

Facilities and Services

Employment Services of Career Services)

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

Housing

Residence Halls Single and double occupancy rooms are available in University Housing residence halls for single graduate students. Neely Hall in University Park is restricted to students age 20 and older. Graduate/Professional Housing is located in Wakeland Hall on Greek Row. A variety of meal plan options are available.

Apartments. SIUC operates a variety of apartment complexes where graduate students may choose to live.

Southern Hills has efficiency, one-bedroom and two-bedroom furnished apartments for single graduate students and students with families. All utilities are included.

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

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

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

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

Parking on Campus

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

Office of Director, International Programs and Services

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

Primary goals include increasing the numbers of externally funded grants and contracts in the international arena for SIUC; increasing international enrollment, serving international students, providing international opportunities for faculty and students, and extending the SIUC-N overseas campus program concept to other areas of the world. Units of IPS are located in the Northwest Annex B. The web address is <http://www.siu.edu/~ips/>.

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, administrative support for the campus in Nakajo, Japan, coordination of Women and International Development activities, sponsorship of international forums, administrative support for international alumni, international student recruitment, and assistance with international visitors and protocol. A major focus of office activity is to assist faculty with grant proposals, training contracts, and related activities of an international nature.

The Office of International Development is located on the third floor of Northwest Annex, B wing (618-453-3070). Additional information can be obtained from the office Internet page <http://www.siu.edu/~intldev>.

International Students and Scholars

The International Students and Scholars division provides comprehensive programs and services for international students and scholars from pre-arrival correspondence to post-graduate concerns. These programs and services include processing of undergraduate admission applications, serving as liaison with foreign governments and sponsoring agencies, providing certification for foreign currency exchange, and other needs. This office has been designated by the U.S. Immigration and Naturalization Service (INS) as having the official responsibility for interpretation and adherence to INS 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 INS regulations, forms, and procedures is provided to all non-immigrants related to University and broader community affairs.

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

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

The International Students and Scholars division is located on the first floor of Northwest Annex B (618-453-5774). The web address for the office is www.siu.edu/~world/.

Study Abroad Programs

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

Study Abroad Programs is located on the second floor of the Northwest Annex B (618-453-7670).

Economic and Regional Development

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

Student Health Center

Student Health Center supports the academic mission of the University with a broad range of health care services that help reduce financial, emotional, and physical health barriers to achieving academic success. Available services include: primary healthcare, dental services, pharmacy, immunizations, mental care, wellness services, sports medicine, physical therapy, medical insurance and after-hours Dial-a-Nurse.

ELIGIBILITY AND FEES

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

AVAILABLE SERVICES

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

The Student Health Center (SHC) provides the same primary care services offered by most private general physicians. The SHC clinic is staffed by physicians, a psychiatrist, physician assistants, registered nurses, psychologists, counselors and support staff. The Student Medical Benefit Primary Care Fee paid by SIUC students includes all routine office care and a wide range of diagnostic tests including laboratory and x-ray for only \$6 per visit. Appointments may be scheduled from 7:30 a.m. to 4:30 p.m. Monday through Friday at (618) 453-3331. TDD number for the hearing impaired is (618) 453-3384.

Dial-A-Nurse: (618) 536-5585

After hours and weekends, a nurse is available by phone for medical care consultation and information when the Student Health Center is closed. Dial-A-Nurse hours are 4:30 p.m. to 10:30 p.m. Monday through Friday and weekends, 2:30

p.m. to 10:30 p.m. during the fall and spring semesters.

Immunization Compliance: (618) 453-3311

Illinois law requires proof of immunity for Tetanus, Diphtheria, Measles, Mumps and Rubella for all persons entering a four-year public or private institution of higher education before registering for a second semester. A non-refundable late compliance fee is assessed all students who fail to provide proof of immunity or have not begun to receive the necessary series of immunizations by the end of the seventh week of the semester.

Pharmacy: (618) 453-4417

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

Sports Medicine and Physical Therapy: (618) 453-1292

This Office provides a variety of health, fitness and wellness services including evaluation and rehabilitation of activity-related injuries. Fitness testing and information about nutrition or other fitness related concerns are also available. Hours are 8:00 a.m. to 4:30 p.m. Monday through Friday.

Student Emergency Dental Service: (618) 536-2421

Dental care is available to resolve emergency dental disorders, to answer dental care questions and provide limited routine fee-for-service procedures.

Wellness Center: (618) 536-4441

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

Disability Support Services

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

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

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

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

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

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

Center for English as a Second Language

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

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

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

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

Office of The University Ombudsman

The Office of the University Ombudsman is an impartial and confidential resource which assists individuals in resolving problems that arise within the University. The Ombudsman Office is an independent, neutral office reporting directly to the chancellor. The office acts on complaints or suggestions from students, faculty, and staff in an attempt to ensure that members of the University community receive fair and equitable treatment within

the University system. The Ombudsman Office also brings to the attention of those in authority any inadequacies in existing University procedures that might jeopardize the human rights and civil liberties of members of the University community.

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

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

The Ombudsman Office is located in Woody Hall C302; hours are 8:00 to 4:30, Monday through Friday; and the telephone number is (618)-453-2411. More information about the office may be found at: <http://www.ombuds.siu.edu>.