

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

2016 - 2017

# STUDENT HANDBOOK

COLLEGE OF APPLIED  
SCIENCES AND ARTS



**SIU**  
CARBONDALE

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## DEPARTMENTS AND PROGRAMS LISTING

Dean's Message <http://asa.siu.edu/about/dean-message.html>

<u>Departments &amp; Programs</u>	<u>Phone Number</u>
<b>School of Architecture</b> <a href="http://architecture.siu.edu">architecture.siu.edu</a> <b>Acting Director: John Dobbins, <a href="mailto:jdobbins@siu.edu">jdobbins@siu.edu</a></b> Architectural Studies Interior Design Fashion Design and Merchandising Public Safety Management *Off-Campus Only *Formerly Fire Safety Management	<b>453-1114</b>
<b>Department of Automotive Technology</b> <a href="http://automotive.siu.edu">automotive.siu.edu</a> <b>Chair: Michael Behrmann, <a href="mailto:mbehr@siu.edu">mbehr@siu.edu</a></b> Automotive Technology	<b>453-4024</b>
<b>Department of Aviation Management and Flight</b> <a href="http://aviation.siu.edu">aviation.siu.edu</a> <b>Interim Chair: Michael Burgener, <a href="mailto:burgener@siu.edu">burgener@siu.edu</a></b> Aviation Flight Aviation Management	<b>536-3371</b>
<b>Department of Aviation Technologies</b> <a href="http://aviation.siu.edu">aviation.siu.edu</a> <b>Chair: Michael Burgener, <a href="mailto:burgener@siu.edu">burgener@siu.edu</a></b> Aviation Technologies	<b>536-3371</b>
<b>School of Allied Health</b> <a href="http://sah.siu.edu">sah.siu.edu</a> <b>Director: Scott Collins, <a href="mailto:kscollin@siu.edu">kscollin@siu.edu</a></b> Dental Hygiene Health Care Management Mortuary Science and Funeral Services Physical Therapy Assistant Radiologic Sciences	<b>453-7211</b>
<b>School of Information Systems and Applied Technologies</b> <a href="http://isat.siu.edu">isat.siu.edu</a> <b>Director: Sam Chung, <a href="mailto:samchung@siu.edu">samchung@siu.edu</a></b> Electronic Systems Technologies Information Systems Technologies Technical Resource Management	<b>453-7253</b>

## ACADEMIC/FACULTY ADVISORS

Elaine Atwood, Chief Academic Advisor  
MC 6604, [atwood@siu.edu](mailto:atwood@siu.edu)

Phone: 453-2052  
Fax: 453-7286

### **School of Architecture—MC 4337**

Jasmine Winters, [mjwinters@siu.edu](mailto:mjwinters@siu.edu)  
Architectural Studies (B.S.)  
Fashion Design & Merchandising (B.S.)  
Interior Design (B.S.)

Phone: 453-1227  
Fax: 453-1129

### **Automotive Technology—MC 6895**

Automotive Technology (B.S.)

Phone: 453-4024  
Fax: 453-8483

### **Aviation Management and Flight—MC 6817**

Michelle Parker-Clark, [mpclark@siu.edu](mailto:mpclark@siu.edu)  
Aviation Management (B.S.) & Aviation Flight (A.A.S.)

Phone: 453-9224  
Fax: 453-5230

### **Aviation Technologies—MC 6816**

Rachel Lee, [rlee@siu.edu](mailto:rlee@siu.edu)  
Aviation Technologies (B.S.)

Phone: 453-9206  
Fax: 453-4850

### **School of Allied Health—MC 6615**

Robert Broomfield, [broomr@siu.edu](mailto:broomr@siu.edu)  
Dental Hygiene (B.S.)  
Mortuary Science and Funeral Service (B.S.)  
Radiologic Sciences (B.S.)  
Quiana Jackson, [quiana.jackson@siu.edu](mailto:quiana.jackson@siu.edu)  
Health Care Management (B.S.)  
Physical Therapist Assistant (A.A.S.)

Phone: 453-7287  
Fax: 453-7020

Phone: 453-7172  
Fax: 453-7020

### **School of Information Systems and Applied Technologies—MC6614**

Shannon Gwaltney, [shannq@siu.edu](mailto:shannq@siu.edu)  
Technical Resource Management (B.S.)  
Electronic Systems Technologies (B.S.)  
Information Systems Technologies (B.S.)

Phone: 453-7281  
Fax: 453-7254

### **Off-Campus Programs—MC 6613**

Jill Mueller, [muellerj@siu.edu](mailto:muellerj@siu.edu)

Phone: 453-7276  
Fax: 453-8894

### Academic Calendar

<http://registrar.siu.edu/calendars/academic.php>

### Registration Calendar

<http://registrar.siu.edu/calendars/registration.php>

#### **Pro-Rata Refund:**

Students who drop courses after the full refund deadline but remain enrolled in the University will not receive any refund. Students who withdraw from the University after the full refund should consult the Undergraduate Catalog for the refund schedule.

## Top 10 Academic Survival Skills

1. **GET TO KNOW YOUR PROFESSORS.** Developing a relationship with your instructors is important in your academic career. They will provide you with career counseling and they are invaluable as mentors during your academic life.
2. **ATTEND CLASS REGULARLY.** Good work habits are the key to your success and achievement of life goals.
3. **EXERCISE REGULARLY.** Use the Student Recreation Center or other facilities and participate in activities. Exercise helps keep you in shape and helps lower stress levels.
4. **GET INVOLVED.** Get involved with student organizations. It is an excellent way of developing leadership skills, getting to know people on campus, and making friends.
5. **TAKE ADVANTAGE OF VARIOUS CAMPUS RESOURCES.** Take advantage of various campus services such as the [Writing Center](#), the [Wellness Center](#), [Tutoring](#), and the [Counseling Center](#). Ask your advisor for more information.
6. **HAVE A DEGREE PLAN/CHECK ON DEGREE PROGRESS.** Work on a degree plan with your advisor. Look at college as a full-time job. Meet with your advisor at least once a semester to discuss options available. [Degree Works](#)
7. **KNOW THE CURRICULUM REQUIREMENTS.** Meet with your academic advisor to become knowledgeable about your major and university core curriculum requirements.
8. **E-MAIL OR CALL HOME.** Your family and friends can be your best support system.
9. **BUDGET YOUR TIME.** This includes having a social life, but you must learn to plan your time properly to manage school, work, and leisure activities.
10. **KNOW THE UNIVERSITY ACADEMICS RULES.** The [ASA Student Handbook](#), the Undergraduate Catalog, and the SIUC websites. READ YOUR CATALOG.

## ACADEMIC TIPS

- To do your best academically, **attend class** regularly. Inform your instructors in advance of absences.
- **To drop a class**, you should contact your advisor. Check drop deadlines at: <http://registrar.siu.edu/calendars/registration.php>. Students may not drop a course merely by stopping attendance; this may result in receiving a failing grade for the course.
- To officially **withdraw from the university** (dropping all classes), you must see your advisor before going to the Office of Transitional Programs which is located at the Student Services Building on the 3<sup>rd</sup> floor.
- To take advantage of **support services**, tutorial services, study skills, and time management workshops provided by the university/college, check with your [advisor](#) and/or department office for details.
- To receive assistance for **academic problems**, consult your instructor and/or [advisor](#). Seek assistance office for details.
- To verify that a **grade has been calculated correctly**, first consult with the course instructor. If an appeal of the instructor's decision is wanted, contact the department chair regarding college procedures.
- To be a **full-time student**, you must be enrolled for at least 12 hours during the fall and spring semester, and 6 hours during the summer semester. Athletes, international students, and those students who are on financial aid must be registered for at least 12 hours for the entire fall and/or spring semester.
- For the best course selection, take advantage of early advisement each semester. You will need to make an appointment as early as **week three** with your advisor to plan for your registration for the following semester.
- **To graduate**, apply by the last day of the **second week** of the semester you plan to graduate. [Salukinet.siu.edu](http://salukinet.siu.edu).



## FREQUENTLY ASKED QUESTIONS

### Q1. WHEN AND HOW DO I DROP A CLASS?

**A1.** Check the deadline to drop a class at

<http://registrar.siu.edu/calendars/registration.php>

A full-semester class may be dropped through **week 10** of the semester. Classes that meet less than 16 weeks have different deadlines. Knowing this at the start of the semester is better than learning it after the deadline has past.

Procedure: **You should contact your advisor before dropping a class.** You may receive a **failing grade** in a course if a drop is not officially processed.

### Q2. HOW DO I CHANGE A SECTION OR A COURSE?

**A2.** You may change a section or a course during the **first week** of the semester on Saluki Net. You must drop one section then add the correct section number.

### Q3. WHAT IS FULL-TIME?

**A3.** To be considered a full-time student, you must be enrolled for **at least 12** credit hours during the entire semester. The maximum credit hours you may register for in a semester, without petitioning for the Dean's signature, is 18 hours. Dean's permission is required for 19 hours or more. Students on probation may not take more than 14 hours.

**ATTENTION:** The following group of students must remain enrolled for at least 12 hours during the entire semester: athletes, international students, those who receive financial aid.

### Q4. WHAT IS PROBATION/SUSPENSION?

**A4. Probation.** When a student's cumulative University Grade Point Average (G.P.A.) falls below a "C" average (2.0), the student is placed on academic probation. ASA students on probation may not enroll for more than **14 hours**.

**Suspension.** Students on academic probation will be suspended from the University if they accumulate more than 6 negative and their cumulative and semester G.P.A.s fall below a "C" average (2.0). University policy indicated that students may seek readmission after a minimum of two semesters' interruption and must furnish tangible evidence that additional education can be successfully undertaken.

### Q5. WHAT IS THE REQUIREMENT TO BE ON THE DEAN'S LIST?

**A5.** The **Dean's List** is an academic recognition for a particular semester. Criteria for inclusion on the College of Applied Sciences and Arts' Dean's List are that students must have been in attendance full-time (12 semester hours or more) and have earned at least a **3.50 G.P.A. for the semester**. Students will receive a letter from the Dean of College of Applied Science and Arts at the end of the semester.

**Q6. WHAT DO I DO IF I HAVE PROBLEMS WITH A COURSE OR INSTRUCTOR?**

**A6.** You first will need to speak with the instructor of the class in which you are having difficulty. Talking to the Department Chair/Director may also be appropriate. If you feel you need to drop the class, you should see your advisor.

**Q7. WHAT DOES IT MEAN WHEN A CLASS IS RESTRICTED, HAS A PRE-REQUISITE, OR REQUIRES AN APPROVAL?**

**A7.** To register for a course, you must meet all pre-requisites and all restrictions listed. If special approval is indicated, you may register for the course, but must first obtain the approval.

**Q8. WHAT IS CAPSTONE?**

**A8.** The **Capstone option** is for transfer students and students from the College of Applied Sciences and Arts who have earned an Associate in Applied Science degree and are seeking a bachelor's degree through one of the participating programs in the College of Applied Sciences and Arts. Capstone makes it possible for students with a technical background to earn a bachelor's degree in 60 semester hours **beyond** the Associate in Applied Science degree.

**Q9. HOW DO I KNOW A COURSE WILL TRANSFER?**

**A9.** The following website will give you links to courses that have been articulated and will transfer: <http://articulation.siu.edu/eval/index.php>

**Q10. WHAT HAPPENS IF A HOLD IS INDICATED WHEN ATTEMPTING TO REGISTER FOR A COURSE?**

**A10.** You must fulfill the requirement that caused the hold. Registration cannot happen until you do so.

**Q11. WHERE DO I GO FOR SPECIAL NEEDS?**

**A11.** If you need assistance for a temporary or permanent disability, you may contact the following officers for information.

Disability Support Services  
Southern Illinois University  
Woody Hall, B-104  
Carbondale, IL 62901  
Phone: 453-5738 (Voice)  
453-2293 (TTD)

Inform your instructor, advisor, or chair of special needs you must have.

# RESPONSIBILITIES OF THE STUDENT AND ADVISOR

## *Responsibility of the Student*

1. Plan for completion of the program
  2. Meet graduation requirements (consult your advisor and catalog).
  3. Know program requirements.
  4. Know your advisor's name and consult with him/her every semester.
  5. Consult the Registrar's website for deadlines
  6. Consult with faculty in your department for career counseling.
  7. Inform your Instructor of problems that you encounter (especially in the semester).
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## *Responsibility of Advisor*

1. Assist with the registration process and selection of classes.
2. Guide student toward successful completion of program requirements.
3. Inform student of curricular changes.
4. Provide accurate information regarding program requirements and graduation requirements.
5. Refer to various campus resources.

## **STUDENT ORGANIZATIONS**

### **Applied Sciences and Arts, College of**

CASA Ambassadors

### **Architectural Studies**

American Institute of Architectural Students (AIAS)

Construction Specifications Institute (CSI)

Precast Concrete Institute (PCI)

### **Automotive Technology**

Automotive Technology Organization (SIUC RSO)

Society of Automotive Engineers (SAE)

Service Technicians Society

### **Aviation Management and Flight**

Alpha Eta Rho (International Aviation Fraternity)

Aviation Management Society- Student Chapter of the American Association of Airport Executives (since 1983)

Aviation Ambassadors

Flying Salukis (member, National Intercollegiate Flying Association)

Professional Aviation Maintenance Association (PAMA) Student Chapter

Women in Aviation

### **Aviation Technologies**

Rotor & Wing (maintenance oriented)

### **Dental Hygiene**

Student American Dental Hygienists' Association – SADHA

### **Electronic Systems Technologies and Information Systems Technologies**

Electronics Association

Dot Dawgs

Association for Computing Machinery (ACM)

Phi Beta Lambda

TechDawgs (T/D)

GaMers (GmRS)

Security Dawgs

### **Fashion Design and Merchandising**

Fashion Design and Merchandising Organization

### **Health Care Management**

American College of Healthcare Executives (ACHE)

**Interior Design**

American Society of Interior Designers (ASID)  
Illuminating Engineering

**Mortuary Science and Funeral Service**

Sigma Phi Sigma

**Physical Therapy Assistant**

American Physical Therapy Association (APTA)  
SIUC Student Physical Therapist Assistants

**Radiologic Sciences**

Lambda Nu (National Honor Society Fraternity)

**Technical Resource Management**

Phi Beta Lambda (Collegiate Business Association)  
Construction Management Association of America (CMAA) Student Chapter

## SCHOLARSHIP INFORMATION

- **College of Applied Sciences and Arts Academic Scholarship** - This scholarship may result in a partial tuition waiver. This waiver is not a cash award; it will be applied toward a student's bursar bill. Award amounts and number vary each year. Applicants must maintain an overall GPA of at least 3.0 and be a full-time student at the time of application to be eligible for this tuition waiver. Applications are available from January to March online at <http://asa.siu.edu/admissions/scholarships.html>
- **College of Applied Sciences and Arts Alumni Scholarship** - The College of Applied Sciences and Arts' Alumni Constituency Board is responsible for determining who receives this scholarship. Award amounts and number vary each year. Applications for the fall semester are due by April 30 and are available from February through April. Applications for the spring semester are due by September 15 and are available from August through September 15. Applicants must be a relative of a Southern Illinois University graduate; preference will be given to relatives of ASA/CTC/STC/VTI alumni.

For more information contact: Dean's Office, College of Applied Sciences and Arts, ASA Building, Room 222,  
(618)536-6682

- **School/Department Scholarships**- For a complete scholarship search, visit the website at <http://scholarships.siu.edu/>

## INTERNSHIPS AND EXTERNSHIPS

### INTERNSHIP

An internship is an excellent way to gain practical knowledge and experience. Most programs in the College of Applied Sciences and Arts offer various internships. You will receive assistance from your faculty in location an appropriate site for your internship. For more information, contact your advisor.

### EXTERNSHIP

The College of Applied Sciences and Arts is actively participating in providing students with professional work experience that is integrated in or supplemental to their academic program. These activities enhance the quality of the student's academic undergraduate education. The program is sponsored by the SIUC Alumni Association. Details on the Externship Program can be found on their website at <http://sualumni.com/> .

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## UNIVERSITY CAREER SERVICES

Placement services are offered through University Career Services. Many student resources are available to assist students in preparing to locate, and accept professional employment or graduate school admission upon graduation. Services include skill assessment, resume and cover letter assistance, mock interviews, job fairs and many others. Their website at: <http://careerservices.siu.edu/> can be invaluable to students. Even though graduation seems a long way away, you are urged to contact them early in your first year to help maximize your use of this valuable resource. The professional counselor servicing the College of Applied Sciences and Arts can be reached at:

Douglas Reichenberger, Director  
University Career Services  
Student Services Building, Suite 0179, Mailcode 4703  
453-2391

## ACADEMIC ADVISEMENT/REGISTRATION PROCEDURE

YOU MUST SEE YOUR ADVISOR FOR ACADEMIC ADVISEMENT. Make appointments with your advisor early (Advisement times vary by department). After advisement you will receive a registration user number (RUN). You will need your RUN to add and/or drop classes for that semester. The first few days of Advance Registration are on a schedule found at <http://registrar.siu.edu/students/advancereg.php>.

**IMPORTANT:**

Inform your advisor if you change your **mailing address or phone number**.

**PLEASE NOTE:** All official University correspondence will be sent to your SIU email address. You are responsible for knowing the information that is sent to you.



## MINIMUM REQUIREMENTS FOR B.S. DEGREE

Total credit hours required	120 semester hours
Residency hours required	Last 30 hours at SIUC or 90 semester hours at SIUC
Senior institution hours	42 semester hours at a 300 - 400 level
Minimum Grade Point Average required	2.0 SIUC GPA and 2.0 Major GPA

[Commencement](#) ceremonies are held in May and December of each year. Eligibility for participation in commencement ceremonies is dependent upon the completion and submission of a graduation application form and payment of the graduation fee by the posted deadline date(s). Students graduating in August will be eligible to participate in either May or December Commencement.

### Graduation Process



**IMPORTANT:** You must apply for graduation by the last day of the second week of the semester you plan to graduate. A complete graduation application should be submitted to the office of Admissions and Records located in the Student Services Building, room 0251. An online application is available within SalukiNet Self-Service: <https://salukinet.siu.edu>

## HOW TO FIGURE YOUR GRADE POINT AVERAGE (GPA)

To determine your Grade Point Average (GPA), divide total points by total semester hours. SIU uses the following 4-point grading system:

- A = 4
- B = 3
- C = 2
- D = 1
- F = 0

Points earned for each course are determined by multiplying the number of semester hours credit for a course by the value of the grade you earned for the course.

The following example illustrates how to figure your GPA for one semester's work:

<u>Course</u>	<u>Grade</u>	<u>Point Value</u>	<u>Semester Hours</u>	<u>Points</u>
English 101	C	2	x 3	= 6
SPCM 101	B	3	x 3	= 9
PLB 115	B	3	x 3	= 9
Math 125	D	1	x 4	= 4
HED 101	A	4	x 2	= 8

Total Hours: 15      Total Points: 36

Total Points (36) divided total hours (15) = GPA (2.4)  
 $36/15=2.4$

### **Figure your GPA:**

<u>List Your Courses:</u>	<u>Grade Earned</u>	<u>Point Value</u>	<u>Semester Hours</u>	<u>Points</u>
_____	_____	_____	x _____ =	_____
_____	_____	_____	x _____ =	_____
_____	_____	_____	x _____ =	_____
_____	_____	_____	x _____ =	_____
_____	_____	_____	x _____ =	_____
_____	_____	_____	x _____ =	_____
_____	_____	_____	x _____ =	_____
Totals _____			= _____	

Total points \_\_\_\_\_ divided by total hours \_\_\_\_\_ = GPA \_\_\_\_\_

For details refer to the Undergraduate Catalog

\*There is now a GPA calculator within SalukiNet (on the MyRecords tab) that a student can use to estimate future GPAs based on providing their expected future courses with hypothesized grades.

## READMISSION POLICY FOR SUSPENDED STUDENTS

“Students placed on Scholastic Suspension may seek reinstatement after a minimum of two semesters’ interruption but must furnish tangible evidence that additional education can be successfully undertaken” (SIUC, [Undergraduate Catalog](#)). Tangible evidence implies coursework successfully completed at a community college or university after the last suspension with grades that demonstrate the ability to return to good academic standing. Courses applicable to the degree are preferred. Failure to provide tangible evidence may result in denial for readmission by the major department and/or the Dean’s Office.

### READMISSION POLICY FOR CONTINUING STUDENTS:

1. There will be **no readmission after week one.**
2. Continuing students **with extenuating circumstance MAY** be considered for readmission for the following semester. To be readmitted suspended students must complete a College Petition for Readmission explaining reason(s) for the suspension and corrective action proposed.
3. All Petitions for Readmission **must** be signed by the Department Chair/Director **and** the Associate Dean or the Chief Academic Advisor before a student will be readmitted.
4. Students readmitted must complete a Readmission Agreement.

### READMISSION POLICY FOR NON-CONTINUING STUDENTS:

1. There will be **no readmission after week one.**
2. Students must furnish tangible evidence (grade report from community college or university with 2.0+ G.P.A.) that additional coursework can be successfully completed, i.e. “C” or better.
3. Students need to apply through the office of Undergraduate Admissions. The referral must be signed by the Department Chair **and** the Associate Dean or the Chief Academic Advisor before a student will be readmitted.
4. To be readmitted, suspended students must complete a College Petition for Readmission explaining reason(s) for the suspension and corrective action proposed.
5. All Petitions for Readmission **must** be signed by the Department Chair/Director **and** the Associate Dean or the Chief Academic Advisor before a student will be readmitted.
6. Students readmitted must complete a Readmission Agreement.

## **COURSE LOAD FOR READMISSION STUDENTS (SUSPENDED STUDENTS)**

Course load for Fall or Spring semesters will be limited to **14 hours**. Online courses and concentrated or mid-semester classes are NOT to be taken. Requests for more than 14 hours must be approved by the Associate Dean or the Chief Academic Advisor.

Course load for Summer session will be limited to **6 hours**.

Students may be required to take workshops and/or courses as suggested by the Department Chair/Director or Advisor.

For questions regarding the College's readmission policy/procedure, call Elaine Atwood, Chief Academic Advisor, at 453-2052.

### **List of Core Curriculum Courses and Required Hours**

These can be found online at <http://corecurriculum.siu.edu>

Transfer equivalences can be found at <http://articulation.siu.edu/eval/index.php>

## LOCATION OF PROGRAMS ON CAMPUS

Office of the Dean.....	ASA, Room 222
Architectural Studies.....	Quigley 410
Automotive Technology.....	Southern Illinois Airport
Aviation Flight.....	Southern Illinois Airport
Aviation Management.....	Southern Illinois Airport
Aviation Technologies.....	Southern Illinois Airport
Dental Hygiene.....	ASA, Room 18
Electronic Systems Technologies.....	ASA, Room 106
Fashion Design and Merchandising.....	Quigley 409
Health Care Management.....	ASA, Room 18
Interior Design.....	Quigley 409
Information Systems Technologies.....	ASA, Room 106
Mortuary Science and Funeral Service.....	ASA, Room 18
Physical Therapy Assistant.....	ASA, Room 18
Radiologic Sciences.....	ASA, Room 18
Technical Resource Management.....	ASA, Room 106

## TELEPHONE DIRECTORY CAMPUS SERVICES AND OFFICES

CAMPUS EMERGENCY.....	911
SIUC POLICE.....	453-3771
DEAN’S OFFICE, College of Applied Sciences and Arts.....	536-6682
Andy Wang, Dean	
Tom Shaw, Associate Dean for Administration	
<hr/>	
REGISTRAR’S OFFICE, Student Services Building, room 0251.....	453-2963
BURSAR’S OFFICE, Student Services Building, second floor.....	453-2221
CAPSTONE.....	453-7134
CENTER FOR ACADEMIC SUCCESS.....	536-6646
CLINICAL CENTER, Wham, 141.....	453-2361
DENTAL HYGIENE CLINIC, ASA.....	453-8826
DISABILITY SUPPORT SERVICES.....	453-5738
FINANCIAL AID OFFICE, Woody Hall, Wing B.....	453-4334
HEALTH SERVICE	
Appointments.....	453-2391
Student Emergency Dental Service.....	536-2421
HOUSING.....	453-2301
IDENTIFICATION CARD, Student Center.....	536-3351
INFORMATION TECHNOLOGY.....	453-6280
Customer Service Center.....	453-2484
Help Desk.....	453-5155
INTERNATIONAL PROGRAMS & SERVICES, Northwest Annex.....	536-7771
MORRIS LIBRARY.....	453-2522
NIGHT SAFETY TRANSIT.....	453-2212
NON-TRADITIONAL STUDENT SERVICES.....	453-7521

PARKING DIVISION.....	453-5369
RECREATION CENTER.....	453-1277
REGISTERED STUDENT ORGANIZATION.....	453-5714
SIUC INFORMATION.....	453-2121
STUDENT CENTER INFORMATION.....	453-4636
STUDENT CENTER.....	536-3351
STUDENT LIFE & INTERCULTURAL RELATIONS.....	453-5714
TESTING SERVICES.....	453-6003
TRANSFER STUDENT SERVICES.....	453-2012
TRANSITIONAL PROGRAMS.....	453-7041
UNIVERSITY CAREER SERVICES.....	453-2391
WOMEN'S CENTER.....	529-2324
WRITING CENTER at Morris.....	453-1231
WRITING CENTER at Trueblood Hall, Learning Resource Center.....	453-2927

## LIST OF ASA SUPPORT SERVICES

### ADVISEMENT

Chief Academic Advisor, Elaine Atwood.....453-2052

ASA ADMINISTRATION.....536-6682

CAREER SERVICES, Michelle Garrett.....453-2391

INTERNSHIP.....*check with your department*

MENTORING.....*check with your department*

## BUILDING EMERGENCY RESPONSE TEAM (B.E.R.T)

The College of Applied Sciences and Arts, in conjunction with the Department of Safety and the Center of Environmental Health and Safety has developed an emergency plan for various types of emergencies that might affect students, faculty and staff in the ASA building. Signs at each entrance/exit to the ASA building indicate the location of the "Storm Safe" areas within the building and designated assembly areas outside of the building. Instructions are provided on how to deal with emergencies such as Fire, Storm, Bomb Threat, and Chemical Spill. It is important that all occupants of the building familiarize themselves with these maps and procedures.



## RESOURCES IN CYBERSPACE

### Scholarships & Financial Aid Internet Addresses (URL)

- College Board Online.....<http://www.collegeboard.com/>  
*Living expenses budget, financial aid*
- College Net.....<http://www.collegenet.com/>
- College Recruiter Employment.....<http://www.collegerecruiter.com/>
- College View.....<http://www.collegeview.com>
- FinAid Page.....<http://www.finaid.org>  
*Includes several scholarship databases that can be searched free of charge*
- Go College/Go Scholarship Search.....<http://www.gocollege.com>
- Learn More Resource Center.....<http://www.learnmoreindiana.org/>  
*Includes college profiles and financial aid information sites*
- National Scholarship Database.....<http://fastweb.com/>
- US Department of Education.....<http://www.ed.gov>  
*Includes FAFSA Express which can be downloaded, or FAFSA on the Web, as well as the Student Guide*
- XAP Corporation.....<http://www.xap.com>

### Study Skills & Learning Assistance

- Learning Skills Guides.....<http://www.dartmouth.edu/~acskills/>  
*Practical guides for students*
- Study Skills Guides.....<http://www.csbsju.edu/academicadvising/>  
*Several online resources covering time management, listening skills, note-taking, stress management and much more!*
- Study Tips of the Week.....<http://www.ohiou.edu/aac/tip/>  
*Study tips from Ohio University's Academic Advancement Center*

**Standardized College & Graduate Entrance Exams**

- Test Prep Center.....<http://testprepcenter.com>  
*Materials, test dates, testing strategies for the SAT, GRE, GMAT, LSAT, MCAT*
- XAP Corporation.....<http://www.xap.com>  
*Standardized tests and preparation center*

**Career Exploration Web Sites**

- Careerbuilder.....<http://www.headhunter.com/>  
*Resource Center: Wages/salary information, tips on job hunting, resume writing, online career fairs, and much more!*
- Monster Board.....<http://www.monster.com/>  
*An interactive database for listings and locating job opportunities*
- Bureau of Labor Statistics .....<http://www.bls.gov/>

## **SalukiNet**    [salukinet.siu.edu](http://salukinet.siu.edu)

Available to students at the Computer Learning Centers (Faner 1025/1031, ASA 112, Comm. B9, Rehn 21) or from any computer with Internet access and the latest version of one of the following: Windows-Internet Explorer, Firefox, Safari, Macintosh- Firefox, Safari

- To see your SIUC records on SalukiNet, you will need to login by entering your 9-digit Network ID and your Password on the Login page. To change or retrieve your password, go to <http://salukinet.siu.edu/cp/home/displaylogin>.

### **The following tabs are available on your personal portal**

- **Welcome**
- **MyTab**
- **MyRecords**
- **MyFinances**
- **MyCampus**

## **Map of SIUC Campus**

<http://www.siu.edu/maps/>

## **STUDENT RECREATION CENTER**

To contact the SIUC Student Recreation Center about any programs, services or facilities, you may call (618) 536- 5531 or go to their website at <http://www.reccenter.siu.edu/>

# Southern Alma Mater

Words and Music by Grover Clark Morgan

Hail Alma Mater  
Southern to thee  
Strong thru the years  
You stand triumphantly  
Beacon to guide us  
Over life's sea  
Light that can never fail us  
Hail, hail to thee.