to have a well-rounded general education in the liberal arts, thorough training in professional education courses, and extensive school-community clinical experiences. Students completing teacher certification programs receive entitlement to certification from the Illinois State Teacher Certification Board. Occasionally, state requirements for various certifications may change. Consult the departmental advisor regarding certification requirements.

ACCREDITATION AND APPROVAL

In 2004, the National Council for Accreditation of Teacher Education (NCATE) and the Illinois State Board of Education conducted a thorough on-site evaluation of the College of Education and awarded full accreditation to the College of Education.

THE GRADUATE COLLEGE

The Graduate College provides the atmosphere and facilities in which qualified students pursue master's degrees and join faculty in extending knowledge through research and other scholarly activities.

The Graduate College offers the majority of its course work during the late afternoon and evening hours to accommodate individuals who are pursuing a master's degree on a part-time basis. Students wishing to carry a full academic load should anticipate course scheduling limitations and plan accordingly.

Applications for most programs are accepted on a continuing basis throughout the year.

ACCREDITATION

The Graduate College is accredited by the North Central Association of Colleges and Schools. It is also a member of the Council of Graduate Schools in the United States and the Midwestern Association of Graduate Schools, and a charter member of the Illinois Association of Graduate Schools.

ADDITIONAL PROGRAMS INTERNATIONAL PROGRAMS

Study abroad makes it possible for students to spend a semester, summer, or academic year overseas while earning credit at Northeastern Illinois University towards graduation. In addition, the Office of International Programs offers sophomores, juniors, and seniors a unique opportunity to participate in 7–21 day (1–3 weeks) international study trips, which are components of specific NEIU courses.

McNAIR SCHOLARS PROGRAM (UNDERGRADUATE)

McNair Scholars is a federal TRIO program that provides academic support, funded research and travel opportunities to qualifying undergraduate students who have the desire and potential to earn an advanced degree.

Interested students should come to the McNair Scholars office at B-141 for information about the program.

NONTRADITIONAL DEGREE PROGRAMS (UNDERGRADUATE)

BOARD OF GOVERNORS DEGREE (BOG)

The Board of Governors Bachelor of Arts Degree Program is a degree program specifically designed to meet the needs of experienced adults in a manner compatible with career and family responsibilities. It enables students to complete graduation requirements through an alternative and self-paced approach to higher education.

UNIVERSITY WITHOUT WALLS (UWW)

The University Without Walls (UWW) program is a competency-based, self-paced program that leads to a bachelor of arts or a bachelor of science degree. Requiring strong motivation, self-direction, maturity, and clear academic direction on the part of the student, UWW is geared to meet the adult student's learning need and long-range goals through a course of study that allows for curricular individuality.

UNIVERSITY HONORS PROGRAM (UNDERGRADUATE)

The University Honors Program provides access to excellence to academically talented undergraduate students through a specially designed course of study and challenging classes.

Freshmen and sophomores complete General Education courses in Honors sections and upperclassmen have the opportunity to engage with faculty in research leading to the undergraduate thesis or creative project as a culminating experience.

Interested students should come to the University Honors Program office at B-141 for information about the program.

SECTION II

Being a “commuter school” means the university does not provide residence halls or campus living situations and that students travel daily from their homes and communities to campus. It does not mean that your experience as a student is less important than the people who go away to school or live on a campus. It does mean that you may have to be more assertive and develop good time management skills. Also, you will probably communicate and share more with your parents and/or family members than most residential students since you may have extra responsibilities that are a part of family living as well as maintaining a job (which most commuter students do).

The university provides services to assist you but, unlike residence halls which may require resident attendance at meetings or posting notices in dorms, you will have to locate and find what you need. This book will make that task easier.

There are many things for you to do at Northeastern Illinois University. You can attend classes and leave, or you can participate in a variety of cultural, social, recreational, and academic related activities. You can meet people, learn about a variety of cultures, or get almost any type of help/assistance you need. It is up to you. Sections III and IV will explain how to get actively involved and how to utilize available support services.

The rest of this section will offer some helpful hints for commuter students based on input from students.

Plan your trip. Remember, different times of the day as well as weather conditions will probably result in different travel times, so allow extra time if you drive. Parking availability will also vary depending on the time of day.

Plan alternative routes. This applies to students who drive as well as those who utilize public transportation.

Be safe. Try to travel with friends. Choose “busy” corners to wait for the bus. Be aware and stay alert. Remember to utilize the escort service offered by the Public Safety Office if you find your car is parked in a dark or deserted area.

Talk to people in classes and exchange names and phone numbers. This will help if you miss a class or in forming a study group.

Read the bulletin boards.

Join a club or organization.

Work on campus.

Participate in intramurals or the campus recreation program.

Attend workshops or other campus offerings.

Eat lunch in the cafeteria and talk to other people at your table.

BEING A COMMUTER STUDENT

HELPFUL HINTS FOR... TRAVEL

MEETING PEOPLE

**MAKING LIFE
EASIER**

Attend class.

Ask questions.

See your advisor, but remember, you may need to schedule an appointment.

Plan ahead.

When you are unsure, get clarification.

Read the materials you receive and follow instructions and deadlines.

Seek help before a crisis occurs.

Get a locker on campus.

Use the campus services, most are free.

Ask for help.

If you know you are going to miss a class, talk to your professor beforehand.

STUDYING

Read the syllabus.

Meet people in classes. Exchange phone numbers and form study groups.

Ask questions in class or see your professor during his/her office hours.

If you have a long commute, review or read materials on the bus/train.

Utilize the Learning/Tutorial Center - tutors can help you review and clarify course materials that may be unclear.

Time between classes? Go to the library.

Keep up with your readings and assignments.

Schedule library time as if it were a class.

SECTION III

Life does exist beyond the classroom. Becoming involved in “extra curricular” activities will enhance your years at Northeastern and help you develop and grow as an individual. Getting involved provides the opportunity to meet new people and balance an academic schedule with activities to expand cultural awareness. In addition, involvement can assist you in developing a variety of leadership, organizational, and communication skills while participating in activities that are fun and important. Campus activities can also have an impact on the campus environment including issues that directly or indirectly affect you.

More than 65 student organizations, representing a wide range of interests, are available for student participation and involvement. Listed below are the current registered activities and organizations. If you see some that interest you, stop by the Student Activities Office, SU-206, located on the second floor of the Student Union. If you do not find an organization or club you like and want to start a new one, stop by the Student Activities Office (SAO) and find out how.

ACCOUNTING ASSOCIATES
 ALPHA KAPPA ALPHA
 ALPHA PSI LAMBDA
 ALLIANCE FOR STUDENT SOCIAL WORKERS
 AMERICAN PRODUCTION AND INVENTORY CONTROL SOCIETY
 ANTHROPOS
 APOCALYPSE LITERARY ORGANIZATION
 ASSYRIAN CLUB
 BLACK HERITAGE CLUB
 BLACK HERITAGE GOSPEL CHOIR
 BLACK STUDENT MOVEMENT
 BUSINESS AND MANAGEMENT CLUB
 COLLEGIATE MUSIC EDUCATORS NATIONAL CONFERENCE
 COUNSELOR EDUCATION STUDENT ASSOCIATION
 FEMINIST MAJORITY LEADERSHIP ALLIANCE
 FINANCIAL MANAGEMENT ASSOCIATION
 FRENCH CLUB
 FUTURE HEALTH PROFESSIONALS
 FUTURE TEACHERS CLUB
 GENERATIVITY CLUB
 GAY, LESBIAN, AND BISEXUAL ALLIANCE
 GREEN CYCLE GROUP
 HILLEL
 HIP HOP ORGANIZATION
 INDEPENDENT NEWSPAPER
 INDIAN STUDENT ASSOCIATION
 INTERNATIONAL STUDENT CLUB
 INTERVARSITY CHRISTIAN FELLOWSHIP
 JUSTICE STUDIES
 KOREAN CAMPUS CRUSADE FOR CHRIST
 LIFE CATHOLIC STUDENT ASSOCIATION
 MARKETING CLUB
 MUSLIM STUDENT ASSOCIATION
 NORTHEASTERN ANIME CLUB
 NORTHEASTERN PHILOSOPHY COALITION
 NORTHEASTERN POLISH STUDENT ASSOCIATION
 NORTHEASTERN PROGRAMMING BOARD
 PAKISTANI STUDENT ASSOCIATION
 POLITICS CLUB
 PRE-LAW SOCIETY
 PROVIDENCE CAMPUS MINISTRIES
 QUE ONDEE SOLA
 SIGMA LAMBDA BETA FRATERNITY
 SIGMA LAMBDA GAMMA SORORITY
 SOCIALIST CLUB
 SPANISH CLUB
 STUDENTS AGAINST WAR

GETTING INVOLVED

STUDENT ACTIVITIES

STUDENT ORGANIZATIONS CHARTERED THROUGH SAO

STUDENT ORGANIZATIONS CHARTERED THROUGH SAO CONT'D.

STUDENT COUNCIL FOR EXCEPTIONAL CHILDREN
STUDENT GOVERNMENT ASSOCIATION
THETA CHI OMEGA
UNION FOR PUERTO RICAN STUDENTS
WZRD RADIO
YOUTH AND STUDENTS FOR A DEMOCRATIC FOREIGN POLICY

STUDENT GOVERNMENT

The Student Government represents students in matters pertaining to student welfare, student activities, student participation in university affairs, university planning and administration, and student opinion. It is an advisory body to the university administration in all functions directly affecting the student body. The Student Government consists of the Student Government Officers, Student Senate, Judiciary, and Senate Subcommittees. The Student Senate also appoints or elects students to various university committees.

STUDENT SENATE

The Student Senate represents the student body through elected senators. As the governing body of Northeastern students and student organizations, the Student Senate protects the rights and fulfills the responsibilities of student government. The Senate's involvement includes student participation in university activities, overseeing the appointment of students to university committees, safeguarding student rights, and formulating policies that affect the student body. Students are encouraged to voice their opinions by attending Student Senate meetings (held twice monthly), or stopping by the Student Government office, E-047A or calling the Student Government Hotline (773-442-4286).

STUDENT SUPREME COURT

The court is composed of a chief justice and four justices, all appointed by the president of the Student Government and approved by the Student Senate.

The court reviews decisions made by the Student Senate and its committees, may be petitioned to hear a case or an appeal by a student, and upon request, review the constitutionality of Student Senate bills and policies.

STANDING COMMITTEES

The Student Finance Committee establishes policies for the distribution of student activity fees and allocates these funds each year to qualified clubs and organizations.

The Charter and Rules Committee reviews and recommends either approval or suspension of any student organization's charter to the senate.

OTHER COMMITTEES

The Student Senate appoints interested students to a number of university committees/councils to serve as student representatives. Students do not have to be senators to be appointed. To find out more about the committees/councils listed, stop by the Student Government office, E-047A. In addition, a number of departments and programs also appoint (or elect) students to serve on committees. Check with departments or programs for more information or with the assistant dean of students for a complete listing and description of committees.

Listed below are examples of committees/councils that students are appointed to:

- Academic Satisfactory Progress Appeals
- Campus Planning Committee
- Colleges of Arts and Sciences, Business and Management, and Education: Grade Appeals
- Financial Aid Advisory Board
- General Education Program Advisory Committee
- Parking Appeals
- Student Union Advisory Board
- University Budgetary Council

CAMPUS RECREATION

The Office of Campus Recreation provides a variety of recreational opportunities to students and community members. There are six program areas within the Office of Campus Recreation.

AQUATICS

The natatorium in the PE Complex houses a 40 yard pool which includes eight 25 yard lap lanes and a diving well. The Aquatics program offers private swim lessons, water fitness classes, open swimming, the Neptune Learn-to-Swim Program for children, and special events.

FITNESS/WELLNESS

The Fitness/Wellness program includes personal training, a wide variety of group exercise classes, health/fitness assessments, as well as facilities for strength and cardiovascular training, stretching, and much more.

INTRAMURAL SPORTS

The Intramural Sports program provides a structured environment for participation in team, dual/individual sports, and special events. A variety of sports and activities are scheduled for each semester.

SPORT CLUBS

The Sport Club program enables students to participate in sports or activities at a more highly competitive or organized level. Sport Clubs often compete against Sport Clubs from other universities. Sport Clubs are formed, organized, and lead by students under the supervision of a Campus Recreation professional.

OUTDOOR ADVENTURE

The Outdoor Adventure program functions as a club. This program is lead by a Campus Recreation employee but requires extensive student leadership and organization. Elements of the Outdoor Adventure program include an indoor climbing wall, ropes course, watercraft & equipment rental. Outdoor Adventure activities include camping/skiing trips, hiking, biking, canoeing/kayaking, and much more.

INFORMAL RECREATION

Facilities inside and outside the PE Complex are available for student use during a variety of hours each day. Facilities include two gymnasiums, four racquetball courts, two fitness studios, natatorium, indoor running track, weight and conditioning room, six tennis courts, soccer/football fields, softball field, baseball field, and various other facilities. Equipment for most sports is available for check-out to NEIU students. **A valid student ID is required for access to the PE Complex at all times.**

The Office of Campus Recreation has numerous job opportunities for students throughout the year in all program areas. For further information concerning recreation programs or facilities contact the Office of Campus Recreation at 773-442-4135 (or visit the website).

If you enjoy attending but not participating, Northeastern offers a variety of programs and presentations that include stage performances, exhibits, and lectures. These events provide students and residents of the Chicago area opportunities to enjoy quality entertainment. Admission to the events is free of charge or for a nominal fee. Call 442-INFO for an updated listing of campus events.

For specific information concerning music and dance performances, contact the Department of Music. Inquiries about theater productions can be made to the Department of Communication, Media, and Theatre. Contact the Department of Art concerning questions on art exhibitions. For all other programs contact University Events.

FINE ARTS, CULTURAL AND LECTURE PROGRAMS

SECTION IV

SERVICES AND RESOURCES

One way to make life easier and your college experiences successful is to make use of the resources and support services available to you as a student. Northeastern Illinois University provides a variety of services that support your academic and personal growth and most are free of charge. In general, all you need to do is call or stop by the appropriate office. Some services may require that you make an appointment. For others, you may be able to receive assistance without an appointment. All you need to do is ask for help. No problem, whether it is of an academic or personal nature, is ever “too small” for you to receive assistance.

This section describes services and resources available to students. If you don't find the subject area you need, check the Directory of Services (phone directory) included in the Student Survival Kit. The directory of services will also give you locations and numbers for the offices and services listed in this section. If you are still unsure of where to go or what you should do, contact the Dean of Students Office for assistance.

ACADEMIC ADVISING

The Academic Advisement Center provides all undergraduate students who have not declared a major or pre-major with an assigned academic advisor. The academic advisor remains with the student until a major or pre-major is declared. Academic advisors assist in program planning, registering for classes, and understanding educational requirements as well as university policies and procedures. Advisors also provide appropriate referrals when needed.

Students who have already declared their majors or pre-majors are provided advisement in their respective major department and are assigned a departmental advisor upon declaring a major or pre-major.

The Counseling Office provides academic assistance and information as it relates to careers or difficulties with classes, i.e. test anxiety, study skills.

ADULT AND WOMEN STUDENT PROGRAMS

The Adult and Women Student Programs Office promotes the full access and involvement of adult and women students in all aspects of the NEIU student experience. The office acts as an advocate for and responds to the unique and varied needs of adult and women students. Adult and Women Student Programs is designed to assist men and women students make the transition to university life through orientation and other programs intended to help link them more closely with faculty and others on the campus. As a resource and action center, staff also assist with personal, career, and academic needs by providing advisement, referrals, support groups and workshops. The office also serves as the liaison to the Weekend Institute for other areas within Student Affairs.

ALUMNI INFORMATION/ SERVICES

The Alumni Office enhances the mutual relationship that exists between graduates and the university. All persons who have received a degree or certification from Northeastern become members of the alumni body.

As future alumni, students are encouraged to participate in networking and mentoring opportunities with graduates, as well as social and educational events sponsored by the Office of Alumni Affairs.

After graduation, alumni can still utilize university resources through the Alumni Office. Graduates may also participate in The Class Gift Scholarship Fund, which assures that future students will benefit from an NEIU education.

AUDITORIUM, FINE ARTS AND STUDENT UNION EVENTS

A number of stage performances, exhibits, conferences, lectures, and other special events are held in the Auditorium, the Fine Arts Center, the Student Union, and other campus facilities. The University Events Office assists individuals and groups with program planning and arrangements and can provide information to the community about the events. Call 442-INFO.

BOOKSTORE

The bookstore carries a full line of textbooks (new and used), trade books, paperbacks, school supplies, stationery, gifts, clothing, and Northeastern novelty items. In addition, the bookstore offers official

class rings, announcements, and cap and gowns for graduation. With proper identification, the bookstore will cash personal checks up to \$25.00 (a small service fee is charged). In addition, the bookstore sets up an on site location (for the purchase of books) at El Centro during the first week of each semester.

**BOOKSTORE
CONT'D.**

Tickets for on campus events may be purchased at the University Box Office located near the Recital Hall in the Fine Arts Center or by calling 442-INFO.

BOX OFFICE

Northeastern offers a variety of activities for participation as well as observation. For more information on programs, see Section III "Getting Involved" in this booklet.

**CAMPUS
RECREATION**

A cash station (ATM) is available during university hours in the South Corridor - Building D.

CASH STATION

The Northeastern Illinois University Child Care Center, located on campus, provides for the care of children beginning at 15 months. The center operates Monday through Friday from 7:00 a.m. to 6:00 p.m. Half and full day sessions are available. Licensed by the State of Illinois Department of Children and Family Services and accredited by the National Association for the Education of Young Children (NAEYC), the program provides quality early childhood education by utilizing the best accepted methods and principles of child care.

CHILD CARE

At Northeastern Illinois University, over 450 computer workstations are available for general student use in 15 locations across the main campus, El Centro and the Carruthers Center for Inner City Studies. These microcomputers, both PC and Macintosh, have a number of applications that include word processing, spreadsheet, database, presentation and communications. All computers are networked and have high-speed access to the Internet. Four microcomputer facilities are Technology Enhanced Classrooms where general curriculum and classroom instruction is provided throughout the semester. The largest lab on campus which is located in the B-Building has over 100 micro-computers and contains two labs for student computer literacy training. One-to-one student assistance is available from Student Computing Services personnel who are also located in the B-Building. For a complete listing of all available student computer labs, visit <http://www.neiu.edu/~scs> and click on the Computer Lab Information link.

**COMPUTER
LABS**

Coin and debit card operated copiers are available in several locations for student use.

COPYING MACHINES

The Counseling Office provides counseling services and counseling-related programs to all students of Northeastern Illinois University. All services provided by the Counseling Office are CONFIDENTIAL, as controlled by state law, and free of charge. The following is a brief overview of the types of counseling services offered. Contact the office secretary to make an appointment or to learn more about these services.

COUNSELING

Career Counseling involves working with a professional counselor to help define goals and choose career directions in your life. With the help of a counselor, you identify your own values, interests, and skills and then combine these with information about the range of career and educational options available to you.

Psychological Counseling involves working with a professional counselor to help you explore and better understand difficulties, problems, or conflicts in your life. These situations can be private and emotional (for instance, anxiety, depression, grief, or suicidal thoughts), may involve relationships with others, (friends, parents, or spouses), or focus on poor grades or work problems.

Psychological Counseling is available in individual sessions, joint couples-counseling sessions, or in small groups. Please inquire about which service is best for your needs.

Crisis and emergency interventions are also available during the office's normal hours.

DEAN OF STUDENTS OFFICE

The Office of the Dean of Students provides a wide variety of programs and services for students. It facilitates the successful transition of entering students to the university, contributes to the furthering cultural diversity on campus, enhances student growth and development, and helps students learn to take responsibility for their actions. Additionally, the office functions as a “starting point” for students who require assistance in exploring and addressing concerns and grievances. Specific services and programs include:

- Alcohol and Substance Abuse Prevention Programs/Policies
- America Reads / America Counts
- Minority Student Mentoring Program
- National Student Exchange Program
- Ombudsperson
- Orientation Programs for Entering Freshmen
- Orientation Student Leaders
- Student Judicial Affairs, including but not limited to Student Conduct Code issues and Student Appeals
- Student Volunteer Corps Program
- University Ambassadors

DEBIT CARD

An ID card can be used as a debit card in photocopiers, library microfilm printers and vending machines located around campus. The magnetic strip on the back of the ID card can be encoded with a dollar value up to \$25.00 To encode (or increase) the dollar value on an ID card, go to an “Add Value” station located on campus. Insert the card and a five, ten or twenty dollar bill and the dollar value on the magnetic strip will be increased by that amount. Each time the ID card is used for a purchase, the dollar value encoded on the magnetic strip will be reduced by the amount of the transaction.

E-MAIL ACCOUNTS

E-mail accounts are automatically created for students enrolled at Northeastern. To obtain your account information, go to the Student Computing Services website at <http://www.neiu.edu/~scs> and click on the “Student E-mail Account Look-up” icon.

Your Northeastern Illinois University account allows you to:

- Send and retrieve e-mail.
- Access the Ronald Williams Library Databases from an off-campus location.
- Store files online within your account.
- Create a personal web page which can be viewed from anywhere in the world.
- Use the printers in the NEIU Student Computing Labs.

Northeastern will increasingly use the NEIU e-mail addresses to communicate with students.

EMERGENCY ASSISTANCE

To report or receive assistance in case of a crime, fire, or accident, students should contact the Public Safety Office. If the emergency is health or medically related, Health Service is the appropriate office to contact. To report a problem related to the physical plant (i.e. restroom facilities, icy sidewalks) contact the Facilities Management Office or, if it is after business hours, the Public Safety Office.

If, as a student, you are having personal/family difficulties and need to talk with someone, a counselor in the Counseling Office is available for crisis situations.

EMERGENCY PHONES

Emergency direct dial phones are located on campus walkways and are recognizable by the blue light on top of the column that houses the phone. Students need only push the button and the phones automatically dial the Public Safety Office.

EMPLOYMENT

You can find help in getting a job in two different locations, depending on the type of work you are seeking.

The Student Employment Office provides assistance to enrolled students seeking part-time, full-time, and summer positions not requiring a bachelor’s degree. Positions may be on or off-campus.

The Placement Office assists graduating students with a variety of services. For more information, please refer to Placement Office on page 19 of this booklet.

There are many services provided to students by the Enrollment Services Center. Students may request unofficial and official transcripts, enrollment verification, current class schedule, declaration of a pre-major form and change of name/address form. In addition, the Enrollment Services Center assists students with questions regarding the evaluation of transfer credits from other institutions. Information concerning registration, grades and graduation is also provided.

ENROLLMENT SERVICES CENTER

Public Safety provides an escort service to walk students to and from campus locations including to cars in campus parking lots. The service is available and free to any student who calls Public Safety and requests an escort.

ESCORT SERVICE

The Financial Aid Office provides information on federal, state, and institutional sources of financial aid, assists with the completion of financial aid applications, interprets results of the application process, and administers the awarding process. Aid is offered in three forms: (1) scholarships and grants (money that does not have to be repaid), (2) loans (money that must be repaid), and (3) work-study employment (money that is earned by the student). Eligibility per program varies; some are "need based" or entitlements, others are based on academic achievements.

FINANCIAL AID

At Northeastern, six major programs of financial aid are offered: Federal Pell Grant, Illinois Monetary Award, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Work-Study, and Federal Stafford Loan Program (bank loans). These forms of aid are based entirely on financial "need." The "need" figure is determined through an evaluation of information presented through the Free Application for Federal Student Financial Aid by a "need analysis system" that compares a parent's/student's resources with a state, federal, or institutional student expense budget. The student's financial resources are subtracted from the budget resulting in a "need" figure.

The staff of the Financial Aid Office will also assist students who do not qualify for financial aid programs in exploring alternate funding sources. Additionally, students who are denied aid one year may be eligible the following year because of changes in eligibility requirements.

The Student Union has a full service cafeteria. Lunch (including a grill, a deli, a la carte items, and salad bar area) is served Monday through Friday. Limited service is available after lunch hours.

FOOD SERVICE

Vending areas, some with microwave ovens, are available in various campus locations and provide drinks, snacks, soups, sandwiches, etc.

All confirmed full-time undergraduates are automatically billed for Student Health Insurance regardless of any subsequent reduction in credit hours that would change their status to part-time. Students who wish to waive the insurance need to provide proof of coverage showing benefits equal to or better than Northeastern's Student Health Insurance Plan. This information will be verified by the university Cashier's Office prior to waiver acceptance.

HEALTH INSURANCE

Part-time undergraduate students who add courses during the add/drop period and become full time will be billed for health insurance; however, it remains the students' responsibility to confirm coverage with the Cashier's Office. After the add/drop period, the health insurance fee will not automatically be included in student fees, but can be added if requested.

Part-time students who are confirmed with at least 6 credit hours and graduate students may request coverage for themselves from the Cashier's Office. Students wishing to insure their dependents and/or spouses may apply for this coverage in the Health Service Office by completing an application form. Copies of the insurance brochure and insurance identification cards can be obtained from the Health Service Office.

HEALTH SERVICE

The Health Service Office provides for the health needs of Northeastern Illinois University students by promoting wellness through direct personal care, referral, and education.

The student health service fee entitles students to all of the health literature, referrals and services available in the Health Service Office. Services include:

- gynecological exams by Advanced Practice Nurse
- administering first aid for minor accidents
- various screening tests
- health education
- coordinating student health insurance
- handicapped parking permits (level 2 rate) - Temporary for a 3 week period

In addition, at a student's request, emergency medical information (including allergic reaction, special medical condition, etc.) will be kept in a confidential file.

IDENTIFICATION CARDS - STUDENT I.D.'S

ALL NEIU STUDENTS ARE REQUIRED TO HAVE A PHOTO IDENTIFICATION CARD ISSUED BY THE UNIVERSITY. Photo ID cards are issued at the Information Center of the Student Union (across from the bookstore). There is no charge for the first ID card. The charge for a replacement card is \$10.00. To obtain an ID card a student must present proof of current registration and a photo ID such as a valid driver's license or State of Illinois ID card.

Students entering the Physical Education Complex for classes, athletics or recreational activities must show their ID card to gain access to the facility. An ID card allows a student to check out materials from the library and serves as identification for university sponsored events and activities. An ID card can be used as a debit card in photocopiers and library microfilm printers. Students must also present photo identification when requesting information regarding their records at the Enrollment Services Center.

INFORMATION CENTER

The Information Center provides a number of services for students and the Northeastern community. Services include locker rental, notary, lost and found, vending refunds, sales of stamps, and discounted movie tickets.

INTERNATIONAL PROGRAMS (OFFICE OF)

The Office of International Programs offers a variety of options for students wanting to study abroad. Sophomores, juniors, and seniors in good academic standing have the opportunity to participate in 7-21 day (1-3 weeks) international study trips, which are components of specific NEIU courses. Second semester freshmen, sophomores, juniors, and seniors in good academic standing may spend a semester, summer, or academic year overseas while earning credit at NEIU toward graduation. With appropriate departmental approval, students may earn up to nine credit hours in a summer session, up to eighteen credit hours in a semester, or up to thirty six credit hours in an academic year, toward their degree.

In addition, the Office of International Programs provides services to currently enrolled international students, including advisement and administration of visa and status related matters.

INTERNATIONAL STUDENT SERVICES

For information please refer to International Programs listed above.

LIBRARY FACILITIES AND SERVICES

The Ronald Williams Library supports the university's instructional programs. Special features include:

- A Library web site (www.neiu.edu/~neilib) that provides anytime/anywhere access to a wide range of academic information resources, web sites and online library services, including e-reference
- Participation in ILLINET Online, the Library's Voyager online catalog, which searches and provides direct patron borrowing from more than 8.7 million titles and 30.7 million items held by 65 college and university libraries in Illinois
- 30 public computer workstations for student access to Library and Internet resources appropriate for academic research

**LIBRARY
FACILITIES
AND SERVICES
CONT'D.**

- Print holdings of approximately 710,000 book and periodical volumes
- Holdings of more than 1,000,000 other documents, maps, microforms, and audiovisual materials
- 3,300 current print serial subscriptions
- Licensed access to 100 web-based, electronic resources, 41 of which include full text access to articles from approximately 14,500 unique electronic journal titles
- Special research collections, including the University Archives and the Illinois State Regional Archives depository for Chicago and Cook County
- Numerous study areas suitable for quiet private study and for collaborative small group learning
- Professional reference assistance and information literacy instruction
- New classroom featuring 24 wireless laptops for hands-on, active learning
- Reserve materials support, including electronic reserves and article digitization support services
- Rapid interlibrary loan and document delivery services
- Adaptive library services for students with disabilities
- A Multimedia Learning Resource Center housing traditional AV holdings and digital media hardware and software

In addition, an attractive, modern branch library is located at the Carruthers Center for Inner City Studies, which houses a collection of 27,000 book and periodical volumes.

**LEARNING
CENTER
(TUTORING)**

Located on the 4th floor of the Ronald William's Library, the Learning Center assists students to become active and independent learners. Tutoring is provided by trained upper class or graduate students who have proficiency in the discipline in which they tutor. Assistance is also provided through individual sessions and workshops for time management, study strategies, motivation and study group organization and support. The Learning Center works in cooperation with the other student assistance areas, such as the Writing Lab, the Math Lab, Reading Lab, Special Programs, Counseling Office, Minority Mentoring Program and the Returning Adult Program, to provide an informed and coordinated approach to assist students' efforts to succeed academically at Northeastern Illinois University.

MATH LAB

The Math Lab offers free tutoring services to students enrolled in Mathematics courses at Northeastern Illinois University. Students may come to the Math Lab for assistance during the Lab's hours of operation, six days a week, including evening and weekend hours. No appointment is necessary. Special emphasis is given to assisting students taking developmental and general education (90 and 100 level) courses. The Math Lab also offers help to those students preparing for the State Teacher Certification Basic Skills Examination.

READING LAB

The primary purpose of the Reading Lab is to provide reading/testing support services to the NEIU student. The lab offers support for DEV READ registration/authorization, DEV READ students, the ECE in Reading, the ICTS, reading-to-learn strategies, reading rate and textbook analysis. It is located on the fourth floor of the library. Walk-ins are accepted, appointments preferred.

ENGLISH LANGUAGE PROGRAM

The primary goal of the English Language Program is to serve the richly diverse population of Northeastern by providing students with an opportunity to acquire the level of English language and written communication skills they need in order to succeed in higher education.

WRITING LAB

As a supplement to the English Language Program and writing instruction across the curriculum, the Writing Lab offers workshops and one-on-one tutoring as a service to all students currently enrolled in university classes in which writing is involved. Its primary goal is to talk with student writers in individualized, one-on-one sessions.

LOANS

Information concerning loan programs is available in the Financial Aid Office. Emergency student loans are available on a limited basis to students from the Bursar Office (Student Loan Department).

MCNAIR SCHOLARS PROGRAM

The Northeastern Illinois University McNair Scholars Program provides academic support, funded research and travel opportunities to qualifying undergraduate students who have the desire and potential to earn an advanced degree.

Program participants are either first generation, low income students or are members of a group underrepresented in graduate education. The McNair Program selects twelve juniors each year and works closely with them to ensure their successful completion of the baccalaureate degree and application and admission to graduate school.

MINORITY INTERNSHIP PROGRAM

The Minority Internship Program - Five University Consortium is designed specifically for full-time enrolled undergraduate and graduate students who are African-American, Hispanic, American Asian (or Pacific Islander), Native American and Alaskan Native. Selection is competitive and applicants must follow and complete the application process.

MINORITY STUDENT MENTORING PROGRAM

The Minority Student Mentoring Program, *Partners for Success*, is housed in the Office of the Dean of Students and provides qualified entering freshmen the opportunity to participate in a personalized, "one-to-one," supportive program that matches individual minority students with an interested and caring faculty or staff member. The mentor teaches the "ropes" as well as the "road map" of the university, helps in understanding unwritten rules and norms for success, guides in decision making, and enriches personal growth.

NATIONAL STUDENT EXCHANGE

This program, offered by the Office of the Dean of Students, enables students to study at one of 175 four-year accredited colleges and universities throughout the United States and its territories without losing progress toward their degree at Northeastern. Tuition costs are generally equal to or a little higher than Northeastern's costs. Students can exchange up to one full academic year and usually during their sophomore or junior year.

NVISION

Part of Northeastern Illinois University's information system that has TV monitors strategically located throughout the university complex, providing general and events information to members of the university community in a timely and easily accessible format.

OFFICE OF ACADEMIC DEVELOPMENT

The Office of Academic Development provides academic and support service programs for Northeastern students. The office is responsible for the following: Academic Advising; the Learning Center; English Language Program (ELP); Math Development Program; Reading Development Program; skills labs in math, reading, and writing; Accessibility Center/HELP; Special Programs, which includes, Project Success and Proyecto Pa'Lante; Summer Transition Program; university-wide placement and competency examinations through the Assessment and Testing Center; and University Seminar Courses.

ORIENTATION

A variety of orientation programs are offered to entering students to assist in the transition to college. All entering university freshmen are expected to participate in the University Freshman Orientation and the Family Orientation programs sponsored by the Office of the Dean of Students. Information concerning orientation is sent to each student based on admission type and special concerns/needs.

OUTREACH SERVICES

Northeastern Illinois University provides a number of satellite centers located within the communities that the university serves. Listed below are the various centers and a brief description of each one.

Jacob H. Carruthers Center for Inner City Studies (773-268-7500)
700 East Oakwood Boulevard, Chicago, Illinois 60653

The Jacob H. Carruthers Center for Inner City Studies is an educational center created to address the concerns of students in the inner city. Degrees offered include a Bachelor of Arts degree and a Master of Arts degree in Inner City Studies. Minors are available in Inner City Careers and

African/Caribbean Studies. In addition, an adult literacy program utilizing computer-assisted instruction is available for the community population.

El Centro (773-442-4080)
3119 N. Pulaski Road, Chicago, Illinois 60641

El Centro is an off-campus academic facility primarily for the Latino community. Located in the northwest area of Chicago, El Centro makes available the general education program of the University to non-traditional, part-time, and returning adult students, who are only able to take classes during the evening hours or on the weekends. El Centro is also the home for traditional first-year and transfer students. El Centro also offers courses from the Educational Leadership Program leading to a Masters degree and Illinois Type 75 Certification for educators working in bilingual schools and programs or teachers with research interests in Latino communities.

Chicago Teachers' Center (312-773-7330)
770 N. Halsted Street, Chicago, Illinois 60622

The Chicago Teachers' Center is an academic unit within the College of Education offering professional development programs cooperatively designed and led by Chicago elementary and secondary school teachers as well as faculty from the College of Education. The center's staff works with classroom teachers and Northeastern Illinois University students to provide professional support services at its site and through an outreach program to schools.

Any vehicle parked in a university parking lot or Parking facility must be registered and have the appropriate permit displayed. There is a mandatory student fee for the level 2 parking that is based on the number of credit hours that a student is enrolled. If a student does not require parking or wishes to purchase a level 1 permit, a waiver form must be signed. Students taking classes at El Centro need to register their cars at El Centro and receive an El Centro permit (not useable for main campus parking). Parking permits for designated disabled parking spaces are available from the Health Service Office. Daily permits are also available for a fee.

In addition to being ticketed for parking violations, vehicles may be impounded/booted on university property for any or all of the following reasons:

1. The vehicle/owner has accumulated three (3) or more university parking tickets and a registered letter notifying the owner that the vehicle is subject to booting has been sent to the owner's address as recorded with the Secretary of State.
2. The vehicle has been ticketed for parking in a handicapped space and a registered letter notifying the owner that the vehicle is subject to booting has been sent to the owner's address as recorded with the Secretary of State.
3. The vehicle is not displaying current registration and the Vehicle Identification Number is not visible.

To have the boot removed from an impounded vehicle, all fines owed by the owner must be paid in full.

The Placement Office assists graduating seniors and alumni by providing a variety of services including: assistance with resume writing, job interviewing, job search strategies, and searchable on-line job openings. Also, each year internship opportunities for junior and senior level students are listed with the Placement Office by both Chicago area employers and national employers. Each spring semester, a Business & Liberal Arts Job Fair is held as well as a nationwide Teachers Job Fair and a Chicago & Suburban Area Teacher Job Fair. Students and alumni can forward their resumes to job openings posted in the on-line system.

Academic assistance is available for students who are having academic difficulties and are unable to maintain their academic records in good standing. Both the Counseling Office and the Academic Advisement Center offer assistance. Students are urged to use the services when they begin to have difficulties. Often, students who seek appropriate help in the early stages of difficulty can avoid being placed on academic probation.

**OUTREACH
SERVICES
CONT'D.**

PARKING

**PLACEMENT
OFFICE
(JOB PLACEMENT)**

**PROBATION
COUNSELING**

PUBLIC SAFETY/ PARKING

The Department of Public Safety services are provided to protect and serve the University community and to help assure a campus environment contributory to the mission of the University. In addition to providing a safe campus community, the department provides escort services, emergency assistance, automobile assistance for those parked on University property, information and programming related to crime prevention and parking permits. The Campus Police Officers and administrative staff of Public Safety/Parking are always available when needed to assist any person.

REGISTRATION TTRS / TOUCHTONE TELEPHONE REGISTRATION SYSTEM

Northeastern Illinois University students register by using a touchtone phone. Students should be familiar with registration terminology listed each semester in the Schedule of Classes and in the Student Survival Kit's "Terms".

Before registering, students should complete the TTRS worksheet and carefully read all the instructions prior to calling the system. If students have difficulties they can call the Registration Office or stop in person at the Enrollment Services Center.

Helpful Hints:

- **It is important to register during advance registration. This is the best opportunity to register for the courses you want.**
- Check the dates you are assigned to register. This information is indicated on the TTRS notice mailed to you each term.
- Know your PIN number. It is the number on the TTRS notice and will not change.
- If you misplace your PIN number, you must go in person with a photo I.D. to the Enrollment Services Center.
- Do not hang up until you listen to all information, especially tuition and fees including confirmation/payment due dates. Bills and/or billing information are not mailed after each registration period. Students are responsible for confirming (paying) their registration with the cashier's office by the published due date, regardless of whether a bill is received or money is owed. This includes students who have been awarded financial aid or tuition waivers.
- Read all information in the Schedule of Classes about the Touchtone Telephone Registration System and if you still have questions, ask for assistance at the Enrollment Services Center.
- **Remember, when an instructor authorizes a student into a class, a student must also register using the TTRS by the published registration deadlines.**
- Resolve any holds that prevent registration prior to calling TTRS.

RETURNING ADULT SERVICES

The Returning Adults Program - RAP is a component of the Adult and Women Student Programs Office. Returning adult students are 25 or older, returning to school after a few years absence or starting college for the first time. RAP is designed to assist men and women in making the transition to college life. Orientation programs, counseling services, academic advising, specialized workshops, and support groups are all offered.

SCHOLARSHIPS/ GRANTS/LOANS

Since students often are faced with the dilemma of how to finance their education, Northeastern provides a variety of programs to assist students in funding their college studies. Eligibility for many scholarships and other forms of available aid are not only based upon grades, but also need, special interest and other types of criteria. The Office of Scholarships/Retention provides information, promotes and awards numerous university scholarships to students. The Financial Aid Office also provides information on a number of programs available to assist students. Adult and Women Student Programs Office, the Office of Enrollment Services, as well as the Library can provide information on scholarships, funding and other resources.

Northeastern offers a variety of academic support programs for students who may not meet regular admission requirements. Students benefiting from extra academic help and support may be eligible for programs tailored to meet their specific needs. Two programs offered are:

**SPECIAL
ACADEMIC
SUPPORT
PROGRAMS**

Project Success is committed to recruiting and assisting primarily inner-city African-American and “underrepresented” students who demonstrate academic potential, but who do not meet the requirements for general admission.

Proyecto Pa’Lante is dedicated to recruiting and assisting primarily inner city Latino students who demonstrate academic potential but might not meet the requirements for general admission.

The Student Activities Office (SOA) provides services, information, and assistance for the day-to-day operation of student organizations including coordinating registration of events and fiscal management. In addition, the office sponsors leadership development programs.

**STUDENT
ACTIVITIES
OFFICE**

For more information, see Section III “Getting Involved” in this booklet.

A committee formed by representatives of Financial Aid, Enrollment Services and the Bursar area. This committee evaluates appeals from students who feel extenuating circumstances exist which should adjust their financial responsibility to the university. Letters of appeal should be directed to the secretary of the Student Billing Committee, Controller's Office, E-Mezzanine. Any supporting documents should accompany each letter.

**STUDENT
BILLING
COMMITTEE**

The Student Employment Office provides assistance to enrolled students seeking part-time, full-time, summer and seasonal positions not requiring a bachelor's degree. Positions may be on or off campus. A job fair for positions not requiring a degree is held on-campus each October to assist students in securing employment. In addition, employers regularly visit campus on a weekly basis and can be found in Village Square at open information / recruitment tables. Over 700 students secure employment each year with assistance of the Student Employment Office.

**STUDENT
EMPLOYMENT
OFFICE**

The Student Union offers a wide range of services reaching out to other campus buildings and off-campus sites. The center provides space for the Information Center, Food Services, and Conference Services.

**STUDENT
UNION**

The Student Volunteer Corps (SVC), under the auspices of the Office of the Dean of Students, assists and encourages participation by students in volunteer community service activities.

**STUDENT
VOLUNTEER
CORPS**

SVC places students in on and off-campus volunteer activities. Placements are determined by the student's interests, skills, and preference for site placements. SVC's service offers students the opportunity to develop new skills, new interests, and awareness of the needs of the communities. SVC provides a vehicle for students to contribute to society and in return become a more complete citizen. A Service and Leadership Transcript is also available to participants.

The Accessibility Center/HELP provides, upon request, academic assistance based on diagnosed needs to students with documented disabilities. Types of assistance include readers, notetakers, interpreters, scribes, taped texts, and accessibility, as well as community resource information. Registration, advising, and career development counseling is also available.

**STUDENTS
WITH
DISABILITIES
SERVICES**

Parking permits for designated disabled parking areas are available at Health Service.

Also, refer to Special Academic Support Programs on this page.

STUDY ABROAD

For information, please refer in this booklet to International Programs listed on page 16.

TESTING

Various testing services are available to students. The Assessment and Testing Center administers the Math and English Placement Tests and the English Competency Exam (ECE), which is a bachelor's degree requirement. All incoming students must take some combination of these tests. Academic advisors utilize the results in assisting students to select courses that maximize their chances for academic success. The Counseling Office provides career and psychological testing for students when deemed appropriate. The Placement Office assists students by providing information for graduate entrance exams. The U.S. Constitution exam, another graduation requirement for all degree seeking undergraduate students, is administered by the Department of Political Science. The Department of Foreign Languages and Literatures offers placement tests in languages (i.e., German, French, Spanish, Russian) and the Test of English as a Foreign Language (TOEFL). In addition, the College of Education and the College of Business and Management administer a variety of tests/examinations required for admission to their respective colleges.

TUTORING

For tutoring information please see Learning Center on page 17 of this booklet.

**UNIVERSITY
HONORS
PROGRAM**

The University Honors Program provides access to excellence to academically talented undergraduate students who want to challenge their academic and intellectual abilities. The Honors Program gives students an opportunity to participate in challenging courses especially designed for them and to interact with students and faculty who share their academic curiosity. Students receive Honors Certificates for successful completion of the program and the designation "Honors Scholar" appears on their transcripts and diplomas. The Honors Program curriculum emphasizes communication, critical thinking, and problem-solving through intensive learning experiences. Some financial assistance based on academic achievement is available. Further information can be obtained from the University Honors Program Office.

VETERANS

The Office of Enrollment Services provides benefit information as well as certification.

SECTION V

As in any community, there are rules and regulations that exist to ensure and safeguard the rights of all members of the community. Northeastern Illinois University is no exception and has established policies and procedures that are consistent with the educational goals of the university. As members of the university community students need to know and understand their rights as well as their responsibilities.

Below is a brief description of some policies and procedures that are important for students. If you have any questions concerning your rights and responsibilities, please contact the Office of the Dean of Students.

Through the fostering of academic integrity, Northeastern Illinois University's academic community exists for the transmission of knowledge, the pursuit of truth, and the development of the total student. In support of this goal, the university expects students to continuously demonstrate and preserve the highest level of academic integrity.

Any act of academic dishonesty will not be tolerated at Northeastern. Academic dishonesty devalues the quality of a degree, is morally and ethically wrong, is unfair and disrespectful to the entire university community, and eventually harms the status and honor of the university.

Academic dishonesty has serious consequences and is dealt with through the University Student Conduct Code, enclosed in this packet and available in the Office of the Dean of Students.

To ensure that individuals will be treated fairly and not be discriminated against on the basis of age, color, disability, gender, national origin, race, religion, sex, veteran status, or sexual orientation, the university has both an established policy and procedures for complaints. Copies of the policy and procedures are included in this packet and are available at the Affirmative Action Office.

In compliance with federal law, information about this act is included in this packet and printed in the Schedule of Classes and the University Catalog. The act ensures that the university provides reasonable accommodations for employees and students with disabilities and does not discriminate against employees or students on the basis of disability. Individuals with questions about this act should contact the Affirmative Action Office.

This policy details where, what, and how students can post and display information on campus bulletin boards. Copies of the policy are available in the Student Activities Office.

The Use of Facilities Manual explains the procedures that must be followed by organizations that want to solicit contributions for charities. The manual is available in the University Events Office and information may also be obtained in the Student Activities Office for chartered student organizations who wish to solicit.

This policy (included in this packet) explains the guidelines and conduct for members of the university community who choose to participate in on-campus demonstrations. Included in the policy are approved campus locations for demonstrations, activities that are prohibited, and possible penalties for violation of the policy. Additional copies of the policy are available in the Office of the Dean of Students.

The Drug and Alcohol Policy explains risks, effects, sanctions, standards, and penalties related to use and abuse of drugs or alcohol. Also provided in the policy is a description of services available at the university. Copies may be obtained in the Office of the Dean of Students.

RIGHTS AND RESPONSIBILITIES

ACADEMIC INTEGRITY

AFFIRMATIVE ACTION POLICY (AND PROCEDURES)

AMERICANS WITH DISABILITIES ACT

BULLETIN BOARD POLICY

CHARITABLE SOLICITATION ON CAMPUS

DEMONSTRATION POLICY

DRUG AND ALCOHOL POLICY

**FINANCIAL AID
SATISFACTORY
ACADEMIC
PROGRESS POLICY**

All students receiving funds from a specified list of federal and state programs are required to meet prescribed academic guidelines to remain eligible for monies. The list of programs as well as the policy is available in the Financial Aid Office and is printed in the university catalog.

GRADE APPEALS

Students have the right to seek redress of their final grades if they feel the grades were unjust. Included in this packet is a copy explaining this policy. Additional copies are available in the Office of the Dean of Students or on the Dean of Students' website.

INCOMPLETE POLICY

Both the Schedule of Classes and the University Catalog explain the policy for the assignment and removal of an incomplete grade.

**PARKING VIOLATION
APPEAL POLICY**

Included in this packet and available at the Public Safety Office is the policy related to parking, fees, and fines and how an individual may appeal a violation.

**REASONABLE
ACCOMMODATION
OF RELIGIOUS
OBSERVATION POLICY**

This policy and procedure explain responsibilities of students, faculty, and administration to ensure that individuals can, without discrimination, observe religious holidays. The policy is printed in the university catalog and is also available in the Affirmative Action Office.

**RELEASE OF
INFORMATION
PERTAINING TO
STUDENTS**

In compliance with federal law (Family Educational Rights and Privacy Act), this policy provides for the confidentiality of student records and information. In addition, the policy addresses the location and procedures for the availability, release, and access of records. The policy is printed in the University Catalog.

**SAFETY AND SECURITY
INFORMATION REPORT**

In compliance with federal law, this policy describes the university's commitment for a safe and secure campus. Copies of the policy are available in the Public Safety Office and a copy is enclosed in this packet.

**SERVICES
FOR STUDENTS
WITH DISABILITIES**

This policy, printed in the university catalog, and included in this packet, describes policies to ensure that students will not be subjected to discrimination based on a disability as well as procedures for obtaining services. Additional copies are available in the Affirmative Action Office.

**SEXUAL ASSAULT
POLICY AND
PROCEDURE**

Sexual assault is illegal. The university provides services aimed at the prevention of sex offenses as well as educational programs promoting the awareness of rape, acquaintance rape and other sex offenses. The policy, included in this packet, also addresses procedures a victim may follow if a sex offense occurs, procedures for campus disciplinary action and sanctions which may be imposed on persons following a final determination of a sex offense. Additional copies may be obtained at the Adult and Women Student Programs Office or the Public Safety Office.

**SEXUAL
HARASSMENT
POLICY**

Sexual harassment is illegal. This policy aims to promote and ensure a supportive environment that is respectful and fair to all students and employees and rewards performance on the basis of relevant considerations. The policy, included in this packet, also explains how to recognize harassment, procedures and strategies for dealing with harassment, and procedures for filing a complaint. Additional copies are available in both the Adult and Women Student Programs Office and Affirmative Action.

**STUDENT RIGHT
TO KNOW ACT**

In compliance with Federal regulations, Northeastern Illinois University discloses our graduation rates to students, prospective students, and the general public, upon their request. Information regarding our graduation rate can be found at www.neiu.edu/isp (click on Data Digest). A printed copy may be obtained by sending a written request to Northeastern Illinois University, Office of Enrollment Services, Graduation Rate, 5500 N. St. Louis, Chicago, IL 60625.

The Student Billing Committee reviews appeals of tuition charges/fees the student believes were wrongly assessed. A student also may appeal charges for a class/term they did not attend or in cases of extreme emergency, did not complete, or any fees incurred with registration. The Committee consists of one representative from each of the following areas: Bursar, Enrollment Services and Financial Aid. All appeals should be in writing and directed to the University Controller's Office.

**TUITION
CHARGES/FEES APPEAL**

The University Student Conduct Code explains the various acts of misconduct; the judicial review process; disciplinary sanctions; and the appeal process. All students charged with violating the University Student Conduct Code are afforded the right of due process. Additional copies of the code are available in the Office of the Dean of Students and on the Dean of Students' website.

**UNIVERSITY
STUDENT
CONDUCT CODE**

The University Events Office has copies available of the policies and procedures that are applicable for individuals and groups who utilize the campus facilities.

USE OF FACILITIES POLICY

This is a general policy that describes procedures a student can follow when he/she believes that he/she has been grieved by an employee of the university. A copy of this policy is included in this packet and available in the Office of the Dean of Students.

**OTHER APPEALS
AND GRIEVANCES**

“THE FINE PRINT”

This booklet, “Basics,” and the Student Survival Kit do not constitute a contract between the student and the university. Every effort has been made to provide students with complete and accurate information. However, the university reserves the right to change programs and requirements and to modify, amend, or revoke any rules, regulations, and schedules - both academic and financial.
