

**NONTRADITIONAL STUDENT HANDBOOK:
A RESOURCE FOR ADULT STUDENTS
AT ILLINOIS STATE UNIVERSITY**

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Women's Mentoring Network, Nontraditional Student
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Welcome to Illinois State University! We sincerely hope that you find this directory of services useful. The information was compiled with the nontraditional student in mind... especially since many of us were nontraditional students here at Illinois State. Although the Women's Mentoring Network sponsors this directory, it is useful for all nontraditional students.

Most nontraditional students are 25 or older, have either a full or part-time job, possibly a family, and are juggling multiple roles. But any student, regardless of age, who has other commitments besides college, can be classified as nontraditional. Nontraditional students are often the most academically successful students on campus because they are serious about their education and are responsible about their study habits. Remember, that learning also takes place outside the classroom and some of your most intellectually stimulating conversations may take place over coffee in the Bone Student Center.

Another way to feel connected is to take some time to get involved with your academic department either in an honor society or a departmental club. Some of the most valuable networks to further your career will take place within your academic departments among your professors and peers. Remember too, that we have re-established the Nontraditional Student Association.

Above all else, take full advantage of the support services afforded to you on campus, such as Career Services, University Center for Learning Assistance, and many more.

Again, the Women's Mentoring Network welcomes you to Illinois State and sincerely hopes that you find this guide useful!

Teri Farr
438-8669
<http://www.mentoringnetwork.ilstu.edu/>

*Women's
Mentoring Network*
of Illinois State University

Illinois State University Website – www.ilstu.edu

As you read through this booklet, keep in mind that the Illinois State University website has current information on almost every topic in this publication. If you would like to learn more about any department or service, please go to www.ilstu.edu and use the A to Z directory.

SECTION 1 – ESSENTIALS

OFFICE OF ADMISSIONS

201 Hovey Hall

438-2181

<http://www.admissions.ilstu.edu/>

Application for Admission

Prospective students and their family members may apply online for admission at www.IllinoisState.edu/apply or request a paper version of the application by visiting the Admissions Web site, by telephone at 800-366-2478, or by writing to Illinois State University, Office of Admissions, Campus Box 2200, Normal IL 61790-2200.

Visit Campus

There is no better way to learn about life at Illinois State University than by visiting campus. You are encouraged to make a reservation to attend either a Campus Information Session or Open House by visiting the Web site at www.IllinoisState.edu/admissions/visit.

- **Campus Information Sessions** are offered Monday through Friday and most Saturdays from August through May **when classes are in session**. Included is a question and answer session with an admissions representative, and a student-led walking tour of campus and a residence hall tour.
- **Open House** programs are perhaps the best way for you, as a student, to evaluate the Illinois State University campus. Open Houses are held during the summer, fall, and spring. Please note that Open Houses do not include academic advisement or class registration. For a listing of Open House dates, call or visit the Admissions Web site listed above.
- **Admissions representatives** are available by appointment or on a walk-in basis.

FINANCIAL AID

231 Fell Hall

438-2231

<http://www.fao.ilstu.edu/>

Now that you've decided to return to school, how are you going to pay for it? If finances are a concern, the office of Financial Aid is the place that can help you.

- 1) **Grants and Scholarships:** These are “gift” assistance in the form of money and does not have to be repaid. Grants/Scholarships may be awarded on the basis of financial need, academic achievement, or special talent.

- 2) Educational Loans: There are a variety of loans available to assist parents and students with educational costs. Some are based on financial need, others are not need-based and some require a credit check. In general, these loans have favorable interest rates and repayment terms. Illinois State University is a participant in the Federal Direct Loan Program which means the funds for the loans that we award come directly from the federal government.
- 3) Work: On campus employment is available while the student is enrolled in classes.

If you have any questions, you can stop by the Financial Aid Office any time Monday through Friday 8 a.m. to 4:30 p.m. or you can call in advance to make an appointment with a counselor. The friendly and helpful staff at Financial Aid will make every effort to assist you in receiving financial aid. You can file the Free Application for Federal Student Aid (FAFSA) via the Internet or you can fill out a paper application. If you need assistance in completing the FAFSA, you can come into the Financial Aid Office to speak with a counselor.

Full-time work and a full-time class load may be difficult especially if you are juggling family or other obligations. If you are working full time, try taking only 6 semester hours or less; or if you are in a hurry to finish school, take a full load of classes and just work part-time. Especially your first semester back at college, you may find you need financial aid to enable you to cut back on working hours.

ACADEMIC ADVISEMENT CENTER IN UNIVERSITY COLLEGE

340 Fell Hall
438-7604

www.advising.ilstu.edu

Students age 25 and over who have been away from formal learning in a classroom setting for a period of time may need assistance reentering the college arena. Advisors in the Academic Advisement Center can assess a plan of study relevant to current and future objectives, as well as provide other services to meet the diverse needs of returning adult students. The Adult Learner and Senior Citizen Admission programs are administered through the Office of Admissions. However, once a student is admitted to Illinois State, an Academic Advisor provides expert advice to non-traditional students from one of the following populations: a transfer student from another institution, a re-admitted student, a student entering as a New Start or New Start Adult-Learner, a student applying for a second Bachelor's degree, a student classified as Student-at-large and students seeking external degrees/professional certificates, etc. To determine what program(s) you are eligible for, please contact the Office of Admissions.

Services available through the Academic Advisement Center include:

- Assessment of educational goals
- Selection of appropriate courses and programs towards meeting goals

- Analysis of evaluated transcripts and assistance in planning an efficient and effective path to graduation.
- Referrals to Career Counseling (both individual and group).
- Information on individualized study skill strategies, success coaching, and tutoring services available.

Note: One-on-one interaction is preferred for advisement. However, if you cannot come to campus, advisement can be done over the telephone.

OFFICE OF THE UNIVERSITY REGISTRAR

102 Moulton Hall

438-2289

<http://www.arr.ilstu.edu/registrar/>

Undergraduate Catalog

The Undergraduate Catalog is available online at <http://www.ilstu.edu/home/catalog/undergrad/> or can be picked up at the Student Service and Referral Center (Moulton Hall 107).

An invaluable resource, the catalog provides information regarding course descriptions; major, minor, and graduation requirements; and explains university policies and procedures. For specific information regarding your “catalog year”, consult with your academic advisor in either the Academic Advisement Center or your major department/school.

CLASS REGISTRATION

Approximately two weeks before registration, you should receive a registration entry notice. Verify the information is correct and alert the Registrar’s Office of any discrepancies. Also, follow guidelines set for meeting with advisors prior to registering for classes. (Check the Registrar’s site for more information on this.)

You will be able to register at the time and date listed on the entry notice. **It is a good idea to register as soon as possible in order to get your classes. (Classes fill up quickly.)**

There are three ways to register: the ICampus Portal, STAR+ or SIAS. ICampus is accessible from the main Illinois State University web page. STAR+ is phone registration that is described in the Class Registration Directory. SIAS is registration using the computer mainframe system. This is only possible if you are connected to Illinois State University and have the I-Tool package.

CLASS REGISTRATION DIRECTORY -

<http://www.arr.ilstu.edu/registrar/general/crd.stm>

Pick up a Directory as soon as you receive your registration notice. The Directory has the class schedules for each department and other useful information, too. When you register, you will need to know the reference number for each of the class(es) you wish to take. There is a worksheet inside the cover of the Registration Directory to guide you. The Class Registration Directory is available at 107 Moulton Hall.

For registration questions, see the Registrar's website at www.arr.ilstu.edu/registrar.

STUDENT SERVICE AND REFERRAL CENTER

107 Moulton Hall

438-2188

<http://www.arr.ilstu.edu/registrar/general/contact/ssrc.stm>

The Student Service and Referral Center (SSRC) is the public contact area of the Office of the University Registrar. The staff at the SSRC handles registration services and various registrar's duties including academic progress summaries, name and address changes, applications for bachelor degrees and teacher certification and other forms utilized by the University Registrar.

ACADEMIC RECORDS AND EVALUATION SERVICES

106 Moulton Hall

438-2282

Academic Records provides services including record maintenance, enrollment verification and transcript services. Records Maintenance includes verifying and placing credit on student academic records, processing notification of grade changes, processing AP, CLEP and departmental proficiency exams. Enrollment Verification verifies and coordinates directory information for students. The Transcript Services area is where you can get a copy of your student transcript (for a fee) in person or by fax or mail.

Evaluation Services' mission is to apply all academic policies of the University as listed in the Undergraduate Catalog that pertains to students' academic standing and progress. Services include evaluating and placing credit on qualified students' academic records, distributing and processing applications for bachelors degrees and teacher certification and awarding baccalaureate degrees and the mailing of diplomas.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

University Testing Center

346 Fell Hall

438-2100

Adult students frequently ask if Illinois State University gives credit for life/work experience. Not directly, but students may receive university credit by examination through the College Level Examination Program (CLEP), Departmental Proficiency Examinations and the Advance Placement program. These exams allow students to earn credit for subject areas in which they have prior knowledge. The CLEP exams must be taken before coursework in that area is taken, so students are advised to plan their coursework and examination attempts carefully.

The Illinois State Undergraduate Catalog includes specific information about the proficiency examination programs. The University Testing Center has additional printed information about content, registration details, dates and fees available upon request.

You may earn up to 18 hours of General Education credit through CLEP in Humanities (Fine Arts and Language), Natural Sciences (Biological and Physical Sciences), and Social Sciences and History. A good way to see whether you are a likely candidate for earning credit through CLEP is to visit your local bookstore and look at a CLEP preparation guide.

DEPARTMENTAL PROFICIENCY EXAMS (through appropriate academic offices)

Proficiency exams are a way to receive credit without spending an entire semester in a classroom. Many departments offer proficiency testing for most 100-level and some 200-level courses. Exams are administered through appropriate department offices.

Proficiency exams offer students credit for prior knowledge for what they've learned from life. For example, passing Political Science 105 proficiency exam not only will put credit for the class on your college transcript, but will also show you to have taken and passed the Constitution Exam which is required for all students. These exams are given two times a year, the Friday before the first day of class each Spring and Fall semester. Most are for 100-level courses. Students can take more exams than one each semester but to do so requires departmental permission.

Departmental Proficiency exams are not the same thing as a College Level Exam Program (CLEP). More specific

information about the exams (including deadlines) is included in the class registration directory.

In order to take a Departmental Proficiency Exam, you must have been admitted to the University and have completed at least 12 semester hours of college-level or university-level course work at the time of application.

Call the academic department offering the exam and inquire about what books to buy to study for the exam.

UNIVERSITY CENTER FOR LEARNING ASSISTANCE (UCLA)

133 Stevenson Hall
438-7100

<http://www.ucollege.ilstu.edu/ucla/index.html>

The UCLA helps students gain control of and take responsibility for their own learning. Their training motto is "Monitor, Prompt, Model."

The UCLA offers **tutoring** for certain 100-level courses – please call for specifics as it may change by semester.

Writing assistance is offered for students from freshmen through graduate school across the curriculum. Students may bring in a typed piece of writing at any stage of development. Although Assistants do not proofread papers, they will teach the writer how to proofread.

Success Skills coaching is a new program which includes Seminars and personal trainer-style coaching in the skills

required for success in college. Students learn to maximize their use of study time, take exams with less strain, and study “smarter”.

GRAMMAR HOTLINE

438-2345 (during fall and spring semesters)
<http://www.ucollege.ilstu.edu/ucla/index.html>

Anyone may call for a grammar answer, no matter how trivial. Questions about spelling, punctuation, and word order are frequently asked. Calls have been received from all over the United States and Canada.

MILNER LIBRARY

438-3451
 438-5942 TTY
<http://www.mlb.ilstu.edu/>

Milner Library is located at the North end of the Quad, at the northwest corner of College Avenue and School Street near the Bone Student Center. The Milner Library website can be found at www.mlb.ilstu.edu.

Milner Library has six floors. Floor 2 is the Main Floor and home of the Circulation Desk (where books are checked out), the Reserve Desk (where course reserve readings are kept), the General Information Desk (where you can ask a librarian for help), and the Milner Computer Lab. Each of the floors offers materials related to particular fields of study (see table), as well as library faculty and staff to assist you.

Floor	Subjects
1	Education, Psychology, Philosophy, Teaching Materials Center
2 (Main Floor)	General Reference, Government Documents, Newspapers
3	History, Military and Naval Sciences, Administrative Offices
4	Social Sciences, Business, Law, Map Collection
5	Science, Mathematics, Technology, Medicine
6	Humanities, Fine Arts, Special Collections, Media Resource Center

Quick tours of Milner Library are offered during the first few weeks of the fall and spring semesters. Tours take about 20 minutes. You can sign up for tours in advance at the Information Desk or take a virtual tour online at www.mlb.ilstu.edu/vtour.

Milner Library’s collections include more than 1.5 million books, 5,000 magazine and journal subscriptions, and 25,000 multimedia items. In addition, there are more than 7,000 electronic journals and more than 100 online bibliographic and reference databases, many of which include full text. Much of your research can be done online using electronic library resources (including the Online Catalog, databases and article indexes, and electronic journals) from any location, on or off campus, with your active ULID and password. Milner Library participates in a resource sharing agreement with 56 other academic libraries called the ILC SO

Consortium, which affords you book borrowing privileges at other academic libraries around the state of Illinois. You may either visit those libraries in person with your Redbird Card or request materials to be delivered to Milner using the Online Catalog. You may also request materials that Milner does not own through Interlibrary Loan. There is no charge for Interlibrary Loan services.

Milner Library faculty and staff are available to provide assistance to meet the needs of students and users of all types and skill levels. Help is available at the information desks on the individual floors. If you need assistance but are not able to come to the library, you may access the library online at <http://www.mlb.ilstu.edu/>. Milner's current hours of operation are online, too, at www.mlb.ilstu.edu/service/hours/bldng.htm.

I-CAMPUS PORTAL

<https://www.icampus.ilstu.edu/>

The iCampus Web portal is the online “one stop shop” for students and faculty to satisfy all their campus information needs. Students can use the iCampus portal to: check email, check class schedules, review textbooks, register for classes, review grades, calculate GPA, and confirm attendance. Log in with your University Log-on Identification (ULID) and password to gain access to these exciting features. Not only is the portal an excellent source of information, it can also be customized to fit the individual needs of every user.

UNIVERSITY LOG-ON ID (ULID)

<https://secure.ilstu.edu/ulid/activate/>

If you are an ISU student and have not yet set up your University Log-on ID, go to the above website and follow the instructions. The ULID is necessary to access university email, the ICAMPUS Portal, and some of Milner's resources. If you have problems, call the Help Desk at 438-HELP (4357).

I-TOOLS (Internet Tools)

438-HELP

<http://www.ilstu.edu/helpdesk/infodesk/faq/itools.shtml>

I-Tools is a suite of useful Internet applications and utilities distributed free-of-charge by Illinois State University. This package will not only provide you with Internet software used to browse the web, check e-mail, register for classes online, and more. Internet Tools is available to all affiliates of the University, including students, faculty, staff, emeriti, and retired faculty and staff.

You may pick up a copy of I-Tools on CD-ROM by going to the Help Desk office in Julian Hall 115 with your Redbird card. I-Tools may also be downloaded for Windows or Macintosh.

REDBIRD CARD

438-CARD (2273)

<http://www.comptroller.ilstu.edu/redbird/>

The Redbird Card is a multi-purpose card that can be used for identification, meal plans, vending machines and admittance to university buildings and events. Every student, faculty member and staff member is eligible to obtain a card and open a debit account.

Your Redbird Card can access as many as three monetary accounts: a debit account (money in the account may be spent anywhere on campus that the card is accepted); Campus Dining Services meal plan (accepted at all residence hall dining and vending locations); and a flex account (accepted at any campus food location or vending).

To use the Redbird Card debit feature, you must deposit money in your Redbird Card account at Student Accounts (607 W. Dry Grove) or the Redbird Card Office, 2nd Floor, BSC.

Redbird Cards can be used at many locations on campus such as Milner Library for checking out books, using photocopiers, etc., Alamo II and Barnes & Noble bookstores, for check cashing, Registrars Office, Bone Student Center, and at vending machines across campus. Redbird Cards are also used to verify identification at many campus events and offices.

Redbird Cards remain the property of the university. Please report a lost or stolen card immediately to 438-CARD (2273). More information about the Redbird Card is available at <http://www.comptroller.ilstu.edu/redbird/faq.stm>.

DISABILITY CONCERNS

350 Fell Hall

438-5853

TDY: 438-8620

<http://www.disabilityconcerns.ilstu.edu/>

The Disability Concerns office offers a variety of services to accommodate persons who have documented continuing or temporary disabilities. Services provided include, but are not limited to: readers, sign-language interpreters, wheelchair-pushers, tutors, braillists, extended-time testing, and note-takers. In order for a person to receive accommodations, documentation signed by the appropriate professional must be provided to the office.

Persons needing parking permits for health or disability reasons will need to have his/her physician complete the medical form or bring his/her state tag or license plate registration form and meet with Disability Concerns staff to obtain appropriate services.

Some services are provided by volunteers from the University and community. Persons interested in volunteering should contact the office. You can obtain community service hours and use the documented hours on your resume.

CHILD CARE CENTER

124 Turner Hall

438-5026

<http://www.childcarecenter.ilstu.edu/>

ISU students with children are fortunate. The University offers quality child care on campus at an affordable price.

Children learn art, science, language, and math skills while getting plenty of attention from the qualified staff. Professional staff have at least a Bachelor's degree in child development, early childhood education, or a related area. Illinois State's facility is one of only 2,500 daycare centers across the country that are accredited by the National Academy of Early Childhood Programs.

This is not a drop-off daycare center open to the public! ISU's child care facility is only open during the day, during class sessions, and is available to full and part-time students only. About half of the clients are single parents, but many are students with working spouses. Applications and rates are available on the Child Care Center web site.

Parents are welcome in the center at all times. An observation booth is available for parents as well as other college students completing academic assignments. The center cares for children in a multicultural environment, thereby helping children appreciate the world's diversity.

UNIVERSITY POLICE
105 Nelson Smith Building
438-8631 (non-emergency calls)
TDD: 438-8266
Emergencies: Phone 9-1-1

<http://www.ilstu.edu/depts/police/>

Your personal safety is of primary importance to the University. ISU police officers have full law enforcement authority, and are trained in the same way as all other public law enforcement officers in the State of Illinois, including ten weeks at the Police Academy. They are responsible for all law enforcement security and emergencies on campus. Crimes and emergencies should be reported to the ISU police, who will, in turn, inform needed emergency personnel such as Fire and Rescue workers. The ISU Police Department is open 24 hours a day, 365 days a year.

Emergency call boxes are located in parking ramps and throughout campus for reporting crimes.

Contact the ISU Police Department to sign up for the following programs:

Rape Prevention
Common Sense Self-Defense for Women
Larceny (theft) prevention
Substance Abuse Prevention Programs
Operation Identification

PARKING SERVICES
709 N Main
438-8391
<http://www.parking.ilstu.edu/>

Parking Services at ISU regulates and enforces the University parking and vehicle rules. All students need a parking permit before they can legally park in designated students lots located throughout campus. To obtain a Commuter decal, go to Parking Services at 709 North Main Street. Maps may be picked up at Parking Services.

This parking decal will allow you to park in the green lots during the day and in some red faculty/staff lots after 5 p.m. Parking Services also has a special parking decal available for students who need evenings and Saturdays only. It is sold at a rate lower than the full-time student decal.

If you are not on campus prior to the beginning of the semester, contact Parking Services to buy a permit via U.S. Mail. Call 438-8391 and they will send you the form to fill out. Simply return the form and your check (payable to Illinois State University) and a self-addressed envelope and your decal will be mailed to you.

There are additional types of decals for motorcycles, mopeds, scooters, etc. Check with the helpful staff at Parking Services to see what decal you need.

SECTION 2 – HELPFUL SERVICES & PROGRAMS

FREE TRANSPORTATION

There are several means of transportation for students who do not have a car or don't wish to drive.

Redbird Express Campus Shuttle – Provides transportation around campus from 7:30 am to 7:00 pm on scheduled class days. http://www.redbirdride.ilstu.edu/redbird_express/

NiteRide – Provides transportation from 7:00 pm to 1:00 am, seven days a week, around campus and other various locations such as Target, Wal-Mart and Parkway Plaza.
<http://www.redbirdride.ilstu.edu/niteride/>

Late NiteRide – Provides transportation beginning at 9:00 pm between downtown Normal and downtown Bloomington.
http://www.redbirdride.ilstu.edu/late_niteride/

Universal Access – Provides FREE access for all faculty, staff and students (show your ID) around the community on the Bloomington-Normal Public Transit System's fixed bus routes. (No evenings) Schedules available online at <http://www.bnpts.com/>.

VETERANS SERVICES

112 Moulton Hall
438-2207

<http://www.arr.ilstu.edu/registrar/Veterans/>

This office provides assistance to all student-veterans at Illinois State University. Specifically, this office provides educational benefits for eligible student-veterans and their qualified family members enrolled at the University. For more information, please call or visit the Veterans Services office.

COMPUTER TRAINING

109 Instructional Technology Services
438-7377

<http://training.ilstu.edu>

Do your computer skills need updating? Does a professor expect you to know software that you aren't familiar with? If so, there is FREE training available through Faculty Technology Support Services. This training is available for faculty, staff, students and retirees of Illinois State University. For a schedule, call 438-7377 or online at <http://training.ilstu.edu>. A valid ULID is required prior to training registration and to log on at class.

CHECK CASHING & ATMs

Checks may be cashed at the University Cashier's office (corner of Dry Grove and Kingsley) or at the Braden Auditorium Box Office (1st Floor, BSC) for a small fee. Only pre-printed checks are cashed and you must have a valid Redbird card (or driver's license and current class schedule.)

ATMs are located at some residence halls and in the following locations:

Bone Student Center – on West wall by horseshoe drive
Bone Student Center – inside second floor
Alamo II – outside on West wall

The ISU Credit Union has a branch at the BSC. There are also several banks within walking distance of campus in downtown Normal. Opening a checking and/or savings account at a local bank is advisable if you will be receiving out of town checks from someone else. Merchants may only take local checks.

TEXTBOOKS

Barnes & Noble College Bookstore
Bone Student Center, Level 2
Phone 452-0535

The Alamo II
319 North Street (corner of North & School)
Phone: 452-7400

One of the rude surprises for returning students at college is the price of textbooks. Most students expect tuition and fees to be substantial but books are often forgotten as a budget item. The cost may be reduced by selling back textbooks you may not need from previous semesters. Be sure to take advantage of used textbooks which are sold from 30-50% off the price of new ones but are limited in supply. It is not necessary to wait until the first day of class to see what books

you need. Both bookstores have detailed instructions to tell students which book to buy for which class.

CAREER CENTER

185, 110 Student Services Building
438-2200

jobs@ilstu.edu

www.careercenter.ilstu.edu

The Career Center is a valuable resource for students, alumni, employers and faculty. Students and alumni are assisted in identifying career opportunities that suit their talents, interests and education. Assistance is provided in obtaining part-time positions both on and off campus, exploring internship and cooperative education experiences, graduate/professional school opportunities and permanent full-time employment opportunities.

For more information about the Career Center or to set up an appointment with a career counselor, please call or visit online.

CHILD CARE RESOURCE AND REFERRAL NETWORK

207 W. Jefferson, Bloomington, IL
828-1892

<http://www.ccrn.com/>

If you can't get a spot in the ISU child care center, what can you do? You have a child or children needing daycare, and you have to work and/or attend class...

The Child Care Resource and Referral Network serves the following four counties: McLean, Livingston, Ford and DeWitt, and is part of a state-wide program of 16 referral agencies. If you live outside these four counties and are in need of child care, this agency can give you the phone number of a similar agency in your local area.

They are staffed by qualified counselors holding Bachelor's degrees in Child Development or related areas. They will refer you to licensed/legally-operated, private child care in your preferred geographic area. They know who has an opening, and in most cases, the rates charged. All the care providers are updated monthly by telephone.

There is a fee for this service, but it is based on a sliding scale from \$0 to \$30, based on the client's ability to pay.

CAMPUS DINING

University Housing Services

438-8611

<http://www.uhs.ilstu.edu/>

Off-campus students can take advantage of the food service offered at all Illinois State University residence halls. You may pay in cash or you may deposit money at the Redbird Card Office (2nd floor, BSC) or at Student Accounts and pay as though you were using a debit card. If you know that you will be a frequent on-campus diner, you can purchase a meal plan through University Housing Services.

STUDENT COUNSELING CENTER

320 Student Services Building
438-3655
<http://www.counseling.ilstu.edu/>

Are you having trouble adjusting to the rigors of college life?
Are you having difficulty with not being able to spend as much time with your family as you are used to? Then the services of the Student Counseling Center (SCC) may be just what you need.

The SCC is responsible for meeting the psychological needs of all ISU students. Some of the concerns they can help with include relationship issues, and unwanted habits, as well as serious personal problems.

STUDENT HEALTH SERVICES

2nd Floor Student Services Building
438-8655
Appointments Phone: 438-APPT (2778)
<http://www.shs.ilstu.edu/>

CLINIC HOURS

Mon.-Fri. 8:00 a.m.-6:00 p.m.

SUMMER HOURS

Mon.-Fri. 8 a.m. to 4:30 p.m.

Any student who is assessed the health fee is entitled to use ISU's Health Services. Married students may include their spouses in this benefit by paying the same fee as that paid by a

student taking 12 hours or more. Children are not treated at the ISU Student Health Center.

Once your appointment has been made, you will need to report to the reception desk 15 minutes before your scheduled time. The receptionist will ask to see your Redbird Card. If you do not have a medical history on file at SHS, you will be required to complete one before your appointment.

The Student Health Service (SHS) is a student-oriented medical clinic providing examinations, treatments, urgent care, and minor surgical procedures. As a student, you have access to quality and convenient, low-cost primary health care. Various primary health services provided include:

- Medical Care
- Radiology (x-rays)
- Urgent Care
- Pharmacy (prescriptions)
- Preventive Medicine
- SHS Counselor
- Laboratory Services
- Sexual Education & Health Clinic
- Women's Clinic - Yearly Exams & Pap smears

Students examined at Health Services and determined to be in need of trauma care, surgery, further diagnostic exams, treatments not available at SHS, or hospitalization may be referred to BroMenn Regional Medical Center in Normal or to St. Joseph's Medical Center in Bloomington.

Life Threatening Emergencies: Call 911 for ambulance transportation to a local hospital emergency room.

Remember, an emergency room is not for care or treatment that is not a true emergency, nor for care or treatment that can wait until the next day.

Health History Report

Public Act 85-1315 requires proof of immunization for certain vaccine-preventable diseases. Proof of immunity must be on file with the Student Health Services by the 15th calendar day of the semester. Students who do not comply with this policy will be charged a \$25 administrative compliance fee and a block will be placed on their registration for the following semester. Persons born before January 1, 1957, students enrolled at ISU prior to August 1989, and those taking only off-campus classes are exempt from this requirement.

For more information visit the Student Health Services Web site at www.shs.ilstu.edu or contact the office by phone at (309) 438-8655 or (309) 438-2498 (TTY). A copy of the Health History Report is available online at www.shs.ilstu.edu/PDFs/Health_History.pdf

HONORS PROGRAM

Corner of Fell & North
438-2559

www.ilstu.edu/honors

There are many advantages to being an Honors student at Illinois State University including opportunities for scholarships, close interaction with some of the best professors on the campus, special courses offered only to Honors students, and early registration. To join the Honors Program, students must submit an application, including an essay; admitted students usually have a 3.5 GPA or higher. To remain in good standing, students must maintain a 3.3 cumulative GPA and complete at least 3 hours of Honors work every semester. Part-time Honors student must complete 3 hours of Honors work for every 15 hours of study.

There are 5 different ways to earn Honors credit and they are described on the website. Several Honors designations can be earned which can impress employers and graduate schools. Only Honors students who want to go above and beyond the minimum Honors requirements can earn them. Also only Honors students can earn Departmental Honors, which will be listed on transcripts, diplomas and in the commencement booklet.

Applications are available on the Honors Program website (<http://www.ilstu.edu/honors>) and are due by July 1 for the fall semester and by December 1 for the spring semester. If you are new to the university, a current student, or a transfer student, consider the Honors Experience at Illinois State University!

OFFICE OF INTERNATIONAL STUDIES

308 Fell Hall
438-5365
www.internationalstudies.ilstu.edu

How would you like to study overseas (or even in a different state in this country)? The Office of International Studies assists you in making your dream to study abroad a reality. As an ISU student, you can choose from universities all over the world. You can receive credit for the courses you take, if carefully chosen with the help of the study abroad staff. Often students are able to finish a foreign language minor while studying abroad. This opportunity can offer varied and new experiences as part of your college career, regardless of your major or minor. Study Abroad programs include opportunities in Australia, Austria, England, France, Germany, Ireland, Italy, Spain and Sweden, to name a few. This is a great way to improve your foreign language skills or expand your global knowledge while immersing yourself in another culture.

UNIVERSITY WRITING EXAM

Each student must demonstrate writing competence by passing the University Writing Examination. The examination should be taken after the completion of 45 semester hours and before the completion of 75 semester hours. At least 15 semester hours must have been completed since the satisfaction of the freshman English requirement. Transfer students with more than 75 semester hours must take the exam before the end of their first semester at Illinois State University. A fee will be charged to cover the cost of the examination. In order to take the exam, students must register for English 189.99. Students

will be enrolled for the limited number of examination seats available each semester on a first come, first served basis. In order to avoid delaying their graduation, students are strongly advised to register for the examination as soon as they become eligible.

THE CONSTITUTION TEST

Each student must pass an examination on the Constitution of the United States, the Constitution of the State of Illinois, and the proper use of the American flag. The exam is given on different dates throughout the year. A student may meet this requirement by successful completion of POL 105 or any course in the Middle Core: Individuals and Civic Life of the General Education Program at Illinois State University. Students who transfer in a course equivalent to POL 105 from an accredited college or university in Illinois will be considered to have met both the constitution of the United States and the State of Illinois test requirements. Students who transfer in a course equivalent to POL 105 from a United States institution outside of Illinois will be considered as having met only the examination on the Constitution of the United States. That student may meet the requirement of the Illinois Constitution by passing the exam or completing POL 221 at Illinois State, by transferring the equivalent of POL 221 from another accredited Illinois college or university or by presenting certification of having passed an appropriate examination on the Constitution of the State of Illinois at another accredited Illinois college or university.

STUDENT LEGAL SERVICES (now part of Community Rights and Responsibilities, Dean of Students Office)
120 Student Services Building
438-8621
<http://www.crr.ilstu.edu/>

Need an attorney but are afraid of the cost? Students' Legal Services is the place to go. Landlord disputes are the most common problem handled by this office.

CLASS CANCELLATIONS DUE TO WEATHER

www.mediarelations@ilstu.edu
Local radio and television stations

When weather conditions are judged to be dangerous, Illinois State University will cancel classes. This usually takes effect for evening classes (those beginning after 5 p.m.) but occasionally will affect classes in the daytime if the weather is bad enough. You can determine whether classes have been cancelled by accessing the website or listening to a local radio station. You don't want to risk a long drive from another area, only to find that your class is canceled!

It is a good idea to ask your professor to give some guidelines for dangerous weather conditions. Also, be sure to let your professor know if you do miss class due to weather.

SECTION 3 - GET INVOLVED ON CAMPUS

OFFICE OF STUDENT LIFE
387 Student Services Building
438-2151
<http://www.studentlife.ilstu.edu/>

At times, coming back to school can be a bit overwhelming. Meeting students who share your interests can enrich and enhance the college experience. The Office of Student Life (OSL) is a registry of all student organizations. Organizations are categorized by department, entertainment, ethnic, general interest, political, recreational, and religious affiliations. The OSL feels that active participation in programs and activities helps to foster learning and personal growth.

The OSL's staff, along with university faculty, provide advisement and support to all registered student organizations. There is an organization or club for almost every interest. If you want to form your own organization, or would like a listing of current organizations, information is available on the OSL's web site.

NONTRADITIONAL STUDENT ASSOCIATION

<http://www.mentoringnetwork.ilstu.edu/>

The NSA was re-established in 2004 to be a Registered Student Organization for adult students. If you would like to meet other adult learners and get involved in campus, please look at the NSA page for more information.

WOMENS MENTORING NETWORK
438-8669

<http://www.mentoringnetwork.ilstu.edu/>

The Women's Mentoring Network was established in Fall 2003 to help returning adult female students. The program offers opportunities to socialize and attend various events dealing with adult student issues. University employees acting as mentors and adult student mentees are paired to add a support mechanism for returning female students.

**BRADEN AUDITORIUM/
BONE STUDENT CENTER**

College Ave. at University
438-2222

<http://www.bsc.ilstu.edu/>

Braden Auditorium is host to many name entertainers and groups. It is also the stage used annually for the Twin Cities Ballet production of *The Nutcracker* and the Illinois Symphony. Event tickets for students are sold at a rate discounted from the public price. Credit cards are accepted at the Box Office.

The Bone Student Center (BSC) is a massive, 4-story building attached to Braden Auditorium, and houses many convenient businesses for student use. There are also many areas to study. **The Atrium** (located on the second floor at the back of the Prairie Room) is a quiet place to study, eat your sack lunch or purchased lunch, or write a paper in between classes. Many nontraditional students who commute find this lounge a helpful place to relax. *The BSC has wireless internet throughout the building.*

Across the courtyard is the **Bowling & Billiards Center** (BBC) which is a good place to get in some relaxation during your off hours. The BBC has 10 lanes, 20 billiards tables, and discount rates for students.

CENTER FOR THE PERFORMING ARTS

School & Beaufort St.

438-2535

<http://www.cfa.ilstu.edu/cpa/>

The Center for the Performing Arts is a multi-venue facility which includes Westhoff Experimental Theatre, Mabel Claire Allen Studio Theatre, and Kemp Recital Hall. The focal points of the Center are the newly constructed proscenium theatre and the concert hall. The Center for the Performing Arts houses many interesting and exciting events over the course of the year, ranging from the School of Music's Concerts to the School of Theatre's performances.

STUDENT REC BUILDING

Beech & Willow St.

438-PLAY (7529)

<http://www.rec.ilstu.edu/recbld/index.htm>

This facility houses recreational and leisure activities available (for a fee) to all students with a Redbird Card. Currently, The Rec offers weights, spinning, aerobics, racquetball, walleyball, volleyball and more. Please drop by The Rec to see what activities might be right for you!

RECREATION SERVICES

220 N. Main St.

Phone: 438-PLAY (7529)

<http://www.rec.ilstu.edu/>

This small building houses many services ISU students can make use of. A few of these convenient services are:

- Intramural Sports
- Open Rec—aerobics, swimming, basketball, volleyball
- Getaway Outdoor Adventures
- Outdoor Equipment Rental Center
- Environment and Outdoor Skills Series
- Outdoor Reference Library
- Recreation Services Student Advisory Board

ISU GOLF COURSE

Gregory Street

438-8065

<http://www.rec.ilstu.edu/golf/>

Looking for a way to relax while getting some exercise? The ISU golf course, conveniently located about a mile Northwest of campus, has great facilities, with rates “even a student” can afford. The 18-hole course is augmented by a clubhouse and a putting practice green, and is open when weather permits: usually mid-March to mid-November. Pull carts and riding carts are available for rent. ISU golf course takes cash, VISA, Master Card, and checks. Call for current rates.

THE ISU PLANETARIUM

School St. at College Ave.

Skyline: 438-2496

Group Reservations: 438-8756

<http://www.phy.ilstu.edu/~trw/planet.html>

The Planetarium is one of the most unique services available at ISU. Shows are available throughout the academic year. Call 438-2496 for a tape-recorded message of current shows and times.

Special showings can be arranged for your club or school group (discounts available) by calling the ISU Physics Department at 438-8756.

FREE INFORMATION

The Vidette is the campus newspaper, written by and for students at ISU. It is available free at locations all over campus. It is produced daily while classes are in session.

The Undergraduate Catalog. This book describes all of the policies that the University follows in dealing with the admission, tuition, fees, classes and graduating of students. It explains the requirements for degrees in each area and describes each course offered at ISU. Catalogs are available at 107 Moulton Hall.

The ISU Student Handbook is a source of information, not only on the academic calendar, but has an excellent listing of campus organizations and their purposes. Available at the Office of Student Life, Student Services Building, Rm 387.

Illinois State University Telephone Directory. This directory comes out about 6 weeks after the beginning of the fall semester. It has the office phone numbers and addresses of all departments and faculty on campus, and the local addresses, emails and phone numbers of students. You can pick one up at the Telecommunications Office in Williams Hall Annex, Room 103 or at the Barnes & Noble Bookstore (BSC).