



COLLEGE OF  
**EDUCATION & HUMAN SERVICES**  
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE



Joining together to understand and improve  
the lives of children, youth and adults...

# Undergraduate Student Handbook

## 2008 – 2009

Southern Illinois University Carbondale

[www.ehs.siu.edu](http://www.ehs.siu.edu)

College of Education and Human Services

Southern Illinois University Carbondale

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## Welcome to the College of Education and Human Services

We in the College of Education Student Services offices are pleased that you have decided to attend SIUC and pursue an academic major with us. It is our wish that we serve you well and help make your experience a pleasant one. As advisors, we will assist you in planning your academic career and selecting appropriate courses to meet degree, University, and State requirements for graduation and certification. We can also help you choose options for course registration. Further, this office will assist you with referral services, transfer information, important dates and deadlines, graduation information, and changes in programs or procedures.

Feel free to see us if you have any questions or concerns regarding your academic career. We have purposely scheduled “walk-in” time for each advisor. Please stop by and help us become better acquainted with you.

This working guide is designed to provide information and serve as a reference while you pursue your undergraduate degree in the College of Education and Human Services (COEHS). This handbook includes information on your specific degree requirements, major courses, the Teacher Education Program (TEP), certification, University and College policies and rules. It also provides helpful advice on advisement, registration, and completion of your degree in a timely manner.

Be sure to stop at the Advisement Office (WHAM 122) and pick up a curriculum guide for your major. You can keep track of courses taken\*, grades received and requirements remaining for graduation. Because the College offers certification and non-certification degrees, individual major requirements are quite different.

\* [See SIUC Undergraduate Catalog for Course Descriptions.](#)

Academic Calendar  
***Southern Illinois University Carbondale***  
**2008 - 2009 Calendar**

**Fall Semester 2008**

Semester Classes Begin	Monday, August 18
Labor Day Holiday	Monday, September 1
Veterans Day Holiday	Tuesday, November 11
Thanksgiving Vacation	Saturday, November 22, 12:00 Noon through Sunday, November 30
Final Examinations	Monday, December 8 through Friday, December 12
<a href="#"><u>Commencement</u></a>	Saturday, December 13, 2008

**Spring Semester 2009**

Semester Classes Begin	Monday, January 12
Martin Luther King, Jr.'s Birthday Holiday	Monday, January 19
Spring Vacation	Saturday, March 7, 12:00 Noon through Sunday, March 15
Honor's Day	Sunday, April 5
Final Examinations	Monday, May 4 through Friday, May 8
<a href="#"><u>Commencement</u></a>	Friday, May 8 and Saturday, May 9, 2009

**Summer Semester 2009**

Eight Week Session Begins	Monday, June 15, 7:30 a.m.
Independence Day Holiday	Friday, July 3
<a href="#"><u>Final Examinations</u></a>	Thursday, August 6 and Friday, August 7
<a href="#"><u>Commencement</u></a>	Saturday, August 8, 2009

**All Breaks begin officially at 10:00 p.m. the night before and end at 7:30 a.m. the morning after the respective beginning and ending dates listed, unless otherwise noted.**

*Office of Records and Registration | Approved 10/23/2006 by the Chancellor*

OFFICE OF RECORDS AND REGISTRATION  
REGISTRATION CALENDAR  
Spring 2008 - Fall 2008

Registration calendar	<u>FALL 2008</u>
* Registration	Tuesday, March 18 – Friday, Aug. 15
Statements of Account Produced for Advanced Registered Students 1 <sup>st</sup> bill of the semester	Saturday, July 12
Tuition and Fee payment Deadline for 1 <sup>st</sup> bill	Thursday, August 14
Waitlist Purged	Saturday, August 2
Last day to drop a course Using Salukinet Web	Friday, August 15
Semester Begins Late Registration fee assessed	Monday, August 18
Late Registration and Program Changes	Monday, August 18 -- Friday, August 22
Deadline to Register or Add Without Dean's Signature	Friday, August 22
** Last Day to <i>drop a course</i> to be eligible for a credit/refund; last day to change credit/audit status. Last day to <i>withdraw from the University</i> with a <i>full</i> refund	Friday, August 29
*** Last Day to <i>Drop a Semester Length Course</i>	Monday, October 13
**** Grade Solicit Produced	Friday, November 28
Semester Ends	Friday, December 12
Final Grades due in Registrar's office	Monday, December 15
Final Grades processed and made available on Salukinet	Friday, December 19

Effective Fall 2007, a pre-payment will no longer be required.

- \* Students who have a past due greater than \$500 will not be allowed to register.
- \*\* Students dropping a course after Week 2 will have the week of withdrawal indicated on their record.
- \*\*\* Students may not drop a semester length course after the first day of the ninth week (first day of the fifth week in summer). Students may withdraw from the University after this date only with the permission of their academic dean. The effective date will be the last day of class attendance.
- \*\*\*\* Registration/adds/drops after this date require a letter from the student's academic dean.

## BURSAR BILLING CALENDAR

*\*\*Please note, students who register will be considered officially enrolled and will be liable for charges. If you are not attending classes, you must withdraw or risk receiving failing grades.*

<b>Statement of Account: (mailed the week of)</b>	<b>Payment Deadline: (to prevent service charge assessment)</b>
September 14, 2008	October 9, 2008
October 12, 2008	November 13, 2008
November 16, 2008	December 11, 2008
December 14, 2008* *first bill of Spring '09 term	January 8, 2009

## College of Education and Human Services Majors

Certification Majors:	Non-Certification Majors:
Early Childhood	Early Childhood
Preschool/Primary (Age 0-8)	Child & Family Services
Elementary Education (K-9)	Communication Disorders and Sciences
Secondary Education (6-12)	Kinesiology
Biological Science	Athletic Training
English	Exercise Science
French	Rehabilitation Services
Recreation	Leisure Services Management
Health Education	Therapeutic Recreation
School Health	Social Work
Mathematics	Workforce Education and Development
Social Studies	Administrative Services Training
Spanish	Education, Training and Development
Workforce Education and Development	Home Economics Education Services
Business Education	
Family & Consumer Science	
Special (K-12)	
Art	
Communication Disorders and Sciences	
Music	
Kinesiology	
Teacher Education	
Special Education	

College of Education and Human Services  
Academic Advisors

**Jaci Chapman (453-6315)**  
(e-mail: [jaci3@siu.edu](mailto:jaci3@siu.edu))  
Wham Building, Room 122  
(Ph. 618-453-6340)

Health Education  
Community Health  
School Health  
Kinesiology  
Athletic Training  
Exercise Science  
PE Teaching  
Recreation  
Leisure Services  
Therapeutic Recreation

**Jolanta Dziegielewska**  
(e-mail: [joladz@siu.edu](mailto:joladz@siu.edu))  
Tuesday, Thursday, & Friday - Quigley, Rm. 3  
Monday & Wednesday - Wham 122(453-6312)

Art  
Biological Science  
Social Work

**Andrea Restoff**  
(e-mail: [arestoff@siu.edu](mailto:arestoff@siu.edu))  
Wham Building, Room 122  
(Ph. 618-453-6340)

Elementary Education A-L  
English Education

**George Schlenk (453-6314)**  
(e-mail: [schlenk@siu.edu](mailto:schlenk@siu.edu))  
Wham Building, Room 122  
(Ph. 618-453-6340)

Early Childhood  
Child & Family Services  
Pre-School/Primary  
Social Studies Education

**Bob Simpson (453-6316)**  
(e-mail: [bobbo@siu.edu](mailto:bobbo@siu.edu))  
Wham Building, Room 122  
(Ph. 618-453-6340)

Elementary Education M-Z  
Special Education

**Angela Cummings-Hunter**  
(e-mail: [ahunter@siu.edu](mailto:ahunter@siu.edu))  
Wham Building, Room 122  
(Ph. 618-453-6340)

Communication Disorders and Sciences  
Foreign Languages  
French  
Spanish  
Math Education  
Workforce Education and Development  
Administrative Services Training  
Business, Marketing and  
Computer Education  
Education, Training &  
Development  
Family and Consumer Science  
Health Careers  
Human Resources Specialist  
Technology Education



## Minimum Requirements for Bachelor of Science Degree\*

Total Hours:	120 Semester Hours
Residency Requirement:	Last 30 Semester Hours <u>OR</u> Total of any 90 Semester Hours
Senior Institution Hours:	60 Semester Hours at Senior (4-year) Institution
Grade Point Average:**	2.0 SIUC GPA and 2.0 Major GPA

\* **NOTE: Please be aware that these are the MINIMUM hours and GPA required by SIUC for graduation. Be sure to check with your academic advisor regarding specific requirements for your major.**

\*\* **TEACHER EDUCATION PROGRAM: Requires a 2.75 OVERALL GPA (All college work, including transfer credit, is calculated) for admission and a 2.75 Major GPA to be eligible for Student Teaching.**

## Registration Procedures for the College of Education and Human Services

### **Advisors:**

Your College of Education and Human Services advisor is a trained professional who is cognizant of the rules and regulations pertaining to University, departmental and State requirements. The role of the advisor is to assist you in meeting your academic and career goals.

### **Advisement:**

Before registering for specific courses, you must see your College of Education and Human Services advisor. At this meeting, you will discuss course options, prerequisites, major requirements, university core requirements and academic progress. You and your advisor will attempt to meet your individual needs and time schedule prior to arranging a definite program. You and your advisor will work in a partnership atmosphere. It is critical to make an early appointment for academic advisement if you want to build a schedule that reflects your needs.

The University accepts the importance of the academic advising function. Insistence on receipt of transcripts and ACT or SAT scores prior to admission serves not only to determine admission but also provides information upon which to base program decisions. You and your advisor may use these scores to determine the level of difficulty of your courses or if you should attempt to proficiency or CLEP some courses.

Advising individual students about program requirements and progress to degree is a service provided to you. It does not relieve you, the student, of responsibility for knowing your program

requirements. You must confer with your advisor if you have questions about your program or progress to degree.

### **Registration:**

After you and your advisor have selected classes, the registration process will secure your enrollment in specific course sections. Students new to the University, will be registered by computer and will have his/her schedule of classes when he/she leaves the office. Subsequent registrations may be advisor-aided or via computer on the Saluki Net Website. Students on academic probation will not be allowed to register themselves.

Mere attendance does not constitute registration in a class, nor will attendance in a class for which a student is not registered be a basis for asking that a program change be approved permitting registration in that class. Students should complete the registration process before classes begin.

### **Add/Drop:**

After your registration has been processed, you will still have the opportunity to make changes in your schedule. If you want to drop a course, add a course, or change a section, you must do so in an official manner. Check on Saluki Net or on page five (5) of this handbook for deadline dates. (The schedule change process begins with your academic advisor.)

### **Withdrawal:**

If you have officially registered for classes and find you are unable or unwilling to attend or complete the semester (prior to Week 8) you must officially withdraw. Simply leaving school does not constitute a withdrawal. Discussion of procedures may be found in the SIUC Undergraduate Catalog or you may discuss your options with your advisor. The Office of Transitional Programs handles this process. They are located in Woody Hall B145 and their phone number is (618) 536-2338.

*Course Drops.* Students officially drop courses through the program change process. This process is initiated with the academic advisor. It is the student's responsibility to ensure that the drop process is officially completed. It is probable that a student, who does not drop by the deadlines, but stops attending during the second half of the semester, will receive a grade of *WF*. **Note: ceasing to attend a course may also affect a student's financial aid eligibility, the *WF* counts as an *F* in the calculation of the GPA. Students who drop courses after the full refund deadline but remain enrolled in the University will not receive any refund.**

### **SalukiNet:**

You can access SIUC SalukiNet Web Student Information System by going to <http://salukinet.siu.edu>. Below you will find some answers to frequently asked questions:

***What is SalukiNet?*** SalukiNet is actually a Web portal to a variety of SIUC student services and other University information. However, when referring to the name "SalukiNet," many people mean the Your Records portion of it, which is a secure application allowing you to access some of your SIUC student records. The focus of this discussion will be on the Your Records portion of SalukiNet.

***What student records can I find on SalukiNet?*** Basically, you can find out student records about yourself that are maintained by the offices of [Records & Registration](#), [Undergraduate Admissions](#), [Bursar](#), and [Financial Aid](#).

***How do I access SalukiNet?*** Since SalukiNet is Web-based, any computer with access to the Internet and recent Web browser software -- including computers in Morris Library, the Computer Learning Centers, and other computer labs on the SIUC campus -- should allow you to be able to go to [salukinet.siu.edu](http://salukinet.siu.edu), click on the Your Records link, and log into and use SalukiNet. Because SalukiNet is a secure application, you will need to know your 9-digit Student ID and your 4-digit PIN in order to log into the system. New students are initially assigned a random PIN and are normally informed of it in writing at the time of admission or registration. More information on PINs can be found at <https://salukinet.siu.edu/sis23/helptab/login.htm>.

***I can't log into SalukiNet and get a message that I have a PIN problem ... what do I do?***First, be sure that you typed in your Student ID and PIN correctly. Try to enter it again more slowly. If you get the same error message, then stop. Maybe if you go away and come back later, you'll re-member your PIN, and then you'll be able to get in without a problem. If you keep attempting to log into SalukiNet and get an error message five times, you'll be locked out of SalukiNet and will have to get your account unlocked. This is designed as a security precaution so that someone can't at-tempt to try all 9,999 possible PIN numbers and "hack" into someone else's SalukiNet account. If you get locked out or if you just can't remember your PIN, you'll need to contact staff in the Registrar's office in Woody Hall. That contact information is available at <https://salukinet.siu.edu/sis23/helptab/login.htm>. Please contact that staff directly using the information on that page, since contacting the "Webmaster" or anyone else will only delay resolution of the issue. Remember; don't share your PIN with anyone, because it's your key to these student records. **No one** else should be accessing your student records on SalukiNet except for you and the staff in the Registrar's office will not unlock your SalukiNet account for any-one except for you. Finally, please be sure to periodically change your PIN number to help increase the security of your SalukiNet account.

***After a few minutes, I got a message about 'allowable idle time' and I had to log back in ... what's that about?*** Once you've logged into SalukiNet, the system tracks your activity every time you click through the system and *request* some information. When you go longer than a few minutes without requesting information -- that is, when you exceed the 'allowable idle time' -- the system times you out as a security precaution. Thus, if you are in a computer lab or other shared environment, and leave the computer and forget to logout, this helps to prevent someone else from accessing your student records. When you are finished using SalukiNet, it is *always, always, always* a wise idea to actually log out of SalukiNet by clicking on the Logout tab in the upper right of the screen. Then, as an additional precaution, go ahead and close the Web browser software so that someone can't try to hit the Back button and attempt to see what you were last looking at.

***What are my options to obtain my student records if I can't get to SalukiNet?*** SalukiNet is normally available around the clock 7 days a week, except for Sunday mornings. Your academic advisor is always a good source for answering questions about your academic progress. More detailed information can be obtained by going to Woody Hall and stopping by one of the four offices noted above to speak with someone directly.

## Teacher Education Program

The Teacher Education Program at SIUC is fully accredited by the National Council for Accreditation of Teacher Education (NCATE) and by the State Certification Board. The Teacher Education Program is administered by the Dean of the College of Education and Human Services. Teacher education programs approved by the State Teacher Certification Board are offered in elementary education, early childhood education, special education, secondary education, and in majors which lead to the special certificate to teach K-12.

Admission to the College of Education and Human Services **DOES NOT** guarantee admission to the Teacher Education Program. Admission to the Teacher Education Program must be pursued by ALL students seeking state certification. Listed below are the specific requirements for admission. Application packets and information are available in Wham 135. Students are encouraged to apply early in their programs. Go on line for a Teacher Education Program application at <http://web.coehs.siu.edu/public/tepapplication.pdf>

### **Admission Dates:**

Students will be admitted each year to the Teacher Education Program (TEP). Students will be admitted on October 1 (deadline for completed applications is September 20), March 1 (deadline for completed application is February 20), and July 1 (deadline for completed application is June 20).

### **Requirements:**

A student is eligible to make formal application for admission to the teacher education program when the following criteria have been met:

1. *A minimum of 30 semester hours of completed college work;*
2. *An overall grade point average of 2.75 or better (4.0 scale);*
3. *Completion of ENGL 101, ENGL 102 and EDUC 210 with a grade of "C" or better;*
4. *Two recommendations from college/university faculty;*
5. *Satisfactory criminal background check;*
6. *Passing score on the Illinois Basic Skills Test; and*
7. *Accepted written essay.*

Students in the following majors are admitted by the departments in which those majors are housed: Agriculture, Business Education, Comm. Disorders, English, Math, Music, and Foreign Languages

Students in these majors need to contact the department chairperson before the admission deadline. You will not be considered for admission until you do so.

For further information on the admission policy refer to the [Undergraduate Catalog](#).

### **Certification Testing:**

All persons seeking Illinois certification must pass a minimum of three certification tests. Everyone seeking certification is required to take the BASIC SKILLS TEST, the subject matter knowledge test and the Assessment of Professional Teaching test. Additional information may be obtained on the Illinois State Board of Education website: [www.isbe.state.il.us](http://www.isbe.state.il.us)

## Friendly Tips for Academic Success

Often, problems arise that could easily have been solved “if only...” The following are examples of some of the issues that create problems for students:

***Not asking questions:*** If you have a question, no matter how trivial you might think it is, ASK!!

***Not reading:*** Important information regarding rules, regulations, deadline dates, etc., may be found in the [SIUC Undergraduate Catalog](#) and the [SIUC Schedule of Classes](#).

***Listening to other students:*** Students can receive misleading information from other students due to differences in majors, colleges, etc. If you hear something and think it concerns your major, ASK YOUR ADVISOR.

***Advisement Appointments:*** Advisement appointments for advance registration are important to you. Be sure to (1) Schedule an appointment as soon as possible, and (2) KEEP YOUR AP-POINTMENT. If you find that you are unable to keep your appointment, contact your advisor before your scheduled appointment time to reschedule.

***Teacher Education Restricted Classes:*** (1) REMEMBER, you MUST register for Student Teaching! (2) There are several courses in the Professional Education sequence that are restricted. **AFTER** you see your advisor, you **must** see the proper personnel in WHAM 135 to enroll in these courses. They include: EDUC 312, 313, 316, 400 and 401.

***Addresses:*** It is vital that the University has your correct address. You can indicate three separate addresses if needed: BILLING, PERMANENT and LOCAL. **It is also important that we have your local telephone number or cell phone number and your current e-mail account address.** *PLEASE NOTE:* It is the student’s responsibility to maintain an accurate local address or billing address to which a Statement of Account can be mailed. **Failure to receive a bill does not relieve students of the responsibility for prompt payment of amounts due.** (2008-2009 Undergraduate Catalog, p. 35)  
<http://registrar.siu.edu/eval/catalog.htm>

## Resources and Services University Counseling Center and Career Services

### **Career Counseling at the Counseling Center:**

- \* Become more aware of available majors and minors
- \* Explore careers within a certain major
- \* Narrow career choices down to a few possibilities
- \* Confirm a choice of a major or career
- \* Learn more about your interests, abilities, and work values
- \* Discuss the influence of others on your career choice
- \* Discover how to begin and advance along a chosen career path
- \* Talk through a decision to change a major
- \* Work through indecisiveness or fear of choosing the wrong major

Trained career counselors can help you to explore your career concerns as well as more personal concerns that may be affecting your career decision. Career counseling may involve the following career tests: The Strong Interest Inventory, the Myers-Briggs (Personality) Type Indicator, and The Self-Directed Search (for interests). Other resources include various card sorts: The Values Card Sort to help you to examine your work values, The Vocational Interest Card Sort, and the Majors Card Sort to familiarize yourself with all SIUC majors. Available activities and handouts include: Personal Skill Checklists, Career Myths and Beliefs, Assessment of Decision-Making Outlook Handbook, "What Can I Do With This Degree?" binder, majors information file, and more. Counselors can also help you get connected with SIUC Alumni serving as volunteer career advisors.

The Counseling Center is located in Student Health Center, Room 253 (phone 618-453-5371) and information is also available at their website: [www.siu.edu/offices/counsel](http://www.siu.edu/offices/counsel).

### **University Career Services:**

- \* Explore internship possibilities
- \* Attend a career fair
- \* Learn how to write a resume and cover letter
- \* Practice your interviewing skills
- \* Discover job search strategies for your major and career field
- \* Become aware of job vacancies
- \* Have your resume referred to employers
- \* Interview on campus for jobs
- \* Learn more about how to apply to graduate school
- \* Complete undergraduate, graduate, technical, professional, and certification exams
- \* Research companies and gather other career information

University Career Services has trained placement counselors available to help you with job search strategies for your specific career field. Counselors keep an up-to-date listing of workshops, career fairs, testing dates, and jobs. Free registration is available to freshmen, sophomores, and juniors for internship opportunities. In addition, University Career Services staff offers assistance in resume writing, cover letters, interviewing skills, applying to graduate school, and job search strategies. There are also a number of career fairs throughout the academic year.

To take advantage of credentials files maintained for job searching or graduate school application, mailing services, on-campus interviewing, and referral services, a \$26 fee is required. The Career Resource Library contains company literature, directories, job bulletins, and outlook salary reports.

## Information Access

### **ListServe:**

The College of Education and Human Services ListServe provides students with up-to-date information concerning: registration, advisement, deadlines, departmental news, teacher education information, scholarships, career information, and general university information. The College of Education and Human Services faculty, staff, and students are encouraged to participate in the EDADVNOW ListServe. The list is made available for the sharing of information between parties associated with the College. Proper ListServe etiquette is expected.

Interested parties need to send e-mail to [listserv@siu.edu](mailto:listserv@siu.edu), with the message “subscribe EDADVNOW-L” (no quotes) in the message area. You will get a message back telling you how to send messages to the list. If you have questions about the list or problems completing the subscription process, please contact your academic advisor at 618-453-6340.

## College of Education and Human Services **Registered Student Organizations**

Involvement in student organizations is an important part of college life. This involvement allows students the opportunity to meet peers with similar interests, develop leadership skills, and build a resume and network for employment after graduation. Listed below are Registered Student Organizations found in this college.

### **Association of Teacher Educators (ATE):**

The Association of Teacher Educators was founded in 1920 and is the only national, individual membership organization devoted solely to the improvement of teacher education for both school and campus-based teacher educators. For more information and details on how to become a member of ATE, contact the Department of Curriculum and Instruction at 618-536-2441. You may also visit their website at: <http://www.ate1.org/pubs/home.cfm>

### **Association for Childhood Education International (ACEI):**

ACEI is dedicated to the dual mission of promoting 1) the rights, education and well-being of children from infancy through early adolescence, and 2) high standards of preparation and professional growth for educators. For more information, contact the Department of Curriculum and Instruction at 618-536-2441. You may also visit their website at: <http://www.udel.edu/bateman/acei/>.

### **Business Education Students' Organization (BESO):**

The Business Education Students' Organization is comprised of all students currently registered as business education majors or minors. For more information on BESO, contact the SIUC Department of Workforce Education and Development at 618-453-3321. You may also visit their website at: <http://web.coehs.siu.edu/public/studentorgs/beso.php>.

### **Chi Sigma Iota:**

Chi Sigma Iota is the international honor society for counselors-in-training, counselor educators, and professional counselors. For more information contact the SIUC Department of Educational Psychology & Special Education at 618-536-7763. You may also visit their website at: <http://web.coehs.siu.edu/public/studentorgs/chisigmalaota.php>.

### **College of Education and Human Services Student Leadership Program (SLP):**

The COEHS Student Leadership Program is for top students in the College. Selected students will serve as official representatives of SIUC and the College in public relations, student recruitment and retention programs and other outreach efforts. For more information, contact Natalie Branca at 618-453-6319 or e-mail to [nbranca@siu.edu](mailto:nbranca@siu.edu).

### **Delta Pi Epsilon:**

Delta Pi Epsilon is a national honorary graduate society for men and women in business education. Please contact the SIUC Department of Workforce Education and Development at 618-453-3321. You may also visit their website at <http://web.coehs.siu.edu/public/studentorgs/deltapiepsilon.php>.



### **Elementary Education Student Organization (EESO):**

EESO is a student organization dedicated to providing professional opportunities for students through monthly meetings, evening programs on special topics, and involvement in professional conferences. For more information call 618-453-2441. You may also visit their website at: <http://www.siu.edu/~currinst/GeneralCI/org.html>.

### **Eta Sigma Gamma (HED):**

Eta Sigma Gamma is the national professional health education society. Its goals are to elevate the standards, ideals, competence, and ethics of professionally trained men and women in health education. For further information, contact the SIUC Department of Health Education and Recreation at 618-453-2777. You may also visit their website at: <http://www.siu.edu/departments/coe/hedrec/Other/ESG/>.

### **Illinois Education Association (IEA):**

IEA is an association of 128,000 members composed of Illinois elementary and secondary teachers, higher education faculty and staff, educational support professionals, retired educators and college students preparing to become teachers. The IEA was founded in 1853 to serve the interest of public education in Illinois. The IEA became an affiliate of the National Education Association in 1857, an organization currently totaling 2.7 million teachers and school employees. The group offers benefits such as liability insurance, state conferences, student scholarships, mini-resumes, professional publications, grants, mentoring programs and workshops. For more information visit [www.ieanea.org](http://www.ieanea.org) or contact Dr. Jackie Cox in Wham 323B.

### **National Association of Black Social Workers:**

The SIUC Chapter of the National Association of Black Social Workers became a registered student organization in March 2000. The organization is housed in the School of Social Work and the faculty advisor is Dr. Saliwe Kawewe. You may contact Dr. Kawewe at 618-453-2243.

### **National Student Speech, Language & Hearing Association (NSSLAH):**

The National Student Speech, Language & Hearing Association was created because of students' desire for closer affiliation with professionals in the discipline of human communication sciences and disorders. For further information on this organization, contact the SIUC Rehabilitation Institute at 618-453-4301. You may also visit their website at: <http://www.siu.edu/~rehabcds/nsslha/>.

### **Omicron Tau Theta:**

Omicron Tau Theta is an honor society for those interested in Vocational Education. For more information, contact the Department of Workforce Education and Development at 618-453-1949.

### **Organization of Multi-Ethnic Students in Education (OMESE):**

The purpose of the Organization for Multi-Ethnic Students in Education (O.M.E.S.E.) is to promote communication among culturally diverse students in education and the SIUC staff and faculty. Further, OMESE shall serve as a networking tool for culturally diverse students in the field of education. For more information contact Angela Cummings-Hunter at 618-453-6340. You may also visit their website at: <http://www.coe.siu.edu/Omese/OMESE.html/index.html>.

### **Phi Beta Lambda (WED):**

Phi Beta Lambda is an association of student members preparing for careers in business. For more information you can contact SIUC Department of Workforce Education & Development at 618-453-3321 or visit their website at:

<http://web.coehs.siu.edu/public/studentorgs/phibetalambda.php>

### **Phi Delta Kappa:**

Membership in Phi Delta Kappa is the recognition of superior scholarship in all academic disciplines. The Society is convinced that in recognizing and honoring those persons of good character who have excelled in scholarship, in whatever field, it will stimulate others to strive for excellence. For further information, call 618-536-2441. You may also visit their website at: <http://www.siu.edu/~pdk/>.

### **Physical Education Teachers and Coaches Organization (PETC):**

PETCO is an organization for any students interested in teaching, coaching, or related area. For more information on PETCO, contact the SIUC Department of Kinesiology at 618-536-2431. You may also visit their website at:

<http://web.coehs.siu.edu/public/studentorgs/physicalhealtheducationclub.php>

### **Pi Omega Pi:**

Pi Omega Pi is an honor society for those interested in Business Teacher Education. For more information, contact the Department of Workforce Education and Development at 618-453-1949.

### **Social Work Student Alliance:**

The Social Work Student Alliance is a group of students who grow together, experience new adventures together, and make a difference in people's lives. Membership forms can be obtained in the Social Work Advisement Office (Quigley, Room 3) or in the Social Work Student Lounge. You may also contact the Social Work Office at 618-435-1235 or visit their website at:

<http://web.coehs.siu.edu/public/studentorgs/swsa.php>

### **Student Council for Exceptional Children (SCEC):**

The Council for Exceptional Children is the largest professional international organization for educators serving students with disabilities. For further information, contact Dr. Regina Foley, Department of Educational Psychology and Special Education at 618-453-1819. You may also visit their website at: <http://www.cec.sped.org/>

**Student Recreation Society:**

The Student Recreation Society is a registered student organization serving both undergraduate and graduate students interested in pursuing a degree or career in the field of recreation. For more information, contact the SIUC Department of Health Education and Recreation at 618-453-2777. You may also visit their website at: <http://www.siu.edu/~recre8/>.

**Students in Student Affairs (SISA):**

SISA is the student organization for the graduate students in the Department of Educational Administration and Higher Education at SIUC. For more information or a meeting schedule, contact the EAHE department at 618-453-4434. You may also visit their website at: <http://www.siu.edu/departments/coe/eahe/student.html>.

**For additional information regarding SIUC registered student organizations, please contact Undergraduate Student Government at 618-536-3381. For a list of the College of Education and Student Services student organizations with links visit the website at: <http://web.coehs.siu.edu/public/studentorgs.php>**

## Student Grievance Procedure College of Education and Human Services

1. In the College of Education, student grievances are initiated either in the academic departments or in the College of Education Student Services office, depending on the nature of the complaint.
2. Any student initiating such a grievance must first speak to the Chair of the appropriate department or, in the case of a grievance involving Student Services/Teacher Education, to the Associate Dean for Academics.
  - a. The academic department chairs are responsible for hearing complaints related to such things as grades, course work, academic dishonesty, discrimination by instructors, and admission to and/or retention in the program.
  - b. The Associate Dean for Academics is responsible for hearing complaints related to admission to and/or retention in the Teacher Education Program, as well as complaints concerning academic advisement and graduation.
3. If a student wishes to appeal the decision of the Department Chair or the Associate Dean for Academics, he/she contacts the Associate Dean for Administrative Services who explains the Student Grievance Procedure.
4. The Dean of the College of Education is responsible for making the final decision in grievances. In many cases, the Dean will choose to have a panel chosen by the College Advisory Committee hear the case for the Dean. This is done according to the following procedures:
  - a. The student submits the written grievance to the Associate Dean for Administrative Services within 20 Days of the prior decision by the Chair or Associate Dean for Academics.
  - b. The College Advisory Committee selects a hearing panel composed of at least three faculty members, along with one graduate and one undergraduate student. While members of this panel will usually be members of the Advisory Committee, it may be necessary, in some instances, to select panel members from outside the Committee.
  - c. All parties have the right to present evidence on their behalf. Any new evidence introduced in the appeals process must be on file with the chair of the College Advisory Committee one week prior to the student's scheduled hearing. All new materials will be distributed to both parties involved in the appeals process at that time.
  - d. All parties have the right to bring witnesses. The student may bring an advisor who will not be permitted to address the committee directly on appeals from the chairs. In the following three situations only, the student may have advice and assistance in preparing and presenting the appeal:

- (1) Appeals concerning admission to the Teacher Education Program,
  - (2) Appeals concerning retention in the Teacher Education Program, or
  - (3) Appeals concerning recommendation for certification.
- e. The hearing panel meets within 10 days of the receipt of the student's appeal, and the student is sent notification of the time and place of the hearing no later than 5 days prior to the hearing.
  - f. The hearing panel arrives at a decision on the basis of a simple majority. The recommendation of the panel is relayed in writing to the Dean of the College of Education within 3 days of the panel's decision.
  - g. The hearing panel, as described above, is not expected to meet during the first two weeks nor the last two weeks of a semester, nor will it usually meet during vacation periods or summer. During these times, an administrative hearing officer may substitute for the panel, or the Dean may choose to hear the case.
  - h. The word "days" means all days when classes are in session.
5. The Dean of the College of Education makes the final decision and notifies the student, in writing, of the decision within five days of the receipt of the panel's recommendation.

Approved December 13, 1993

## Glossary of Terms

**Advance Registration:** that period of time (usually in October-December and February-May) when all students have the opportunity to advance register for classes for the next semester.

**Advisement Appointments:** 30-minute advisement sessions in which the student and the advisor plan semester schedules and discuss other issues of concern.

**Audit:** For courses that are audited, no credit is earned and no letter grade is received. A grade of “AU” will appear on the transcript.

**Cancellation Waiver:** A deferment of tuition and fees available to students who can provide proof of financial ability to pay fees later. The student must apply for this at the Financial Aid Office.

**CDS:** Abbreviation for Communication Disorders & Sciences.

**Center for Basic Skills:** This office offers help to students who need to strengthen their academic skills. Location: Woody Hall C109.

**CI:** Abbreviation for Curriculum and Instruction. This department houses the majors of Elementary Education, Early Childhood and Social Studies.

**CLEP:** College Level Examination Program. This program allows students who are proficient in an academic area to earn academic credit for their knowledge.

**Closed Class:** A section of a class that has reached the maximum number of students that the section is able to accommodate.

**Closed Class Card:** A card which is signed by the instructor of a closed class allowing a student to enroll in that course even though it is listed as closed.

**COEHS:** Abbreviation for College of Education and Human Services.

**Continuing Education:** Houses the Individualized Learning Program (ILP) through which courses can be taken outside of a classroom setting.

**CRF:** Abbreviation for Course Request Form. Official form used by the student to request courses and to make course changes.

**Dean’s List:** A list of students in COE who have achieved academic excellence as demonstrated by a GPA of 3.75 or above (Full-time status required).

**ECHD:** Abbreviation for Early Childhood.

**ELED:** Abbreviation for Elementary Education.

**Graduation Applications:** The graduation application must be submitted to Admissions and Records in Woody Hall by the end of the FIRST WEEK of the semester in which the student plans to graduate.

**Half-Semester Class:** A full credit class offered for half the term. Add/drop and attendance dates vary. Consult the [Schedule of Classes](#) for information.

**HED:** Abbreviation for Health Education.

**HER:** Abbreviation for the department of Health Education and Recreation.

**Honors Program:** A university-wide program for academically talented undergraduate students which provides specially designed and challenging courses and other services.

**Incomplete (INC):** A grade given, with the instructor's approval, when a student with a passing grade is unable to complete the course work in the time allotted due to extenuating circumstances. A student with an "INC" must **not** re-register for that course. If not completed within one year, the "INC" will be automatically changed to an "F".

**Independent Study:** An opportunity for students to study a particular topic individually with a faculty or staff member.

**Internship:** An opportunity for students to gain practical experience in their major fields. The majors of Recreation, Health Education and Early Childhood (Child & Family Services) each has internship requirements.

**Intersession Class:** A class, which is offered between the end of one semester and the start of another.

**Major GPA:** Grade Point Average for only courses required by your major.

**Negative Points:** See "Points System."

**Office of Transitional Programs:** Helps student with special problems including processing student withdrawals from the University. Located in Woody Hall, B145. Phone 536-2338.

**Overall GPA:** Grade Point Average for all college courses.

**Overload:** The maximum number of credits which a student is allowed to enroll during a regular semester is 18; during summer session, 9. A student who wants to take more credits than the maximum must get permission from advisor and/or Chief Academic Advisor. NOTE: Students on probation are limited to 14 or fewer hours per semester; 7 or fewer per summer).

**PE:** Abbreviation for Physical Education.

**Points System:** Grade Point Average can be expressed as Positive (+) or Negative (-) points. This is a common system used to indicate the number of positive (+) grade points above a “C” average or the number of negative (-) grade points below a “C” average. To compute your points, use the following technique:

$$\begin{array}{rclcl} A & = & +2 & \times & 3 & = & +6 \\ B & = & +1 & \times & 3 & = & +3 \\ C & = & 0 & \times & 3 & = & 0 \\ D & = & -1 & \times & 3 & = & -3 \\ F & = & -2 & \times & 3 & = & -6 \end{array}$$

**Positive Points:** See “Points System.”

**Prerequisite:** A course listed in the [Schedule of Classes](#), which must be satisfactorily completed before taking the subsequent course. For example, English Comp I must be satisfactorily completed before taking English Comp II.

**Proficiency:** An examination which proves knowledge in an area and for which college credit is granted upon passing.

**REC:** Abbreviation for Recreation.

**Residence:** The residence requirement refers to the number of credit hours of SIUC work required for a Bachelor’s Degree. The satisfactory completion of any 90 hours at SIUC or the uninterrupted, satisfactory completion of the last 30 hours at SIUC will meet the residence requirement.

**Satisfactory Progress Policy:** Requirement that each student receiving financial aid completes a baccalaureate degree within a specified period. The length of time will vary according to the source of the aid.

**Senior Check:** An evaluation of all course work completed by the student up to a certain date. Students can request that his/her advisor complete a senior check. The student will receive a copy of the senior check from the advisor.

**SIS:** Abbreviation for Student Information System, the computerized registration and information system used at SIUC.

**Specialization:** A specialized course of study available within some majors, such as Exercise Science within the Physical Education major.

**SPED:** Abbreviation for Special Education.

**Syllabus:** A course outline, usually distributed at the first class meeting, which shows grading procedures, reading lists, and other expectations of students in the course.

**TEP:** Abbreviation for Teacher Education Program.

**UCC:** University Core Curriculum.



**Waitlist:** If a desired course or section is closed and the teaching department allows, your name may be entered on a list of students waiting to be enrolled should space become available. This is done automatically by the computer system. Final processing of the waitlists occurs following registration cancellation for non-payment of tuition and fees--generally the Tuesday prior to the beginning of classes.

**WED:** Abbreviation for Workforce Education & Development.

**Withdrawal:** Must occur when a student wishes to stop attending classes. If a student is drop-ping one or more courses but still plans to attend at least one course, a Registration Form must be processed; the student who wishes to discontinue attendance from **all** courses must officially withdraw from the University through the Office of Transitional Programs.

## Important Contact Information

### College of Education and Human Services (COEHS)

[www.ehs.siu.edu](http://www.ehs.siu.edu)

Advisement – 618/453-6340

Student Services – 618/453-2354

Dean's Office – 618/453-2415

### SUPPLEMENTAL INSTRUCTION

Tutoring – 618/453-1369

Writing Center :

Faner Hall, Room 2281 - 618/453-6863

Morris Library, Room 30 – 618/453-1457

Trueblood Hall Learning Resource Center – 618/453-2927

Lentz Hall Learning Resource Center – 618/453-2573

### STUDENT HEALTH CENTER

Medical Clinic – 618/536-2391

Pharmacy – 618/453-4417

Dental Services – 618/536-2421

Counseling Center – 618/453-5371

Dial-A-Nurse (After Hours) – 618/453-3311

[Bursars Office](#), Woody Hall B-6 – 618/453-2221

[Financial Aid](#), Woody Hall B-Wing, Third Floor – 618/453-4334

[Information Technology](#), Northwest Annex, Bldg. A, Room 137