

Facilities and Services

Employment Services of Career Services (CS)

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. CS 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 housing is available in University Housing residence halls for single graduate students. Neely Hall in University Park and Graduate/Professional Housing at Wakeland and Kaplan house only students 20 years of age and older. Contracts for room and board are offered on a first come, first served basis. A variety of meal options are available.

Family Housing. SIUC operates apartment complexes for graduate students, married couples, and students with families. Southern Hills, on the southeast edge of campus, has efficiency, one-bedroom, and two-bedroom furnished apartments. Evergreen Terrace, on the southwest edge of campus, has two- and three-bedroom unfurnished apartments. Priority for two- and three-bedroom apartments are given to families with children.

Sixteen furnished efficiency apartments are available for single graduate students at Elizabeth Apartments, 800 South Elizabeth Street, on the west edge of campus.

Contracts are offered to eligible applicants based on the date of application.

Off-Campus Housing. Many types of rental units are available in Carbondale, including apartments, rooming houses, and mobile homes. Many of the off-campus complexes are within walking distance of the campus. A personal visit prior to contracting with a facility is recommended.

A listing of apartment complexes and mobile home parks in the Carbondale area is available.

For more information, contact:

Contracts Office, University Housing, SIU, Carbondale, IL 62901-6716,
(618) 453-2301; e-mail 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 USIA 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, International Research and Exchanges Board (IREX), 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 Programs

The University is committed to assisting students to maximize their academic achievement and reduce health and psychological barriers by offering an extensive primary health care plan and insurance benefits package through the Student Health Programs. These plans offer many programs and services that include physical, mental, and dental health, wellness, and extended care insurance. The mission of the Student Health Programs is to assist students by providing services that are comprehensive, accessible, affordable, and result in a healthy campus culture.

ELIGIBILITY & FEES

Any student who is enrolled at Southern Illinois University Carbondale and has paid the student medical benefit fees (primary care and extended care) is eligible for services. The student medical benefit fees are assessed each semester and summer session. Spouses of students are eligible to purchase the optional Primary Health Care Benefits.

AREAS OF SERVICES

The Student Health Programs (SHP) offers the following interrelated programs and services.

On-Campus Outpatient Care. This primary care is the same as that offered by private general physicians. The Health Service Clinic is staffed by physicians, a full-time psychiatrist, physician assistants, registered nurses, and support staff. The Student Medical Benefit (SMB) Fees paid by SIUC students include all routine office care and a wide range of diagnostic tests, including laboratory and x-ray procedures. There are female providers available as an option for female students who wish to have gynecological care and education provided by female health care providers. Appointments may be scheduled at the Health Service Clinic from 7:30 A.M. to 4:30 P.M. Monday through Friday. The Health Service is on an APPOINTMENT ONLY system. Call 453-3311 for an appointment. The Health Service Clinic has a phone number for the hearing impaired. The TDD number is 453-3384 and may be used to make appointments at the Health Service Clinic. There is a \$5.00 charge for each Clinic Service visit.

Immunizations. Illinois law, Public Act 85-1315, requires all persons entering a four year public or private institution of higher education to provide proof of immunization before registering for a second semester. For an appointment and information, call 453-4454. Proof of immunity is required for Tetanus, Diphtheria, Measles, Mumps, and Rubella. A \$25.00 late compliance fee will be assessed to students who fail to provide proof of immunity or have begun to

receive the necessary series of immunizations by the end of the seventh week of the semester. This fee is NOT refundable.

Dial-A-Nurse. The Dial-A-Nurse program provides an after-hours advisory service during fall and spring semesters when the primary care clinic is closed. The number to call is 536-5585, 4:30–10:30 P.M. Monday–Friday and 2:30–10:30 P.M. Saturday and Sunday.

Pharmacy. Prescriptions and over-the-counter drugs are available at the Pharmacy. Prescriptions from physicians outside the Health Service may be filled and students may pay for the pharmacy items by cash, check, or by charging to their Bursar's Account.

Student Emergency Dental Service. This program provides dental care to resolve emergency dental disorders, to answer dental concerns, and perform some routine fee-for-service procedures billed through the student's Bursar Account.

Wellness Center. The Wellness Center offers programs and services to help students achieve optimal health and skillfully administer self-care when ill. Individual and small group counseling, workshops, and seminars in the Student Center, residence halls, and the Student Recreation Center, classroom presentations and special programs are offered throughout the year.

Extended Medical Care Benefit Plan (Student Insurance). The Student Medical Benefit Extended Care fee is assessed each semester and summer session and funds the insurance benefits of emergency room, ambulance, specialty care, hospitalization, outpatient surgery, mental health care, and accidental death and dismemberment.

Extended Medical Care Benefit Fee Refund. Students who carry their own medical insurance or are covered under their parents' policy may be eligible for a refund of the Extended Care (Insurance) fee. Students who think they may qualify for a refund must apply no later than the Friday of the second week of fall and spring semesters or by Friday of the first week of the regular summer session. When applying, students must provide a copy of their insurance policy and insurance identification card to the Student Medical Benefits Office.

Subrogation Clause. If any student has rights to recover damages from another person, those rights are transferred to Southern Illinois University to the extent of our payment or the value of the services rendered. The student must do everything requested to secure SIUC's rights and must do nothing after loss to impair them; otherwise, the student may be held personally accountable to the extent of payments made or the value of services rendered.

Confidentiality of Information. All visits to any division of the Student Health Programs are confidential. Medical information may be released when authorized by the student. Medical information may also be released without authorization from the student to a court when subpoenaed, to the University legal counsel when the university is being sued and the medical information would be pertinent, and to the public health department as required by law when a student is suffering from a reportable communicable disease. In addition, cases involving firearms and criminal offenses must be reported to the police.

Location of Services. Student Health Programs on-campus services are available at the following locations. The SHP Clinic, Radiology, and Laboratory services are located in Beimfohr Hall, 115 Small Group Housing. Call 453-3311 for appointments. The Pharmacy (453-4417), Wellness Center (536-4441), Extended Care-Insurance (453-4413) and Administration offices (536-7575) are located in Kesnar Hall, 112 Small Group Housing. The SHP Student Emergency Dental Service (536-2421) is located in the College of Applied Sciences and Arts building (Technology), Room 25D. The Student Health Assessment Center (453-5238) is located in the Student Center. The Counseling Center (453-5371) is located in A Wing, 3rd floor of Woody Hall. Women's Services (453-3655) is located in B Wing, 2nd floor of Woody Hall.

Off-campus services for after-hours emergency care are available at Memorial Hospital of Carbondale at 404 West Main Street, 549-0721 and at the Urgent Care Center at the Carbondale Clinic, 2601 West Main Street, 549-5361. The web address is <http://www.siu.edu/~shp/>.

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 must 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 of 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.

The preceding is an overview of the services provided or coordinated by DSS. Details are available at Woody Hall B-150.

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/.

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>.

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, though 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. All Ombudsman records, contacts, and communications are confidential.

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