

# University Honors Programs

The Honors Scholars Program is designed for outstanding students to plan individualized academic programs. It enables talented students to study in one or two academic areas in depth, or to explore a variety of courses outside their major. The program serves students from all disciplines.

Students admitted as Honors Scholars plan their academic programs with the help of faculty advisers in their major areas of interest. Some graduation requirements are modified to afford scholars opportunities to explore a number of areas of interest or to study more intensively in an area of concentration.

Freshmen with excellent high school class rank and ACT scores are eligible to become Honors Scholars. Sophomore and transfer students with GPA's of 3.5 or above are also eligible to become Honors Scholars. Sophomore and transfer students accepted as Honors Scholars must meet the requirements of the Honors Program through courses accepted for transfer or through University courses approved by the College or School Honors Scholars Coordinator and the Honors Program Director. Meridian Scholars are automatically Honors Scholars.

In addition to a completed application, letters of recommendation are required from at least three instructors familiar with the student's high school or university work. High-ranking high school seniors are encouraged to apply for admission to the Honors Scholars Program upon matriculation at SIUE. Selection of Honors Scholars is made on the basis of candidates' previous academic work, together with the letters of recommendation from instructors. Additional details can be found at [www.siu.edu/prospectivestudents/honors.shtml](http://www.siu.edu/prospectivestudents/honors.shtml).

## General Education Requirements

To fulfill the general education requirement, Honors Scholars take at least 33 semester hours. Of these, a minimum of three courses (at least nine credits) must be in each of the three general education of fine arts and humanities, natural science and mathematics (one of these courses must emphasize scientific inquiry), and social sciences. No more than nine hours may be taken at the 111 level. Questions as to whether certain courses count toward the fulfillment of area requirements are

resolved by the Honors Program Director in consultation with the student's adviser. Scholars can fulfill three hours of the requirements of one general education area with courses from their major.

To complete their 33 hours, Scholars are required to take three semester hours of an Honors Scholars Seminar (HONS 120), which includes work on composition and oral communication and is required of all entering Honors Scholars freshmen. Scholars are also required to take three semester hours of an interdisciplinary seminar (HONS 320). Scholars are also required to complete one course exploring intergroup relations and one course exploring either international issues or international culture.

## Student Colloquium

Students wishing to study subjects not in the regular curriculum or to experiment with new approaches to learning may propose a student colloquium. Approved student colloquia enable students to plan and carry out units of study and to receive course credit for their work.

Five or more students who agree on a subject for study during the semester may form a class section. Students wishing to participate in a colloquium must have sophomore or higher standing at the time of registration. A minimum of five students must complete the colloquium and participate in determining grades in order to be eligible to receive credit.

Students interested in forming a colloquium must identify a faculty member willing to serve as a sponsor for the group. The faculty sponsor must approve the topic and the terms of the proposal. The faculty sponsor, upon the request of the participants, will be available for help and advice during the course of the term. Colloquium proposals must be submitted to the dean of the College of Arts and Sciences.

After obtaining the adviser's approval, the student should submit the proposal to the dean of the College of Arts and Sciences. Course proposals must reach the dean in final form no later than one week before the beginning of the semester during which the colloquium will be conducted. The dean will determine whether the proposed colloquium is appropriate for credit and for the number of credit hours the colloquium course will receive. The dean also makes certain that the proposed colloquium does not duplicate courses already available in the University curriculum.

In the final weeks of the semester, the members of the colloquium summarize their accomplishments and

evaluate their achievements; they submit a final report to the faculty adviser before the close of the final examination period of the term for which the colloquium will be credited. The faculty adviser forwards the final report to the dean, recommending approval or disapproval along with the reasons supporting the recommendation. The dean determines whether credit should be granted for the colloquium.

Students who complete the colloquium receive grades of pass or no credit. A colloquium proposal is essentially a contract from which registrants may not be able to withdraw without the consent of the other participating students.

Students may obtain up to three hours of colloquium credit in any one term, but may not obtain more than six hours of such credit during their undergraduate careers. Although colloquium credit normally applies only toward elective hours, in special areas students may appeal for general education credit or for credit toward a major or minor field of study. In cases of such appeal, the dean of the College of Arts and Sciences or the chair of the appropriate department, whichever is appropriate, will decide.

### **Undergraduate Research Academy**

The Undergraduate Research Academy (URA) at SIUE encourages, supports, and enables students to conduct original research and creative activities at the undergraduate level. The academy recognizes that student talents can be uncovered in ways that do not appear through the usual format of classroom instruction and testing. Because the University requires all students to undertake a senior assignment as part of University assessment, the URA serves to highlight and support students who seek honors recognition for this activity. An undergraduate research or creative activity enhances the quality of the baccalaureate experience by giving students opportunities to pursue ideas independently, to interact with faculty, and to engage more fully in the educational process of discovering and creating. Undergraduates who become directly involved in original scholarly activity are usually able to obtain jobs more easily upon graduation and also are more likely to enter graduate studies and to become committed to advancing knowledge within their fields.

In cooperation with the academic departments at SIUE, the URA recruits eligible students as URA Scholars to undertake research and creativity activity under the guidance of dedicated faculty members. The process

involves several stages: submitting a proposal and budget for approval, acceptance into the Academy, doing the research or creative activity during the semesters specified in the proposal, participating in periodic URA events, preparing a final report in publishable form, and presenting the results at the URA Symposium. The URA provides budgetary support for conducting the scholarly activity as well as advisory support during preparation of the proposals and reports. The Office of Assessment, in which the URA is housed, assists students during their work by arranging purchase of commodities and services as necessary and by providing prompt administrative support as needed. The academic departments and supervising faculty mentor(s) provide all necessary research guidance and facilities. In addition, URA Scholars receive a fellowship award in two installments — the first at the end of the academic semester in the Academy, and the second after they have completed their reports and made their final presentations.

Full-time students who have been accepted as a major in any of the disciplines at SIUE and who maintain a grade point average of 2.3 or better are eligible to compete for URA Fellowships. Students must have junior or senior standing at the time they conduct their URA work and, often, may use the URA project to fulfill the Senior Assignment requirement for graduation. Proposals must be signed and submitted in the prescribed form to the Undergraduate Research Academy, Office of Assessment, Box 1300, SIUE, Edwardsville, IL 62026-1300.

More information and application/proposal forms may be obtained from departmental offices, offices of the college and school deans, the Office of Assessment, (618) 650-2640, and from the Web site: [www.siu.edu/assessment](http://www.siu.edu/assessment).

### **Study Abroad**

Through its study abroad programs, SIUE complements the work of its academic departments by facilitating the placement of students overseas. Whether studying a foreign language and its culture, researching international business practices, or immersing oneself in nursing practices of another country, students studying abroad learn new perspectives and ideas.

SIUE offers opportunities for undergraduate study abroad in a variety of countries. These take the form of semester-long, direct exchanges arranged by SIUE or programs provided by recognized study abroad organizations. SIUE students recently have

participated in programs in Mexico, France, the United Kingdom, Austria, China, Australia and Spain. Study abroad fulfills University undergraduate academic requirements and generally qualifies for financial aid.

In addition, SIUE offers travel study opportunities in which students accompany faculty to a foreign destination to undertake academic course work directed by that faculty member. Travel study varies from 2 to 6 weeks.

For more information about study abroad, visit the study abroad Web site, [www.siu.edu/studyabroad](http://www.siu.edu/studyabroad), come to the Office of Study Abroad in Morris University Center, room 2053, write to Office of Study Abroad, Box 1159, SIUE, Edwardsville, IL 62026-1159, phone (618) 650-2419, or e-mail Julie Beall-Marshall [jbeall@siue.edu](mailto:jbeall@siue.edu), the Study Abroad Coordinator. For more information about International Programs, contact Ron Schaefer, [rschae@siue.edu](mailto:rschae@siue.edu), (618) 650-3298.

## Instructional Services

### Academic Development Courses and Services

Instructional Services, on the first floor of Peck Hall, offers students a variety of support services designed to maximize their opportunities for academic success. Services include academic development courses, workshops, testing services, and individual assistance in the Writing Center and Mathematics Resource Area. Students may develop skills in subjects such as reading, writing, and mathematics, and develop study strategies such as time management, note-taking, test preparation, organization for study, and career decision making.

Some students who enter the University take placement tests as part of the University's assessment plan and as a way to determine at which level in reading, writing, and mathematics they should begin their study. The University requires freshmen to meet minimum competency in each of these areas before enrolling in introductory-level general education courses. Freshmen who need to prepare for entry into general education courses may do so through developmental courses offered by Instructional Services. College reading courses help students develop critical comprehension skills necessary for understanding and effectively using university texts. Mathematics courses prepare students for college algebra if their major programs require such, and to enter general education science and mathematics courses. Basic writing courses help students write logical, clear expository essays relatively free of mechanical errors.

This preparation promotes success in English composition and in introductory general education courses, all of which require written assignments. Other enhancement courses in reading speed and efficiency, study skills, career planning and development, and orientation to university life are available to students who wish to focus on these specific areas. Classroom activities in all Instructional Services courses actively involve students in developing their skills. Computer aided instruction frequently is incorporated into courses. Out-of-class study groups also are encouraged.

### Testing Services

A complete range of testing services is available to students. Instructional Services administers the Miller Analogies Test, the subject tests for the Graduate Record Examination (GRE), the Pharmacy College Admissions Test (PCAT), the American College Test (ACT), the College Level Examination Program (CLEP), proficiency examinations, examinations for the School of Nursing, and University placement tests.

Students may earn academic credit for their prior knowledge by taking CLEP and proficiency examinations. For more information, please refer to the section titled [Credit Earned by Examination, Extension, and Correspondence](#).

Students who are required to complete placement tests prior to admission or advisement may obtain information from Instructional Services in Peck Hall, room 1404, or by calling (618) 650-3717, or visiting the Testing Services web site at [www.siu.edu/IS/TEST](http://www.siu.edu/IS/TEST).

### Instructional and Tutorial Assistance

Instructional Services provides assistance to students enrolled in mathematics courses through its Mathematics Resource Area in Peck Hall, room 1414. Students are helped on a first-come, first-served basis by qualified peer tutors and instructors. Small groups are welcome, and students are encouraged to use the area for working with other students on their mathematics assignments. For more information, call (618) 650-2039.

The Writing Center provides individual assistance with papers, reports, and theses. Self-instructional materials also are available on a wide variety of writing topics such as organization, paragraphing, grammar, and English as a second language. The Writing Center is in Peck Hall, room 1419, and is open for daytime, evening, and weekend use. For more information, contact the Center at (618) 650-2045 or by e-mail at [wcenter@siue.edu](mailto:wcenter@siue.edu).

Individual departments also may provide tutorial assistance. Students should contact the specific department to determine whether such assistance is available. Instructional Services maintains a list of departmental tutorial services. In addition, Instructional Services offers Supplemental Instruction, regularly scheduled voluntary group study sessions, in selected major and general education courses that are traditionally considered difficult. Students should check the Instructional Services home page at [www.siu.edu/IS](http://www.siu.edu/IS) for links to tutoring resources.

Additional support is available to students in the form of academic survival workshops, which Instructional Services staff provide on request. Workshops include topics such as time management, organizing for study, test and final examination preparation, managing academic stress, and strategies for beginning research papers. These workshops are free to students and usually are arranged by campus groups such as residence hall councils and student organizations.

Instructional Services staff are in the 1400 wing of Peck Hall and are available to help students. For more information or assistance, students should stop by the Instructional Services office in Peck 1404, call (618) 650-3717, or visit the Instructional Services Web site at [www.siu.edu/IS](http://www.siu.edu/IS).

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# Student Development and University Activities

## Kimmel Leadership Center

Students enrolled at the University will find many opportunities for developing their potential and obtaining challenging leadership and service roles. Student Government, the Student Leadership Development Program, Campus Activities Board, student organizations, fraternities and sororities, University committees, volunteer services, honorary organizations, and departmental activities offer such opportunities.

The Kimmel Leadership Center, on the first floor of Morris University Center, provides students with numerous services, programs, and activities to help them develop their potential. The Kimmel Leadership Center is the focal point for Student Government and its functions, the Student Leadership Development Program, the Campus Activities Board, student organizational activities, volunteer services, and several related student-sponsored activities.

## Campus Activities Board

The Campus Activities Board is a student-run, volunteer organization that serves both as a programming board and an advisory board. Its purpose is to provide diverse programs for the campus community; to aid in the social, educational, cultural, recreational and leadership development of students; and to serve as the advisory board for the student programming fee.

The Campus Activities Board plans and implements a wide variety of entertainment, cultural, educational, and recreational programs for the SIUE community. The board consists of an executive council and twelve programming committee chairs — one for each of the following areas: Black Heritage Month, concerts, current affairs, entertainment, family programs, Homecoming, multicultural programs, novelty, recreation, special events, Springfest and Cougar Welcome.

Students interested in becoming a part of the Campus Activities Board may contact the Kimmel Leadership Center in Morris University Center at (618) 650-2686 or visit their Web site at [www.siu.edu/cab](http://www.siu.edu/cab).

## Fraternities and Sororities

Fraternities and Sororities provide a rich tradition of leadership and service to the SIUE community. Greek organizations foster the personal growth of their members through their commitment to values such as academic achievement, brotherhood/sisterhood, service and integrity. Fraternity and sorority membership offers students the opportunity to form life-long friendships, gain leadership experience, assist their communities through philanthropy and community service, and participate in many fun and worthwhile programs.

Students interested in becoming a member of a fraternity or sorority may contact the Kimmel Leadership Center in Morris University Center at (618) 650-2686 or visit the Greek Life Web site at [www.siu.edu/kimmel/greek](http://www.siu.edu/kimmel/greek).

## Student Government

Student Government provides opportunities for students to become involved in the decision-making processes of the University. As one of three constituency bodies of the University, Student Government represents the interests of students and collaborates with the administration on many policy matters. In addition, Student Government allocates student funds, appoints representatives to various University and student committees, recognizes student organizations, and reviews student fees.

Student Government is composed of eight executive officers: the student body president, the vice president, the finance chair, the external affairs chair, the internal affairs chair, the Student Organization Advisory Board chair, School Spirit and Pride Chair, and the student trustee, a member of the SIU Board of Trustees. In addition, there is a 12-member Student Senate and a Student Government staff.

Students interested in becoming part of Student Government may contact Student Government at (618) 650-3819, or visit their Web site at [www.siu.edu/kimmel/sg](http://www.siu.edu/kimmel/sg).

## Student Leadership Development Program

The Student Leadership Development Program provides opportunities for students to develop professional and leadership skills, gain practical experience, and enhance their civic awareness through participation in leadership modules and volunteer services (on and off campus). Additional programs include Stephen Covey's Seven

Habits of Highly Effective People® and IMAGE.

The Student Leadership Development Program is open to all enrolled students. Students are encouraged to begin the program during the freshman year. The program, designed to accommodate varying students' interests and schedules, may be completed at each student's own pace. Students who successfully complete the program receive a Student Leadership Transcript. For more information, contact the Kimmel Leadership Center at (618) 650-2686 or [www.siu.edu/kimmel/sldp](http://www.siu.edu/kimmel/sldp).

### **Volunteer Services**

The Kimmel Leadership Center offers volunteer services through organized group projects, break trips, individual volunteer placement, service-learning classes, and non-paid internships. Volunteer services allow students to apply academic knowledge, gain skills and experience, and contribute to the community. Volunteer opportunities are available throughout the St. Louis metropolitan area and within the University community. For more information, contact the Kimmel Leadership Center at (618) 650-2686 or [www.siu.edu/kimmel/sldp](http://www.siu.edu/kimmel/sldp).

### **Student Organizations and Activities**

Students interested in developing their leadership potential may wish to become active in one or more of the 200 recognized student organizations. In addition to honorary organizations that encourage and recognize academic achievement, student organizations address educational, religious, social, recreational, and political interests. All enrolled students may take part in student organizations and their activities.

Throughout the year, seasonal activities offer students opportunities to become involved in campus life. These activities include Cougar Welcome, Homecoming, Black Heritage Month, and Springfest.

The Kimmel Leadership Center plans, coordinates, and co-sponsors a variety of campus programs. Students taking part in the Student Leadership Development Program, and other interested students, may contribute service to such events as the Senior Fair, Red Cross blood drives, Preview SIUE, Springfest, and Cougar Welcome. Students interested in student organizations may contact the Kimmel Leadership Center at (618) 650-2686 or visit the Web site at [www.siu.edu/kimmel](http://www.siu.edu/kimmel).

### **University Center Advisory Board**

The University Center Advisory Board (UCB) functions as the primary recommending body to the director of the

Morris University Center. The advisory board consists of committee members representing building services, facilities, finance, and policy review. Students interested in becoming part of the University Center Board may contact the Morris University Center director's office, (618) 650-2300.

### **Recreational and Leisure Activities: Campus Recreation**

Students may take part in a wide variety of recreational and leisure activities offered through Campus Recreation. Opportunities for involvement include a wide selection of intramural sports, sport clubs, aquatics, informal recreational activities, family programs, outdoor trips and special events.

The Vadalabene/Student Fitness Center is available during the day, in the evenings, and on weekends to serve the recreational needs of the University community. The Student Fitness Center offers extensive opportunities for fitness and recreational pursuits. The Student Fitness Center contains:

- four indoor courts for basketball, volleyball, tennis, indoor soccer and roller hockey
- a suspended jogging track;
- a 4,000-square-foot weight room;
- a 4,000-square-foot aerobic exercise room;
- a 4,000-square-foot cardiovascular exercise room;
- the Wellness Resource Lab;
- a student social lounge with wide-screen TV.

The adjoining Vadalabene Center offers:

- an indoor pool;
- four racquetball courts;
- an aerobics/group activity room;
- a rock-climbing gym;
- shower and locker rooms.

For more information about programs, services, and recreational opportunities, contact Campus Recreation at (618) 650-B-FIT (2348).

### **Intercollegiate Athletics**

Intercollegiate Athletics provides students with opportunities to enhance their education, represent the University, and participate in competitive sports while developing skills and understanding. Undergraduate students possessing the necessary requirements,

capabilities, and interests are encouraged to participate. Participation, however, is secondary to the students' academic obligations.

The athletics program consists of 16 varsity sports: eight for men — baseball, basketball, cross country, golf, soccer, tennis, track and field, and wrestling — and eight for women: basketball, cross country, golf, soccer, softball, tennis, track and field, and volleyball. SIUE is a member of the National Collegiate Athletic Association and is making the transition to Division I Athletics. The Cougars will compete with full Division I schedules beginning with the 2008-2009 season.

Cougar teams have established a tradition of accomplishment by winning 17 NCAA Championships. The soccer team captured its first national Division II title in 1972 and a Division I crown in 1979. Men's tennis captured seven consecutive Division II titles from 1978 to 1984. The men's basketball team earned its first trip to the NCAA tournament in 1986, returned in 1987 and 1989, and had a breakout season in 2005, winning 23 games and returning to the NCAA tournament. The baseball, wrestling, and tennis teams are perennial qualifiers for their championships. The baseball team has made 20 NCAA tournament appearances, advancing to the College World Series eight times. The wrestling team won national championships in 1984, 1985, and 1986.

SIUE also has been successful in women's athletics. The 2007 softball team, playing in their 12th NCAA Championship, captured its first national title after winning its final 16 games of the season. The women's tennis team won four consecutive national titles from 1986 to 1989. Women's basketball, volleyball and soccer have qualified for the NCAA Tournament multiple times each.

Track and field and cross country programs have had several NCAA All-Americans and numerous NCAA qualifiers from the men's and women's programs.

Athletic scholarships are available in all varsity sports and are awarded by the head coaches. All entering freshman athletes must fulfill the NCAA's high school core requirements to be eligible to compete during their freshman year. Prospective students may wish to seek information from a high school counselor early in their junior year and should apply with the NCAA Clearinghouse early in their senior year.

Facilities for home contests include the state-of-the-art 3,000-seat Ralph Korte Stadium, which also houses Bob Guelker Field, for track and field and soccer; the 4,000-seat Vadalabene Center; a newly renovated varsity softball complex; the Simmons-Cooper baseball complex, home to \$1.5 million newly renovated, 1,500-seat Roy Lee Field for baseball; six varsity tennis courts; and a national-caliber cross country course.

Students who wish to become involved in intercollegiate athletics should call (618) 650-2871 or e-mail [ehess@siue.edu](mailto:ehess@siue.edu) to request an appointment with the appropriate head coach. The Cougars also provide information on the Internet at [www.siue.edu/ATHLETIC](http://www.siue.edu/ATHLETIC). (This is a case-sensitive address; use caps where indicated.)

### **Spiritual Development**

Students and other members of the University may participate in the activities of the Religious Center, which is home to campus ministries of several denominations. Individual ministries maintain their own schedule of varied events, including worship services, and may collaborate on ecumenical activities. The center seeks to assist students and others who wish to enrich their spiritual lives. Ministers offer listening sessions, spiritual counseling, and varied activities, and facilitate the connection of individuals with other resources on and off campus.

### **The Students' Advocate**

The vice chancellor for Student Affairs is vitally interested in developing students' potential and in providing an environment that helps students meet their educational and career objectives. Students are encouraged to seek assistance from the vice chancellor for Student Affairs on any matter that concerns them. The vice chancellor serves as the students' ombuds and may be particularly helpful in resolving problems involving more than one office or agency of the University. The vice chancellor for Student Affairs may be consulted on matters of student rights and responsibilities, student conduct, and grievance procedures.

Students who wish to seek the assistance of the vice chancellor for Student Affairs may call (618) 650-2020 or make an appointment in Rendleman Hall, room 2306.

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# Services for Students

## Academic Counseling and Advising

Students confer at least once each term with an academic adviser, who provides advice regarding appropriate courses, career options, and related matters. Advising is mandatory for all students prior to registration each term. For more information, please refer to the section on [Registration](#).

Academic advisers are located in Peck Hall, room 1315. Appointments for undecided and undeclared students are necessary and may be made by calling (618) 650-3701 for new students, or by using AdvisorTrac, the Web-based appointment scheduler, for continuing undeclared students.

## Bursar

The Office of the Bursar, with a main office on the first floor of Rendleman Hall and a satellite office in the Service Center, provides a variety of services to students. Student billing records are available via CougarNet, and e-mails are sent by the Bursar's Office to notify students that payments are due. Also, students are directed to a secure Web page for making credit card payments via the Internet. Students paying their tuition and fees, housing and other University charges by mail should include their student ID number with their payments.

The Bursar mails all refund checks, and disburses student paychecks. For more information about available services, view the bursar's Web site at [www.siu.edu/BURSAR](http://www.siu.edu/BURSAR), e-mail [bursar@siue.edu](mailto:bursar@siue.edu), or call (618) 650-3123.

## Financial Responsibility

Students at SIUE will incur certain financial obligations. Although they may be eligible for various forms of financial aid, the final responsibility for those financial obligations is the student's. These financial obligations constitute an educational loan to assist in financing the student's education and are not dischargeable under the United States Bankruptcy Court. The University has developed an installment payment plan designed to make as convenient as possible the payment of tuition, fees, and other charges. Failure to meet financial obligations will have serious consequences: service charges will be applied to past-due amounts, and transcripts and

diplomas will not be issued. Continued failure to pay a past-due debt may result in the debt being referred to a collection agency. In that event, all reasonable collection costs may be added to the student's account in addition to any service charges that have accrued on the account.

## Career Development Center

The Career Development Center is a comprehensive center for the development of career objectives and direction for students and alumni. The center helps students and alumni relate their academic majors to career fields; implement and enhance their career development; explore and confirm career/major choices; and develop job-search strategies.

These are accomplished through the integration of various career development theories, career interest inventories, and personal style inventories. Career guidance is provided through personal counseling and a computerized career guidance program, as well as the course AD 117, Career Development.

Our Cooperative Education and Internship Program is a major component of the career development process, assisting students in all majors to gain career-related work experience in paid paraprofessional positions or unpaid internships while attending SIUE.

Some of the many other services provided by the center include workshops on various topics, resumé referral, on-campus interviewing, and a Career Resource Center with information online and printed material. Accessing the Career Development Center's home page ([www.siu.edu/caredevelopmentcenter](http://www.siu.edu/caredevelopmentcenter)) via the Internet allows complete access to the center. One can register with the office, view career positions as well as co-op jobs and internships on Cougar Jobline, and sign up for on-campus interviews simply by accessing the home page. Career fairs are held annually in October, November and March, allowing students and alumni to network with employers, both local and national.

For details about the Career Development Center, please call (618) 650-3708, stop by the office at 3126 Founders Hall, or visit our Web site at [www.siu.edu/caredevelopmentcenter](http://www.siu.edu/caredevelopmentcenter).

## **Counseling Services**

Counseling Services provides psychotherapy or counseling to students coping with educational, personal, and/or interpersonal issues; offers crisis intervention for residential students; and serves as a practicum site for students enrolled in clinical psychology and related programs. The office provides sexual assault counseling and advocacy for students and staff, and alcohol and drug information to the campus community. The counseling staff is committed to helping students adjust to living and learning in a university environment and to realize their worth and potential. Student counseling is conducted in a private setting, and all information remains confidential according to Illinois law. The office is located near the stop light at the intersection of North University Drive and Cougar Village Drive. Services also are available in the Health Service office in the lower level of Rendleman Hall. For more information about Counseling Services, please call (618) 650-2197 or visit our Web site: [www.siu.edu/counseling](http://www.siu.edu/counseling).

## **Health Service**

Health Service, in Rendleman Hall, room 0224 provides general outpatient care, laboratory diagnostic testing, women's health services and pharmacy services to members of the University community. Students must be enrolled and have paid the Student Welfare and Activity Fee in order to use the services at the student rate.

All students entering the University are required to provide Health Service with a completed Immunization Record Form and proof of immunization against measles, mumps, rubella and tetanus/diphtheria in compliance with Illinois law. Students who fail to comply with the immunization requirement will not be allowed to register for any future term at the University.

International students should note that a PPD (Mantoux) tuberculin skin test is required within three months of entering the University. This test can be administered on the same day as an MMR, but the student must otherwise wait a period of four weeks before receiving an MMR immunization after the PPD test is administered.

For more information about other services available through Health Service, please call (618) 650-2842.

## **Wellness Activities**

The University provides an environment for developing healthful habits and offers many opportunities for students, faculty, and staff to take part in programs and

activities that promote healthful lifestyles and enhance physical, social, spiritual, occupational, emotional and intellectual development. Located in the Student Fitness Center, the Wellness Program provides personal fitness and lifestyle assessments along with recommendations for change. Help also is available for stress management, development of good nutritional habits, and many other elements affecting personal well-being. For more information about the Wellness Program, call (618) 650-B-WEL (2935).

## **Disability Support Services**

The staff in the Office of Disability Support Services is responsible for implementing and coordinating many of the programs, activities, and services for persons with disabilities. The staff provide guidance and counseling, referrals to related offices and departments, and assistance in obtaining specialized equipment or supplies, support services, and special accommodations. A learning disabilities specialist also is available to help students with learning disabilities.

All students with disabilities are encouraged to visit the office, on the first floor of Rendleman Hall, at their earliest convenience to discuss available services. Persons may contact the director by calling (618) 650-3726 (V/T).

## **Early Childhood Center**

Preschool education is available for children of SIUE students and University employees. The Early Childhood Center, on North West Road off Circle Drive, is open daily 7 a.m. to 6 p.m. Parents may choose from all-day or half-day a.m. programs. Children between the ages of two and five may be enrolled.

University students interested in early childhood education may use the center for observation, practicum, or student teaching requirements. Students interested in pursuing this opportunity should contact their academic adviser and the director of the Early Childhood Center. For more information, call (618) 650-2556.

## **Student Legal Services**

Students may seek legal counsel and referrals through a licensed attorney. Through the services of the attorney, students may gain an understanding of legal processes and the law. The attorney advises and assists students on matters such as landlord/tenant disputes, contracts, consumer rights, family matters, bankruptcy,

small claims matters, traffic matters, and wills. In addition to providing legal consultation, the attorney provides referrals to other attorneys as well as notary service.

Enrolled students may receive assistance through the Student Legal Services Program. For more information, call (618) 650-2686.

### **International Student Services**

International Student Services provides a comprehensive range of services for international students at SIUE. These services include pre-enrollment assistance, immigration advisement, coordination of community hospitality programs, and general support and referral assistance. The international student advisers serve as a liaison to foreign governments, assist with foreign currency exchange and process tuition deposits when necessary. The office is in room 2053 of Morris University Center.

#### **Orientation**

A required orientation tailored to the needs of international students is offered prior to each academic term. International Student Services cooperates with other University offices in offering a comprehensive orientation. Academic advising, library and campus tours, registration, and temporary housing assistance are among the services offered.

#### **Immigration Advisement**

The office provides several kinds of assistance for students and University employees. United States immigration regulations and procedures, work eligibility clearance, and visa information are among the services provided. In addition, the office is responsible for University compliance with immigration record keeping and reporting requirements.

#### **General Support Services**

The office provides various workshops and cross-cultural counseling. The international student advisers maintain contact with University departments and community resources and make referrals as appropriate.

#### **Community Interaction**

The International Hospitality Program, a community volunteer organization, works closely with the office to welcome international students. Its activities include an active host family program and numerous social activities.

For more information, please call (618) 650-3785

### **Service Center**

At the Service Center, in Rendleman Hall, room 1309, SIUE students can find information and help with registration, class adds, drops and withdrawals, transcript requests and other student administrative business. Among the many services provided are:

- address, name and student identification number changes
- applications for admission (undergraduate and graduate)
- applications for graduation
- Bursar satellite cashier station
- class registration and schedule changes (adds, drops, withdrawals)
- CougarNet access to student records and web registration
- enrollment certification requests
- forms and general information related to a variety of student concerns
- Graduate Records matters
- reclassification-of-residency applications
- transcript requests
- tuition calculation
- Cougar ID cards
- Cougar Bucks deposits

Service Center hours of operation are 8 a.m. to 6 p.m. Monday and Thursday, and 8 a.m. to 4:30 p.m. Tuesday, Wednesday and Friday. During summer term (approximately May 1 through August 15), hours of service may be reduced. The Service Center offers additional hours of service at the beginning of each term. These hours are subject to change when classes are not in session and at other times as needed.

#### **Special Information for Evening Students**

For evening students, the Service Center offers limited assistance for Parking Services and selected other offices when those offices are closed. Bursar services are available in the evening at the satellite cashier station in the Service Center. In addition, several offices, including Parking Services and Textbook Service, offer some extended evening hours when classes are in session. Some services, including Lovejoy Library,

Academic Counseling and Advising, and the University Bookstore, have extended hours Monday through Thursday evenings whenever classes are in session. Inquire at each office for specific hours of operation.

For more information about the Service Center call (618) 650-2080, or 888-328-5168, ext. 2080 (toll-free from St. Louis) visit the Service Center Web site at [www.siu.edu/registrar](http://www.siu.edu/registrar), or send e-mail to [servicecenter@siue.edu](mailto:servicecenter@siue.edu).

## Registrar

Offering services to past, present and future students, the Office of the Registrar is in Rendleman Hall. The Registrar is responsible for maintaining and protecting access to students' academic records. Services include registration, enrollment certification, transcript access, degree application processing, veterans' certification, transfer articulation and academic scheduling.

Many services provided by the Registrar may be accessed through the Service Center. In addition, answers to many questions may be obtained by visiting our Web site at [www.siu.edu/registrar](http://www.siu.edu/registrar). Students also may access academic records online at [www.siu.edu/COUGARNET](http://www.siu.edu/COUGARNET).

## University Housing

University Housing accommodates approximately 3,500 residents in smoke-free residence halls and apartments. Each air-conditioned suite or apartment has an active telephone jack, data jacks, wireless access to the SIUE network and expanded basic cable television. Laundry facilities are located in each residence hall and at various locations throughout Cougar Village. Trained, professional residence life staff are available to assist students 24 hours a day. Residents may participate in hundreds of academic and social activities and programs each year.

### Residence Hall Living and Learning

Residence Halls at SIUE are designed for student living with comfortable furnishings, technologically advanced facilities, and convenient access to classes and campus events. The "Halls" provide an exciting mix of academic and social opportunities in a relaxing and inviting environment that residents call home.

SIUE has four residence halls: Bluff Hall, Evergreen

Hall, Prairie Hall, and Woodland Hall. Each is unique and is designed to challenge and support different groups of residents.

### Bluff Hall

Bluff Hall serves traditional freshmen (18-20 years old) and is home to Focused Interest Communities (FICs). FICs provide a living and learning environment that helps residents make the transition to SIUE and explore academic areas of interest. Freshmen should indicate their FIC preference on their housing application.

### Evergreen Hall

Located at the corner of Circle Drive and Whiteside Road, accommodates 511 residents and houses upper-class and graduate students in a mostly apartment-style atmosphere. Occupants are able to choose between single rooms, suites with restrooms, or four-bedroom apartments with full kitchen facilities. Seventy-two percent of the living units contain private bedrooms. The building contains a 4,800 sq. ft. multifunction room, two classrooms, fitness facility, four student organization offices, a conference room, and 24-hour computer lab.

### Prairie Hall

Prairie Hall also is devoted to serving traditional freshmen. Residents may participate in the Horizons Freshman Year Experience Program, designed to acclimate first-year students to college life and provide leadership and service opportunities. Persons should indicate their desire to participate in this program on their housing application.

### Woodland Hall

Woodland Hall houses a mix of undergraduate students. Sophomores may participate in the Second Year Experience (SYE) program, which encourages leadership, offers academic and career guidance, and promotes personal development.

### Residence Halls feature:

- air-conditioned four-person furnished suites with a common bath;
- active telephone jack with the option to purchase an additional line;
- data jacks that provide free connection to the campus network;
- Wi Fi Connections
- expanded basic cable TV service with access to UHTV-96, an in-house movie channel;

- 24-hour security;
- access for persons with disabilities;
- social (includes kitchenette, TV, and microwave) and study lounges on each wing;
- individual mailboxes;
- wall-to-wall carpet;
- 24-hour computer laboratory;
- sand volleyball and disc golf courses;
- social and academic programs and activities; and
- support programs and personnel to assist in adjusting to college/campus life.

- data jacks that provide free connection to the campus network;
- Wi Fi Connections
- expanded basic cable TV with access to UHTV-96, an in-house movie channel;
- locked mailboxes;
- storage closet assigned to each apartment;
- free shuttle to campus core; bus service to surrounding communities for a fee;
- Cougar Lake Recreation Area;
- Family Resource Center; and
- computer laboratory in the Commons Building.

### **Cougar Village Apartments**

Cougar Village apartments are another exciting housing option at SIUE. The 496-unit apartment complex is the home of single, graduate, and family residents. Each apartment is furnished with a stove/oven, refrigerator, dining table and chairs, desks, dressers, drapes, couch, end tables, chairs, and beds. Traditional freshmen are allowed to live at Cougar Village only as contracted family residents.

Single students may share an apartment with one, two, or three other students. Residents may request a shared bedroom or a private bedroom (as space permits). Besides general living areas, residents may choose to live in the Sophomore Village, or the scholars, graduate, and family buildings. More than 100 married couples (with and without children) and single parents make Cougar Village their home. Family residents may choose furnished or unfurnished two- or three-bedroom apartments. Special features for families include a children's playground, Family Resource Center, bus service to local schools, and family activities.

The activity center at Cougar Village is the Commons Building, featuring a lounge with a wide-screen TV, the Commons Grill and Convenience Store, computer laboratory with Internet access, laundry, multifunction room, staff offices, and outdoor tennis, sand volleyball and basketball courts.

#### **Services at Cougar Village include:**

- furnished apartments with fully equipped kitchens;
- balconies and patios with most apartments;
- active telephone jack with option to purchase an additional line;

### **Application**

An application for University Housing requires a \$300 deposit from all single student applicants. (The \$300 deposit consists of a \$25 non-refundable application fee, a \$75 security deposit, and \$200 applied toward room charges.) Family residents are required to pay a \$175 deposit (\$25 non-refundable application fee and \$150 applied toward room charges). Penalties are assessed for cancellation of the housing contract.

For more information about University Housing, write the Central Housing Office, P.O. Box 1056, Edwardsville, IL 62026-1056, call (618) 650-3931, or e-mail [housing@siue.edu](mailto:housing@siue.edu). Messages may be left after hours, on holidays, and on weekends. Additional information may be found at [www.siue.edu/housing](http://www.siue.edu/housing). (This address is case-sensitive; please use the capital letters as indicated.)

### **Off-Campus Housing**

University Housing offers information about available off-campus facilities to help students, faculty, and staff locate available accommodations in the Edwardsville area. Students may refer to the listing on the Housing Web site at [www.siue.edu/housing](http://www.siue.edu/housing). The University reserves the right to deny the privilege of listing off-campus housing on the University Housing Web site if landlords do not comply with the Civil Rights Act of 1968, other laws governing discrimination, and governmental health and safety standards.

## Dining Services

Dining Services offers meal plans for residence hall and Cougar Village/Evergreen Hall residents that may be used at the Commons Grill at Cougar Village, the Skywalk Food Court, Bluff Café and at all food outlets in Morris University Center, including Union Station (a convenience store) and Starbucks Coffee. Meal plans provide flexibility, convenience and savings. There is no need to carry cash; the plans utilize a computerized meal card. Residence hall students are required to purchase one of two meal plans. Because Cougar Village/Evergreen apartments include kitchens, purchase of a meal plan is optional for residents there.

The Center Court, on the lower level of Morris University Center, offers hot breakfast, lunch and dinner menus. It also features gourmet coffees, salads, and hot entrées including meat, vegetarian and vegan menu items and a carvery station. Noodle/Pasta offers a variety of cooked-to-order noodle/pasta bowls. Center Court also has a Grill Area, Bakers Nook, featuring a dozen varieties of breads and bagels, and Sweet Surprises with freshly baked cakes, pies, muffins, and cookies. **An extensive “grab and go” section is also available.** The Deli/Panini Area includes a variety of made-to-order sandwiches, wraps, and hot panini sandwiches. Garden Patch includes an array of salads, soups, and fresh fruit. Chick-fil-A Express is also available.

Cougar Den, next to Center Court, houses a Pizza Hut Express including a variety of pizzas, breakfast sandwiches, hot sandwiches, hot wings and bread/cinnamon sticks. Taco Bell Express offers tacos, burritos, nachos, gorditas, quesadillas, and other specialties. Freshens offers an extensive assortment of frozen treats including smoothies, and soft-serve or hand-dipped ice cream.

Starbucks Coffee, on the first floor of Morris University Center, includes espresso, cappuccino, latte, frappuccino, gourmet sandwiches, salads, desserts, chocolates and cyber connections. Across from Starbucks is Auntie Anne’s Pretzels.

The University Restaurant, on the second floor of Morris University Center, offers complete table service in a relaxed atmosphere, with a varied menu at modest prices. Students are encouraged to enjoy the restaurant’s daily fare including the salad and entrée bar.

Dining Services locations outside Morris University Center include the Skywalk Food Court (top floor between Founders and Alumni Halls), Bluff Café,

Commons Grill (Commons Building, Cougar Village), and the Woodland/Prairie Food Cart (Woodland Hall).

## SIUE Campus Network

The campus network interconnects all computers throughout the Edwardsville campus, Alton Dental School campus, and East St. Louis Higher Education Center. The network consists of more than 9,000 direct connections to the SIUE enterprise servers, mainframe, and the Internet. Also, dial-in users may access the network through a modem pool. Wireless access is available at selected locations throughout the campuses. The network consists of more than 10 miles of fiber-optic cable and more than 136 miles of high-speed copper cable. The Office of Information Technology manages the campus network servers, which provide account, Internet and e-mail services.

## Internet, E-Mail Accounts

All students are provided a campus network account as soon as they are admitted. To obtain their account, they must go to the e-ID Web site, [www.siu.edu/e-id](http://www.siu.edu/e-id). This includes a campus network account, Webmail, Blackboard and AdvisorTrack. Campus e-mail addresses are in the form <e-ID>@siue.edu. Personal Web pages can be accessed with a URL in the form [www.siu.edu/~<e-ID>](http://www.siu.edu/~<e-ID>). Disk space allocated to each student for storing e-mail and Web pages is limited to 30 megabytes.

## Lovejoy Library

Lovejoy Library maintains more than 1,000,000 volumes, over 1.6 million microform units and 30,000 audio visual items. The Library subscribes to more than 24,000 journals and periodicals, 18,540 of which are electronic and available to members of the University from their homes or offices. Lovejoy Library offers assistance to students, faculty and staff, and acquaints users with procedures for locating information and resources for papers, theses, or other research projects. The library’s resource-sharing agreements make it possible for University students to use other academic, public, and special libraries in the St. Louis area. Electronic access is also provided to the collections of other libraries in Illinois and throughout the world. Materials from these collections may be obtained through interlibrary loan.

## Audio Visual Services

Audio Visual Services provides complete audio-visual assistance, including the development of new media using current technology to meet the needs of University

faculty, staff, and students. Audio Visual Services maintains a collection of 5,000 items including films, CD-ROMs, videotapes, and DVDs. Students may check out media for up to seven days.

The Self-Help Laboratory is available to students who wish to produce their own instructional materials for classroom presentations. A staff member is available for technical assistance; there is a nominal charge for materials.

The Self-Instruction Laboratory provides equipment for using materials in the media collection. A small room is available for group viewing. Staff are available to help with hardware and software.

### **Academic Computing**

Academic Computing manages computer laboratories and classrooms for student and instructor use. Hardware and software for curriculum support are purchased in consultation with multi-departmental cluster committees.

General purpose open-access student computer laboratories are located in Lovejoy Library, Bluff Hall, Evergreen Hall, Prairie Hall, Woodland Hall, Cougar Village Commons, Founders Hall, Alumni Hall, Peck Hall, Dunham Hall, the Science Building, the Art and Design Building, and the Engineering Building.

### **Library and Information Services (LIS)**

Library and Information Services provides information resources and technology to support teaching, learning and scholarship. In partnerships with other academic units, Library and Information Services teaches information literacy skills and discernment for lifelong learning.

### **Morris University Center**

Morris University Center is a hub of diverse campus activities. It is an important bridge between the University, Illinois, and the St. Louis metropolitan community. Services range from meeting rooms to locker rental to wireless internet access for students, faculty, and staff. Many area groups use MUC's conference center facilities on the building's upper level. An art gallery, computer lab, and University Restaurant are on the upper level. The Print & Design shop offers printing and copy services in addition to banners, posters and flyers to students, faculty and staff. Students may create classroom and leisure-time graphics with help from qualified staff. On the main level, the Meridian Ballroom is the preferred venue for campus lectures, dances, Arts

& issues events and many other university and community activities. Goshen Lounge is frequently the forum for debates, special events, exhibits, and entertainers. The **University Bookstore (650-2132)** stocks **SIUe clothing and gifts, school and art supplies, general interest books, Apple computers, iPods, software and accessories**, greeting cards, supplemental course materials, and graduate-level textbooks. The Information Office serves as the campus and MUC's central telephone line. This office also sells tickets for Campus Activities Board (CAB) events, late night dances, and bus passes. Additionally, the Information Office provides maps, transportation and athletics schedules, locker rental, campus directory distribution, and other campus information (650-5555). Union Station is the campus convenience store, providing newspapers, snacks, groceries, and beverages. The Bank of Edwardsville provides complete banking services, including an automated ATM. Auntie Anne's pretzels offers handmade pretzels and beverages. Starbucks Cyber Café offers coffee and other beverages, pastries, sandwiches, and salads. On the lower level, Cougar Lanes includes bowling with cosmic lighting, pool, video games, air hockey, and foosball (650-LANE/650-5263). University Hair offers complete hair styling services for men and women. For appointments, call 650-2299. Many SIUe dining options are located in Morris University Center, including the Center Court food area, Pizza Hut Express, Taco Bell Express, and Freshens smoothies.

### **New Freshman Welcome and Convocation**

Before the first day of fall semester classes, the University sponsors New Freshman Welcome and Convocation—a series of activities designed to acquaint students with the University, including its academic programs and related requirements, and student life. The program provides opportunities for new students to meet other students, faculty, and staff members. The University expects new students to attend new student transition and welcoming activities.

Students who wish to gain a more thorough understanding of the University are encouraged to enroll in University 112, The University Experience, a two-credit elective course offered each term. University professors and staff who take a special interest in new students teach this course, and class size is restricted so that students may become well acquainted with their professors and with other students. University 112 also is designed to help students choose a major, plan a career, orient themselves to the University and higher education,

understand their roles within the University, and develop a meaningful sense of community. For more information about University 112, contact Instructional Services at (618) 650-3717.

### **Office of Educational Outreach**

The Office of Educational Outreach provides support services to departments offering classes at off-campus locations and helps students who participate in off-campus classes. Staff from the Office of Educational Outreach attend the opening session of classes to help students with admission, registration, fee payment, financial aid inquiries, and textbook distribution. Faculty and students should contact this office for help with matters related to instruction and attendance at off-campus classes.

SIUE, working with other community colleges and universities in Southern Illinois, may host courses delivered to SIUE via technology-mediated instruction.

For schedules of classes being offered off campus and for information about enrolling in these classes, students may contact the Office of Educational Outreach, Campus Box 1084, Southern Illinois University Edwardsville, Edwardsville, IL 62026-1084, phone (618) 650-3210, or e-mail [coned@siue.edu](mailto:coned@siue.edu).

Information about classes in the Belleville area also may be obtained directly from the SIUE/SWIC Service Office at Southwestern Illinois College, (618) 235-2700, ext. 5335, or e-mail [coned@siue.edu](mailto:coned@siue.edu). Information also may be viewed at [www.siue.edu/CE](http://www.siue.edu/CE).

### **Web-Based Courses**

Web-based courses generally meet online rather than face-to-face. However, a Web-based class may meet face-to-face once or twice during the semester for an orientation or proctored exams. Web courses require access to a computer with an Internet connection and a Web browser. The technical requirements for Web courses can be found at [www.library.siue.edu/ftc/blackboard/support/student.htm](http://www.library.siue.edu/ftc/blackboard/support/student.htm). Web-based learning also requires study skills different from those of traditional courses. To find out more about what it's like to take a Web-based course, please visit the Illinois Virtual Campus' Student Center Web site through the Educational Outreach Web site at [www.siue.edu/CE](http://www.siue.edu/CE), or directly at [www.ivic.illinois.edu](http://www.ivic.illinois.edu).

### **Parking**

SIUE parking is based on color-coded lots with corresponding permits. All vehicles must be registered and display a current SIUE permit. Commuter and

resident student permits may be obtained at Parking Services on the first floor of Rendleman Hall.

All violations assigned to a registered vehicle are the responsibility of the person in whose name the permit is issued. Tickets issued on a non-registered vehicle belonging to members of the student's immediate family will be the responsibility of the student. Tickets may be paid and appeals filed at the Parking Services office.

Evening students have the option of purchasing a limited number of evening permits. These permits are sold on a first-come, first-served basis and allow parking after 3 p.m. in lots closer to classroom buildings.

For more information, please call (618) 650-3680 or visit the Parking Services Web site at [admin.siue.edu/parking/](http://admin.siue.edu/parking/).

### **Parking for Persons with Disabilities**

In order to use parking spaces for persons with disabilities on University property, members of the University community who have state-issued disability hang tags, parking cards or plates also are required to purchase current SIUE disability parking permits from Parking Services. A verification process will be conducted to ensure that the requester of the SIUE permit is the person to whom the state parking card/license plate has been issued. For short-term disabilities, temporary disability parking permits may be issued by the University. Certification by the University's Health Service is a prerequisite to receiving a temporary disability permit. A current SIUE parking permit also is required. However, a temporary SIUE disability permit does not authorize a person to park in a space for the disabled. Rather, Health Service and Parking Services cooperate to provide these temporarily disabled persons with closer, more convenient parking than they normally would have.

### **New Student Registration**

All entering freshmen will attend Springboard to Success, a mandatory pre-entry advisement program that will jump-start their University experience and allow a smooth transition to SIUE. Students will meet with an academic adviser, register for classes, get an SIUE student ID, and take care of other University business.

All entering transfer students who are undeclared are required to attend an hour-long advising appointment with an academic adviser in the Office of Academic Counseling and Advising.

## **Student Opportunities for Academic Results (SOAR), formerly Special Services**

The objective of the SOAR program is to retain and graduate students served by the program. It is open primarily to first-generation college students.

Services offered through the program include academic counseling and advising, tutorial assistance, supplemental instructional support, meetings with an assigned adviser, and opportunities to attend cultural events. Students who meet the specified criteria and have a need for academic support are encouraged to apply to the program.

For more information about the SOAR program, please call (618) 650-3790 or stop by room 1313 in Peck Hall.

## **Student Identification Cards — Cougar Card**

Students receive an identification card, called a Cougar Card, which bears their image and identifies them as enrolled students at Southern Illinois University Edwardsville. The Cougar Card is an all-purpose card that can be used for identification, meal plans, vending, laundry, and admittance to SIUE buildings and events. The Cougar Card also can access two monetary accounts: Cougar Bucks (money that can be spent anywhere the card is accepted) and University Housing meal plans. Although the Cougar Card is entrusted to those who are enrolled at or employed by the University, it is a legal document and remains the property of the University. Students who lend, borrow, use a card other than their own, or alter a Cougar Card are subject to disciplinary action; in addition, such activity may be considered a crime. The Cougar Card should be carried at all times in order to use a multitude of campus services. For more information about Cougar Cards and how to establish a Cougar Bucks account, contact the Service Center at (618) 650-2080, stop by Rendleman Hall, room 1309, or visit the Cougar Card Web site at [www.siu.edu/COUGARCARD](http://www.siu.edu/COUGARCARD).

## **Textbook Service**

For a nominal rental fee, **the University**, supplies basic texts for undergraduate courses (including 400-level courses) through Textbook Service. An SIUE student ID is required, and the student must be enrolled to rent textbooks. Supplemental texts sometimes are required for undergraduate courses; they may be purchased from the University Bookstore, on the first floor of Morris University Center. The **B**ookstore also provides texts for graduate courses.

Textbook Service regular business hours are 8 a.m. to 6:30 p.m. on Monday, and 8 a.m. to 4:30 p.m. Tuesday through Friday. Textbook Service has expanded hours of service for issue and return periods at the beginning and end of each term. Call (618) 650-3020 for dates and times of expanded hours, or check the Web site at [www.siu.edu/MUC/textbooks.html](http://www.siu.edu/MUC/textbooks.html).

Students dropping classes or withdrawing from all classes must return their texts immediately to avoid penalties. Textbooks may be returned early if they are no longer needed. At the end of each semester, textbooks must be returned to Textbook Service by 5:00 pm. the Saturday (commencement) of **finals** week. The replacement cost of unreturned books will be charged to the student's account for books not returned by the above deadline.

## **University Mail Services**

**Post Office** - SIUE operates a branch post office located on the lower level of Rendleman Hall, Room 0232. Hours are 7:30 a.m. - 4:00 p.m., Monday-Friday. Cash only no checks, debit or credit cards are accepted. For more information, call (618) 650-2028 or [admin.siu.edu/postal](http://admin.siu.edu/postal).

**Student Mail Box Center** - Currently enrolled SIUE students can rent locked mail boxes either by semester or by year. The boxes are located on the lower level of Rendlemen Hall, adjacent to Room 0232. For more information, call (618) 650-2028 or [admin.siu.edu/postal](http://admin.siu.edu/postal) and click on Mail Box Services.

## **University Museum/Gallery**

It was the intention of the founders of this university that works of art should be a part of everyone's daily experience on campus and it is a goal of the Museum to make this dream a reality. The University Museum is responsible for the care and display of SIUE's extensive collection of cultural objects. These are presented throughout the campus in a series of permanent and temporary exhibitions designed to reflect the creative diversity of the people and cultures of the world. Included in the collections are objects from Pre-Columbian, Native American, African, Oceanic, Oriental, Greek, Roman, and Egyptian cultures as well as works by contemporary artists.

Among the most interesting collections is the Louis H. Sullivan Architectural Ornament Collection, which includes fragments from many of the best buildings by this noted American architect as well as objects from buildings by many of his contemporaries and students, including Frank Lloyd Wright. These pieces are

displayed primarily in the gallery on the second floor of Lovejoy Library in the southeast corner and in the basement hallway of Alumni Hall.

In addition to the objects presented throughout the campus, the Museum, in cooperation with Morris University Center, presents an annual series of temporary exhibitions in the art gallery on the second floor of the center. The Museum also makes objects from the collections available for classroom use by University faculty members and for use by area school teachers and educators.

## University Police

Southern Illinois University Edwardsville Police are committed to providing a safe and secure environment for students, employees, and visitors, and to enforce fully all state and federal laws and institutional policies and regulations to ensure such an environment.

The University Police Department is housed in the Supporting Services Building and provides services 24 hours a day, 365 days a year. The non-emergency telephone number for University Police is (618) 650-3324. Emergency 911 calls are directed to University Police, which is responsible for dispatching appropriate police, fire, or ambulance services. Other services provided include assistance in retrieving keys from locked vehicles, providing jump-starts to inoperable vehicles, and tools to engrave items for prevention of theft. The University Police also provide a safety escort service, accompanying members of the University community from one campus location to another.

The University Police operate under a Community Oriented Policing philosophy, which sets the foundation for providing quality service, based on high ethical standards. It includes being responsive and responsible to the community by building partnerships with students, faculty, and staff. University Police are highly visible through bike patrols, foot patrols, and vehicular means.

In compliance with federal law, entitled the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” the SIUE annual security report containing safety and security information and crime statistics for the past three calendar years is available online at [admin.siue.edu/studentrightto](http://admin.siue.edu/studentrightto).

SIUE is committed to crime prevention, law enforcement, and crime reporting. University campuses, like all other communities, are not immune to crime.

Students, faculty, and staff are urged to take advantage of safety programs, to take all reasonable precautions for their own safety, and to report all crimes. Non-Emergency Telephone Number: 650-3324; Emergency: 911

## Veterans Certification

The Office of Veterans Certification is located in Rendleman Hall, room 1207. The office provides general information regarding veterans’ benefits and VA regulations. Questions about the Illinois Veterans Grant should be directed to the Office of Student Financial Aid.

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# Non-Traditional Credit Programs and Services

## SIUE/SWIC Service Office

The SIUE/SWIC Service Office at Southwestern Illinois College is open weekdays and some evenings and weekends, and offers residents in the Belleville and O'Fallon area a wide range of services including information about University programs, periodic on-site academic advisement, extended office hours during registration, liaison with campus departments, a direct phone line to Edwardsville campus offices, University publications, information about transferring to SIUE, and applications for admission to SIUE. Office staff also provide support services for students enrolled in off-campus courses. To contact the SIUE/SWIC Service Office, call (618) 235-2700 ext. 5335, or (618) 650-2630, e-mail [coned@siue.edu](mailto:coned@siue.edu), or see the Web site, [www.siue.edu/CE](http://www.siue.edu/CE).

## Off-Campus RN to BSN Program

SIUE's School of Nursing offers its bachelor of science in nursing RN to BS program off campus via Web-based instruction.

The off-campus RN to BS program allows registered nurses in several areas in southern Illinois to complete the bachelor's degree in nursing close to home while remaining employed. For information about academic requirements or admission to the program, contact the School of Nursing adviser at (618) 650-3956 or 800-234-4844; [www.siue.edu/nursing](http://www.siue.edu/nursing).

## Off-Campus Classes

Selected credit courses and degree programs, identical to on-campus programs in academic content and degree requirements, are offered at various off-campus locations. Numerous University credit courses also are offered at off-campus sites in response to specific requests in order to meet particular educational needs in various communities. Recent class offerings have included business, education and nursing. Sites used have included local schools, community colleges, and government facilities.

The Office of Educational Outreach provides support services to departments offering classes at off-campus locations and helps students who participate in off-campus classes. Staff from the Office of Educational Outreach attend opening classes to help students with admission, registration, fee payment and financial aid inquiries. Faculty and students may contact this office for

help with matters related to off-campus classes. Educational Outreach serves as a liaison between off-campus students and on-campus University offices, personally pursuing answers or solutions to students questions or problems and following up directly with students by telephone and e-mail.

Institutions, agencies, or organizations interested in off-campus courses should contact the Coordinator of Credit Activities in the Office of Educational Outreach, Campus Box 1084, Southern Illinois University Edwardsville, Edwardsville, IL 62026-1084, phone (618) 650-3210, or e-mail [coned@siue.edu](mailto:coned@siue.edu). Information also may be viewed at [www.siue.edu/CE](http://www.siue.edu/CE).

## On-Line Courses

For information about web-based courses at SIUE, visit the Illinois Virtual Campus web page at [www.ivc.illinois.edu](http://www.ivc.illinois.edu). You may also search for web courses on-line via the SIUE class schedule at [www.siue.edu/COUGARNET](http://www.siue.edu/COUGARNET).