Congratulations on your acceptance into GSU. Welcome! We're happy you're here; it's a great place to be. Once you understand how GSU works, you'll find it easy to get along here and enjoy yourself as well. Like most things, getting comfortable and feeling "at home" takes time. This handbook will help facilitate that process and make your educational experience easier.

We're here to serve you; you are GSU!

1979-80

Governors State University, Park Forest South, Illinois 60466
Telephone: (312) 534-5000
1979-80 trimester schedule

GSU operates year round on a Trimester schedule of three 16-week Trimesters. The academic year begins with the Fall Trimester (September through December), followed by the Winter Trimester (January through April), and continues with the Spring/Summer Trimester (May through August).

Each Trimester is divided into three Blocks. Confused? This will help:

- **Block I** — Courses that meet for 16 weeks.
- **Block II** — Courses that meet for the first 8 weeks.
- **Block III** — Courses that meet for the last 8 weeks.

Fall Trimester 1979
- Financial Aid Application Deadline for Fall Trimester: T, May 1
- Advance Registration: July 15-August 15
- Admission Application and Credential Deadline for Fall Trimester: W, August 8
- Fall Trimester Begins—Registration and Fee Payment for Advance Registrants Only: W, August 8
- Registration and Fee Payment: M, August 29
- HOLIDAY—Labor Day: Th, August 30
- Classes Begin (Blocks 1 and 2): T, September 4
- Add/Drop and Late Registration: T-Th, September 4-13
- 100% Refund Deadline (Blocks 1 and 2): F, September 14
- 50% Refund Period (Total Withdrawal only): Sa, September 15-25
- Applications for December Graduation Due in Colleges: M, October 1
- Withdrawal Deadline (Block 2): T, October 2
- Withdrawal Deadline (Block 3): M, October 29
- Classes Begin (Block 3): T, October 30
- Add/Drop (Block 3): T-Th, October 30-November 8
- 100% Refund Deadline (Block 3): F, November 9
- 50% Refund Period (Block 3 total withdrawal only): Sa, November 10-20
- HOLIDAY—Thanksgiving Recess Begins: Th, November 22
- Classes Resume: T, December 3
- Withdrawal Deadline (Block 3): T, December 3
- Fall Trimester Ends: F, December 21
- Diploma Date: F, December 21

Winter Trimester 1980
- Advance Registration: November 15-December 15
- Financial Aid Application Deadline for Winter Trimester: Sa, December 1
- Admission Application and Credential Deadline for Winter Trimester: M, December 10
- Winter Trimester Begins—Registration and Fee Payment for Advance Registrants Only: M, January 7
- Registration and Fee Payment: T, January 8
- Classes Begin (Blocks 1 and 2): Th, January 10
- Add/Drop and Late Registration: Th-Sa, January 10-19
- HOLIDAY—Martin Luther King’s Birthday: T, January 15
- 100% Refund Deadline (Blocks 1 and 2): M, January 21
- 50% Refund Period (total withdrawal only): T-F, January 22-February 1
- Applications for April Graduation Due in Colleges: F, February 1
- Withdrawal Deadline (Block 2): Th, February 7
- HOLIDAY—Lincoln’s Birthday: T, February 12
- Block 2 Ends: W, March 5
- Withdrawal Deadline (Block 1): Th, March 6
- Classes Begin (Block 3): T, March 8
- Add/Drop (Block 3): Th-Sa, March 8-15

Spring/Summer Trimester 1980
- Advance Registration: March 15-April 15
- Financial Aid Application Deadline for Spring/Summer Trimester: Sa, March 1
- Admission Application and Credential Deadline for Spring/Summer Trimester: Th, April 10
- Spring/Summer Trimester Begins—Registration and Fee Payment for Advance Registrants Only: Th, May 1
- Registration and Fee Payment: F, May 2
- Classes Begin (Blocks 1 and 2): M, May 5
- Add/Drop and Late Registration: M-W, May 5-14
- 100% Refund Deadline (Blocks 1 and 2): F-M, May 15-26
- 50% Refund Period (total withdrawal only): T-F, May 16-26
- HOLIDAY—Memorial Day: M, May 26
- Withdrawal Deadline (Block 2): M, June 2
- Applications for August Graduation Due in Colleges: M, June 2
- COMMENCEMENT CEREMONY (For August 1979, December 1979, and April 1980 Graduates): Sa & Su, June 7 & 8
- Admission Application and Credential Deadline for Summer Session (Block 3): M, June 9
- Block 2 Ends: Sa, June 28
- Withdrawal Deadline (Block 1): M, June 30
- Registration Deadline (Block 3): M, June 30
- Classes Begin (Block 3): T, July 1
- Add/Drop and Late Registration (Block 3): T-Th, July 1-10
- HOLIDAY—Independence Day: F, July 4
- 100% Refund Deadline (Block 3): F, July 11
- 50% Refund Period (Block 3 total withdrawal only): Sa-T, July 12-22
- Withdrawal Deadline (Block 3): M, August 4
- Spring/Summer Trimester Ends: Sa, August 23
- Diploma Date: Sa, August 23
student affairs and services

Dean of Student Affairs and Services: Frank Borelli, Ext. 2553.

Associate Dean for Student Development: Burton Collins, Ext. 2413.

Located: 1st Floor, D Wing

Some students, whatever their age or experience, think they are the first to encounter a certain interest, need or problem. Chances are good that your concern is new to you—but not to us. Deans Borelli and Collins care about students. It is their job and they do it well. They both have an open door policy for students and want to talk to you if you are having a problem at GSU. If they don't have the answer to your concern, they will help you find out how to resolve it.

office of admissions and student recruitment

Director of Admissions and Student Recruitment: Richard Pride

Located: 1st Floor, D Wing, Ext. 2518

Hours: Monday and Wednesday, 8:30 a.m.-8:00 p.m.; Tuesday and Thursday, 9:00 a.m.-8:00 p.m.; Friday, 8:30 a.m.-5:00 p.m.; and Saturday, 8:30 a.m.-noon.

Here you can obtain information about academic programs, counseling, pre-admission information about criteria for admission, procedures and credential evaluation. Applications, transcripts and other credentials required for admission are forwarded to this office. Prospective students may call or come in anytime during office hours without an appointment. This office is also responsible for planning, organizing and directing the student recruitment program. The Admissions Counselor for international students can help you with admission and application procedures, and forms necessary for the Department of Immigration and Naturalization Services.

office of registrar

Registrar: Richard Rainsberger

Located: 1st Floor, D Wing, Ext. 2165

Hours: Monday—Friday, 8:30 a.m.-8:00 p.m.; Saturday, 8:30 a.m.-noon.

The Registrar is the official holder of all your student records. Certification of attendance, graduation processing, registration, add/drop, academic credit reports and transcript requests are processed here.

student activities

Director of Student Activities: Tommy Dascenzo

Located: 1st Floor, D1124, Ext. 2123

Hours: Monday—Thursday, 8:30 a.m.-8:00 p.m., and Friday, 8:30 a.m.-5:00 p.m.

A comprehensive program of activities open to all students has been designed to provide experiences outside the traditional classroom to assist in the attainment of your educational and personal goals. Administered by the Director of Student Activity Programs, program sources are available in the Student Activity area.

Social, Cultural and Special Interest Programming — Students are encouraged to participate on committees that recommend programming.

1. Contemporary Lecture Forum
2. Classical Music Series
3. Contemporary Music Series
4. Video-Tape Media Series
5. Film Series

Student Clubs and Organizations — Students can form their own recognized organizations or participate in established clubs and organizations. "Club Charter Forms" are available in the Student Activity area, D1124.

The INNOVATOR — This is the student newspaper on campus. There are several paid student positions on the newspaper staff open to students who apply. Volunteer positions are also available to all interested students.

Child Care Center — The Student Activities unit will operate a child care center program beginning this Fall Trimester. The Center will be open for all students, faculty, and staff. The Center will provide children with structured activities and will meet all regulations of the State of Illinois, Department of Children and Family Services. A hot lunch program will be available for all children using the Center.

The Center will be open from 8:30 a.m.-
the Center in order to be eligible for these rates.

Students: $0.65 an hour for first child, $0.55 an hour for additional children.

Staff/Faculty: $0.75 an hour for first child, $0.65 an hour for additional children.

Drop-in Rates: Parents must register their child with the Center at the beginning of the Trimester even if they do not know the specific dates and times of use.

Students: $0.80 an hour for each child.

Staff/Faculty: $1.00 an hour for each child.

Hot Lunch Program: Parents whose children will be using the Center for five (5) hours or more must participate in the hot-lunch program. Tentative lunch fee, $1.00 daily.

Program Advisory Committee - This committee, composed of students and staff, recommends special events to the Student Activity Office. Membership is open to all students.

Student Government - Students have the opportunity to influence policies which may affect their personal, social, and academic experiences. Students are encouraged to become involved in the University governance through the Student Senate.

The present governance body for the entire University is composed of a student senate, faculty senate, and civil service senate. There are 15 members of the student senate. Student senate elections will be held once a year. For more information, contact the Student Activity Office.

Student Representative to Board of Governors - The Board of Governors of State Colleges and Universities (BOG) governs GSU and four other state universities. One GSU student is elected each year to serve a one-year term beginning July 1st. The Board meets monthly at one of the five universities and in Springfield.

Student Advisory Committee to the Illinois Board of Higher Education - Overseeing all colleges and universities in the State is the Illinois Board of Higher Education (IBHE). Advising them is the Student Advisory Council to the IBHE, composed of a student representative from each public college and university in the state. The Advisory Council meets monthly at colleges and universities throughout the State. The student is elected prior to July 1st of each year.

Intramural and Recreational Activities - Students may participate in the YMCA activities at a special rate of $5.00 per year. Special activities will be offered throughout the year on an intramural basis for students who wish to participate through the Student Activities Program.

Leadership Skill Development - Students are encouraged to participate in the decision-making process of the University. Special workshops are offered for students interested in campus student leadership positions. This program is coordinated by the Director of Student Activities.

Identification Cards - All students must have an I.D. card. Students who do not have their I.D. picture taken during registration may do so in the Student Activity area D1124. You must provide proof of current enrollment.

Student Lockers - Lockers are located in each of the three College areas and near the "V" Cafeteria, and Student Activity area. Students are allowed one locker assigned on a first-come, first-served basis.

Lost and Found - Items found are kept in the Student Activity area D1124. Students may contact the Student Activity Office for further information.

Student Organization Mailboxes - Students can contact student organization leaders through mailboxes for student organizations which are maintained in the Student Activity area, D1124.

counseling center

Located: 1st Floor, D Wing, Ext. 2413

Hours: Monday—Thursday, 8:30 a.m.—8:00 p.m., and Friday, 8:30 a.m.—5:00 p.m.

You may at sometime want to talk with someone about an educational, personal, or social concern, such as vocational indecision, or lack of information about the University. At the Counseling Center, counselors are available to assist you in resolving such problems. For vocational/educational counseling, the counselors administer and interpret tests for assessing your interests, abilities, and values. These services are available to all members of the University community.

testing center

Psychometrist: David Suddick

Located: 1st Floor, D Wing (Student Development), Ext. 2158.

Hours: Monday—Thursday, 8:30 a.m.—8:00 p.m., and Friday, 8:30 a.m.—5:00 p.m.

GSU is a national testing center for the American College Testing Proficiency Examination Program (PEP). In addition, information on other national testing programs, e.g., GRE, GMAT, LSAT, MAT and ACT, are available.

The Testing Center is a service unit which works cooperatively with other GSU units. Collegial testing programs are administered through the Testing Center. Personality and career guidance instruments are administered for the Counseling Department. Aptitude and achievement tests are administered for the Center for Learning Assistance. The U.S. and Illinois Constitution examination is also administered by this office.

In addition to test administration, the Testing Center provides technical assistance in interpreting the score results and works cooperatively with other units in resolving career, counseling and learning-related concerns of the student body.

All GSU-related testing is provided without charge. All national testings (ACT-PEP, GRE, GMAT, LSAT, MAT and ACT) are paid for by the student at the testing company's rate.

center for learning assistance

Director: Lee Owens

Located: 2nd Floor, F Balcony (near YMCA), Ext. 2238

Hours: Monday—Thursday, 10:00 a.m.—9:00 p.m.; Friday, 8:30 a.m.—5:00 p.m.; Saturdays by appointment.

This center offers assistance to you, the GSU student, in the form of tutoring, self-instructional materials (SIM) and learning lab seminars. The Center offers help in skills such as mathematics, composition, research paper techniques, study methods, reading, and test taking. Tutors are also available in many course areas. Why struggle when there are these trained people to assist you?
women's resource center

Located: 1st Floor, D Wing, Ext. 2435.

Hours: Monday—Friday, 8:30 a.m.—5:00 p.m.

The Women's Resource Center is a drop-in service center that is designed to provide referral services to women concerning legal, educational, social, and medical resources. In addition, the Center offers support groups for women concerning legal, educational, social, and medical resources. It also conducts a weekly forum, "Theology for Lunch," 12 noon on Wednesdays, along with other activities of interest. All funding for council expenses is provided by the participating ecclesiastical denominations.

office of veterans affairs

Coordinator: Doug McNutt

Located: 1st Floor, D Wing (Financial Aids Office), Ext. 2126

Hours: Monday—Friday, 8:30 a.m.—5:00 p.m.

The Office of Veterans Affairs provides administrative assistance to Veterans. The services rendered by the Office include: Illinois Veterans Scholarship processing, G.I. Bill benefits certification, V.A. educational loans, V.A. work/study program, V.A. tutorial assistance program, discharge upgrading, and check problem inquiries.

A V.A. representative works closely with the Office of Veterans Affairs as a liaison between the V.A. Regional Office and GSU.

health services

Nurse: Marcy Smith

Location: 1st Floor, D Wing, Ext. 2168, 2186.

Hours: Monday—Friday, 8:30 a.m.—5:00 p.m.

The health services at GSU are available to all students—undergraduate, graduate, full-time and part-time. Health Services is staffed by a full-time nurse available to help students with all medical problems, accidents, etc.

General Services Provided:
1. In case of emergency, preliminary first aid.
2. In case of illness, Registered Nurse consultation.
3. Regular referral assistance for doctor, clinic and hospital.
4. Advice regarding treatment, diet and activity.
5. Special events: Health Seminars, Blood Drives, etc.—be on the lookout for dates, times, locations in the Innovator, Faze!
6. Health Insurance: Applications and information on optional health insurance are available in Health Services. Assistance in filling claims also available.

placement office

Graduate Placement Officer: Mary Hughes.

Located: 1st Floor, D Wing, Ext. 2163.

Hours: Monday—Friday, 8:30 a.m.—5:00 p.m.

The Placement Office assists University students and alumni in preparing for a job search and securing career employment and summer employment.

The Placement Office maintains a current Career Library designed to inform interested students and alumni about available positions pertinent to the various curriculums.

During each academic year, the Placement Office conducts free non-credit seminars which are comprehensive forums emphasizing an awareness of employment positions, career qualifications, job search techniques, the resume, cover letter, credentials folder and interview.

Students are encouraged to visit the Placement Office for professional counseling on preparing their resumes, establishing a credentials folder and other topics related to employment.

This service is available without charge.
information office

Located: 1st Floor, near main entrance, Ext. 2464.

Hours: Monday—Thursday, 8:30 a.m.-7:30 p.m.; Friday, 8:30 a.m.-5:00 p.m.

This office has many functions. If you need facilities for a graduate project or recital, here is where you reserve the room. The office schedules all space in the University and coordinates the food, audio/visual, and physical set-up in conjunction with the space assigned. They also provide coordination for all conferences on campus. In short, they schedule all space at GSU and can provide information about an event already scheduled.

facilities scheduling and conference coordination

Located: 1st Floor, D Wing, Ext. 2512

Hours: Monday—Friday, 8:30 a.m.-5:00 p.m.

As a GSU student you are urged to call with comments about your experiences at the University. If we can't resolve your problems, we can tell you who to contact with your concern. We also like to hear positive comments! The 24-hour telephone number is 534-0222.

student comment line

university library

Located: 2nd Floor over the main entrance.

Hours: Monday—Thursday, 8:30 a.m.-10:00 p.m.; Friday, 8:30 a.m.-8:00 p.m.; Saturday, 8:30 a.m.-5:00 p.m.

Activity supporting all academic programs at GSU, the University Library maintains an extensive library of books (over 170,000 volumes) and periodicals (over 2,700 different magazines, scholarly journals, and newspapers), plus many materials and services beyond the usual scope of a library:
- Videotapes, films, slides, records, cassettes, models, games, and transparencies, and the equipment to use them.
- Computer terminals and on-line printers.
- Almost half of a million research documents and other publications on microfiche, such as ERIC, Human Relations Area Files, Disclosures, College Catalogs, and Environiche. (Reading equipment includes machines capable of printing eye-legible paper copies.)
- A continually changing collection of 350 recently published popular fiction and non-fiction books.
- Several thousand LP records and music scores.

Documents Collection The University Library shelves selected publications of the U.S. Government, which it receives as a Federal Depository, together with a number of State and local documents.

Materials Center The University Library has textbooks, curriculum materials, juveniles fiction and non-fiction, and non-print media for use of school teachers.

SIM Center Coordinates self-instructional programs, administers tests, etc.

Reserve Collection Includes materials designated for short term loan by faculty for classes currently in session.

Comprehensive reference service is furnished at all times when the University Library is open. Also, for special projects, students can get help from Liaison Librarians specializing in various subject areas.
- Science, Health Sciences, and Nursing — Marty Armstrong, ext. 2543.
- Education and Social Services — Mimi Kaplan, ext. 2349.
- Humanities, Communications, and Fine and Performing Arts — Joseph Meredith, ext. 2532.
- Business and Public Administration — Carl Peterson, ext. 2331.
- Third World Studies—Adlean Harris, ext. 2332.

A brochure describing the LRC in more detail is available at the Circulation Desk.

parking

Parking at GSU is by permit only. Parking stickers may be purchased from the Cashier's Office or the Bookstore. The cost is $8.00 for a Trimester sticker or $22.00 for an annual sticker. A daily permit may be purchased at the Information Booth for 50c. Violators will be ticketed. The publication Motor Vehicle and Parking Regulations is available from the Dept. of Public Safety, first floor, D Wing.

Guest Parking — The Guest Parking Lot is limited to guest use by permit only. Students, staff and faculty MUST use lots A, B, C, or D.
Handicapped Parking—Special parking areas are provided for handicapped persons. Parking in these areas will be regulated and assigned by the Dept. of Public Safety in consultation with Health Services. Permission will be granted to those persons who exhibit the special license plates issued to handicapped persons by the State of Illinois, or who present a letter from a doctor specifying the need for and duration of special parking privileges. Handicapped persons must purchase a valid parking permit. Request forms for special handicapped parking are available at the offices of the Dept. of Public Safety.

bookstore
Located: 1st Floor, adjacent to the cafeteria, ext. 2296.
Hours: Monday—Thursday, 8:30 a.m.-8:30 p.m.; Friday, 8:30 a.m.-5:00 p.m.; and Saturday, 8:30 a.m.-Noon.
You can buy texts and materials for classes, stamps, newspapers and miscellaneous supplies at the GSU Bookstore. Buy a “GSU Tee Shirt” here. Periodically they offer a service to buy used books.

central duplicating
Located: Planning Building (NW of main bldg.), ext. 2191.
Hours: Monday—Friday, 8:30 a.m.-5:00 p.m.
Printing services are available to students and staff for a fee. Have your resumes, questionnaires, etc. printed here.

food services/cafeteria
Located: 1st Floor, C Wing, ext. 2295.
Hours: Monday—Thursday 11:00 a.m.-7:30 p.m.; Friday, 11:00 a.m.-2:00 p.m.; Closed Saturday and Sunday.
SZABO Food Service Company provides cafeteria food and vending service at GSU. They have been in business for over 30 years and their experience shows in the great food in the cafeteria. They sell everything from soup to popcorn!

special programs
Located: 2nd Floor, LRC, ext. 2319
Hours: Monday—Friday, 8:30 a.m.-5:00 p.m.
The Office of Special Programs coordinates all off-campus credit courses, conferences and workshops, as well as conferences and workshops offered for credit on campus.

cashier's office
Located: 1st Floor, D Wing, ext. 2171
Hours: Monday—Friday, 8:30 a.m.-5:00 p.m., Saturday, 8:30 a.m.-Noon.
The cashier will cash your personal check up to $50.00 with a valid student I.D. Pay your fees and buy parking stickers here.

the YMCA at GSU
Located: 1st Floor, F Wing, 534-5800.
Through a special cooperative arrangement between GSU and the "Y", a comprehensive recreational program exists for students at a very reasonable fee. You can obtain a special rate of $5.00 a year with a valid GSU I.D. card. Family membership rates for students are $45.00 a year. There is often a discount for students for special classes at the "Y". They have a gym, pool and handball/ racquetball court, plus supervised programs in many activities. Get in the swim of things!

community services and education
Director: Hector Ortiz
Located: 1st Floor, B Wing, ext. 2437.
Hours: Monday—Friday, 8:30 a.m.-5:00 p.m.
Their general objective is to make the University and its resources accessible to the surrounding communities. In charge of all non-credit seminars, workshops and courses, they are also responsible for the "Speaker's Bureau." This office publishes a Directory of Human Service Agencies which you, as a student are invited to use, and a newsletter entitled "GSU Community Reporter."

department of public safety
Director: Norman Love
Located: 1st Floor, D Wing, ext. 2198.
The purpose of this department is to serve and protect the GSU community. Officers are delegated their authority from State statutes and have all powers possessed by policemen in cities and sheriffs in counties. They assist in accidents and oversee parking regulations. If you need jumper cables to get your vehicle started, they will lend them to you. This department is known as DPS around campus. You can make emergency calls to DPS from any University telephone by dialing 1-1-1.
personnel

Director: Dorothy Howell  
Located: 1st Floor, D Wing, ext. 2194.  
Hours: Monday—Friday, 8:30 a.m.-5:00 p.m.

If you are interested in a Civil Service position at GSU, tests can be taken in the Personnel Testing and Placement area. GSU job listings are posted outside the Personnel Office and throughout the building.

university alumni association

Director: Ginni Burghardt  
Located: 3rd Floor, C Wing (UR), ext. 2418.  
Hours: Monday—Friday, 8:30 a.m.-5:00 p.m.

Serving you as a graduate of the University is the Governors State University Alumni Association. The Alumni Association sponsors several programs a year of interest to alumni and of benefit to the University. In its publications and all of its programs, the Association keeps graduates in touch with one another and informed about their alma mater.

university relations

Director: Bill Dodd  
Located: 3rd Floor, C Wing, ext. 2418.  
Hours: Monday—Friday, 8:30 a.m.-5:00 p.m.

A key service of importance to students is provided by this Office, i.e. the "Info Hot Line." When you dial 534-0033, at any time, day or night, you will reach a recorded announcement listing upcoming events at the University with detailed information about each event: what room, how much admission, if any; what time; a word or two describing the content of the event.

This number, 534-0033, becomes very important in a weather emergency. When the snow is falling and predictions are for more, tune in to your favorite radio station. If Governors State isn't mentioned, call 534-0033. The "Info Hot Line" may save you an unnecessary trip to the University.

STUDENT RIGHTS & RESPONSIBILITIES

university policy on student records

The Family Educational Rights and Privacy Act of 1974 was signed into law by the President of the United States effective November 19, 1974. This federal law states that a written institutional policy must be established and a statement of adopted procedures covering the privacy rights of currently enrolled students be made available.

Governors State University wishes to comply fully with this law and, therefore, accords every student all the rights which are dealt with under the Family Educational Rights and Privacy Act of 1974. No one outside of Governors State University shall have access to nor will this institution disclose any information from a student's education records without the written consent of the student, except to authorized personnel within the institution, to persons or organizations providing financial aid, to accrediting agencies carrying out their accreditation function, to persons in an emergency in order to protect the health or safety of students or other persons, to officials of other institutions in which the student seeks to enroll, and to persons in compliance with a judicial order. When Governors State University receives a request for disclosure of the education record from officials of other institutions in which the student wishes to enroll or in compliance with a judicial order of subpoena, the student will be notified of such a request by mail and his/her last known address. "Notice of Release of Student Record /FERP-7 and "Consent or Denial of Request for Release of Student Record" /FERP-3.) All of the above listed exceptions are permitted under the Family Educational Rights and Privacy Act.

Within the Governors State University community only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. These include members from the following units: Office of the Vice President for Academic Affairs, Office of Admissions, Registrar's Office, Office of Financial Aids, appropriate collegial and program personnel, and other University personnel within the limitation of their need to know.

Governors State University includes only the following in the category of directory or public information: name, major field of study, participation in officially recognized activities, dates of attendance, and degrees and awards received. Directory information pertaining to individual students, as defined above, may be released by Governors State University, at the discretion of the Registrar's Office. A definition of directory or public information appears in the official schedule of classes each Trimester. During registration, students are given an opportunity to notify the Registrar that they do not want any directory information disclosed without prior written consent. All requests for disclosure of directory information must be made in person in writing to the Registrar. Directory information will never knowingly be disclosed for sales or political purposes.

The request for nondisclosure of directory information will be honored by the University until otherwise notified by the student in writing.

Governors State University maintains education records in the Registrar's Office, the College of Business and
Public Administration, the College of Arts and Sciences, the College of Human Learning and Development, the School of Health Professions, the Board of Governors Degree Office, and the University Without Walls Office. The Family Educational Rights and Privacy Act provides students with the right to physically inspect and review the information contained in their education records. The review must be done in the presence of a University representative. Requests for review must conform to the policies and procedures established by Governors State University and where necessary, interpretation of the education record can be provided by appropriate qualified University personnel. Students wishing to review their education records must present identification to the Registrar, to the Dean of the appropriate College, or to the Program Director (Request to Inspect and Review Student Records). Only records covered under the Family Educational Rights and Privacy Act (FERPA) are included in the education record. Students may not inspect and review the following education records as outlined by the Family Educational Rights and Privacy Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, or job placement, or honors to which the student has waived his right of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. Students are not permitted to inspect and review confidential letters of recommendation placed in the education record prior to January 1, 1976, provided they are used only for the purpose for which they were collected. Educational records also do not include records of institutional, administrative, and educational personnel which are the sole possession of the maker and not disclosed or revealed to any other individual except to another educational institution in which the student or other persons directly involved in the establishment of the record shall have an opportunity to present evidence to support or refute the contention that the data specified in the request is inaccurate, misleading, or otherwise inappropriate. The student shall be notified in writing (Notice of Decision in Hearing on the Correction of Student Records/FERPA-6) of the decision within ten days of the hearing. If the student believes that the record contains inaccurate or misleading information, the student shall be notified in writing (Notice of Decision in Hearing on the Correction of Student Records/FERPA-6) of the decision and if the appeal is necessary, the student shall be notified not less than ten days in advance. The student shall have the right to attend the hearing which will be represented by another person, including a lawyer at the student's expense and to call witnesses in his/her behalf. The student shall be given a written notice (Notice of Decision in Hearing on the Correction of Student Records/FERPA-6) of the decision within ten days following the hearing. If the student believes that the record contains inaccurate or misleading information, the student shall be notified in writing (Notice of Decision in Hearing on the Correction of Student Records/FERPA-6) of the decision within ten days following the hearing. Such decisions are final.

If the decisions are unsatisfactory to the student, the student may place with the education records statements commenting on the information in the record, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the student's record and released whenever the records in question are disclosed.

Students who believe that the procedures relating to adjudications of their challenges were unfair, or not in keeping with the provisions of the Act may request in writing, assistance from the President of Governors State University. Further, students who believe that their rights have been abridged, may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education, and Welfare, Washington, D.C. 20201, concerning the alleged failures of Governors State University to comply with the Act.

standard of conduct

Membership in the University Communities is voluntary. The acceptance of University citizenship includes the assumption of obligations of performance and behavior reasonably imposed by University citizens of Governors State University which are relevant to its lawful missions, processes and functions. The University may discipline University citizens to secure compliance with these obligations as a clinical method or to terminate citizenship in the University community. No University citizen may, with impunity, intentionally impair or prevent the University's mission, process, or function.

In accordance with the preceding general statement, a University citizen at Governors State University assumes an obligation to conduct himself in a manner compatible with its function as an institution of higher learning. A University citizen is subject to University discipline for failure to observe the following citizenship obligations:

1. Honesty in dealings and relationships with the University.
2. Respect for public and private property.
3. Observation of University's right to carry on authorized institutional activities without obstruction or disruption.
4. Entrance and use of instructional facilities only at authorized times and in the authorized manner.
5. Refrain from physical abuse or conduct which threatens or endangers another University citizen or visitor to the campus.
6. Refrain from possession, use and distribution of alcohol, narcotics, or dangerous drugs except as permitted by law.
7. Display orderly conduct and expression on campus and at University functions.

8. Official University personnel shall perform their duties in a manner which will reflect responsibility and empathy, while those who are subject to the appropriate direction by these officials shall respond with compliance and with assistance where necessary.

**Student Grievance Procedure**

**General Policy**

It is the intent of the University to provide the right to a fair hearing to each student on a complaint or grievance arising during his/her tenure as a student at Governors State University. These procedures are designed to address complaints and grievances including but not limited to allegations of discrimination by reason of race, sex, national origin, handicap, religion, and any other areas covered by Federal laws, guidelines and regulations.

The student and the person(s) whose actions have given rise to the complaint must make every effort to resolve complaints as quickly as possible once they are identified.

Any retaliatory action of any kind taken by any employee of Governors State University against any other employee or student of the University as a result of that person's seeking redress under these procedures, or cooperating in an investigation is prohibited and shall be regarded as a separate and distinct grievable matter under these procedures.

**Definition of Terms**

**Complaint**

A dissatisfaction expressed by a student because he/she believes that a policy, procedure or practice has been violated and that the violation adversely affects him/her.

Students must make every effort to resolve complaints by working informally through direct verbal contact with the person(s) whose actions or inactions have caused the dissatisfaction. If the complaint cannot be satisfactorily resolved in the informal stage, the student may file a formal grievance in writing.

**Grievance**

A written allegation filed with the Dean of Student Affairs and Services concerning a problem incurred by a student whereby he/she believes his/her rights have been infringed upon. Such a formal grievance is limited to specific allegation(s) of violation of rights of the student which remain after efforts at resolution in the informal complaint stage have failed. Matters of faculty professional judgment related to advising or teaching a class are not grievable under these procedures.

**Complaint Procedures**

Any Governors State University student who believes that his/her rights as a student have been infringed upon must initiate a discussion of the problem with the respondent within five days of discovery of the complaint in order for it to be considered within these procedures.

If after discussion with the respondent the problem is not resolved, then the student must, within five days of the discussion with the respondent, discuss the situation with the unit head (of the unit in which the incident occurred). The unit head and the student may mutually agree to invite others to serve as resource persons in their attempt to resolve the complaint. The unit head will make a record of the occurrence but not the substance of the meeting. He will send a copy to the Dean of Student Affairs and Services and the Affirmative Action Officer.

Every reasonable effort must be made in good faith by all parties to resolve the informal complaint satisfactorily.

If the discussion does not resolve the informal complaint satisfactorily, the student may within ten days of the discussion file a request for a formal grievance with the Dean of Student Affairs and Services (file with the Provost if the Dean is the respondent) and the Affirmative Action Officer.

**Formal Grievance**

The request for a formal grievance is a written document and shall provide the following information:

1. Name and address of grievant
2. Nature and date of alleged violation
3. Names of persons responsible for alleged violation (where known)
4. Requested relief of corrective action (specification of desired relief shall be at option of the grievant)
5. Any background information the grievant believes to be relevant.

The Review Panel will recommend to the Dean of Student Affairs and Services approval or disapproval of the request. If disapproved, the Dean shall respond to the grievant with the reasons therefore in writing. (If the grievant requests, his/her disapproval may be appealed to the Provost. The Provost's decision shall be final and binding.) If approved, the Dean shall transmit the grievance within five days to the Chairperson of the Student Grievance Standing Committee.

The Chairperson of the Committee will, upon receipt of the grievance, request documentation from all parties involved. Written documentation must be provided by concerned parties within ten days. This documentation is to be distributed to Grievance Committee members prior to the Committee's first meeting. (If the Committee does not receive all requested information, the Provost or his/her designee must be informed as to which information has not been received. The Provost will either require that the information be supplied or explain why it cannot be provided.)

The Chairperson will send a copy of the grievance with all documentation to the respondent. The respondent will then have ten working days to make a written response. The Chairperson will send a
The Grievance Committee will meet the grievant within five working days of receipt of the response from the respondent. Either side may call such witnesses as may be germane to the grievance. The grievant, at his/her expense, is entitled to be accompanied by independent counsel who may not, however, speak on behalf of the grievant during the proceedings. If the respondent chooses he/she may also elect to have counsel who may not speak on behalf of the respondent during the proceedings. If either party is to be accompanied by counsel, the other party must be notified at least five working days in advance. At the request of either party, the hearing may be postponed for up to two weeks to allow for counsel to be present.

Testimony shall be presented in the following order:

1. statement and witnesses from grievant*
2. statement and witnesses from respondent*
3. questions from Committee members
4. rebuttal statement by grievant*
5. rebuttal statement by respondent*
6. questions from Committee members

An official record containing all documents and proceedings of the hearing will be maintained by the secretary of the Committee. All copies of the records distributed to Committee members are confidential and will be collected by the secretary of the Committee at the conclusion of the hearing. The official record will be submitted to the President’s Office. All such records will be held by the President’s Office until they are destroyed.

All hearings will be closed unless the grievant and the Chairperson mutually agree otherwise. Committee deliberations will be closed and will not be recorded.

The Committee shall make every attempt to resolve the grievance within twenty working days of receipt of grievance.

The Grievance Committee's recommendations in the final report must be based strictly on evidence presented at the hearing. The final report will deal only with the resolution of the specific alleged violation and must be signed by all members of the Grievance Committee. However, any member who disagrees with any portion of the resolution may submit a minority report which must be submitted concurrently with the final report. The final report will be sent to the grievant and respondent(s) and copies will be sent to appropriate offices no less than five days after the conclusion of the hearing.

A copy of the formal record of the hearing may be provided upon request to the grievant. The respondent may request a copy which will be provided at his/her own expense.

The Dean of Student Affairs and Services will consider the recommendations and render a decision within twenty working days.

*Grievant and respondent must direct any necessary questions to each other through the Committee Chairperson.

APPEAL
If the decision rendered by the Dean is unsatisfactory to the grievant, the grievant may request a review by the Provost. The request must be made in writing within ten working days of receipt of the Dean's decision. The Provost will render a decision within ten working days of receipt of the request, and the decision of the Provost will be final and binding.

change of personal information

Should you change your address, name, phone number, etc., please make sure you go to the Registrar's Office and fill in the correct form.

smoking regulations

Smoking is prohibited:
• in laboratories where a fire hazard exists
• in (enclosed) classrooms, conference rooms, and theaters
• in the Learning Resources Center
• in gymnasium, handball court, multipurpose room, swimming pool, and locker rooms.

Smoking is permitted:
• in commons areas and corridors
• in the cafeteria dining area
• in offices of those who give their consent.

Individual units may impose further restrictions based on consideration of fire safety and/or maintenance requirements.

The Social Security Number is voluntary. It is recommended that the Social Security Number be used as the student identification number to avoid the assignment of a special nine-digit number which would have to be retained for the duration of the student's dealings with the University. The Social Security Number will be used to identify the student's permanent records such as registration forms, add/drop forms, transcripts, transcript requests, and will also be used as an identifier for grants, loans and other financial aid programs, including determining eligibility, certifying school attendance, and student status.

student identification number

Every student must have an accurate Social Security Number or an assigned nine-digit student number before proceeding with registration. This number will be entered on registration forms to identify the student. This number, unlike the student's name, is unique; it controls the accuracy of the student record.

In accordance with the Privacy Act of 1974, students are advised that the requested disclosure of their Social Security Number is voluntary. It is recommended that the Social Security Number be used as the student identification number to avoid the assignment of a special nine-digit number which would have to be retained for the duration of the student's dealings with the University. The Social Security Number will be used to identify the student's permanent records such as registration forms, add/drop forms, transcripts, transcript requests, and will also be used as an identifier for grants, loans and other financial aid programs, including determining eligibility, certifying school attendance, and student status.
grading policy

Introduction
A policy for providing grades for academic work shall be in effect beginning with the Fall Trimester, 1979. Grades will provide academic evaluations desired and needed by many students. Grades will also be the basis for determining academic standing.

Policy
I. At the completion of work for a course, a letter grade will be determined by the instructor. The basis for each grade shall be clearly described in the course syllabus.

Two options are open to the instructor:
A. Grades may be based on competencies achieved. The highest grade must clearly distinguish the added difficulty or complexity of the competencies required.
B. Grades may be based on normative data as established for the program but not for specific sections of the course.

II. The following letter grades shall be used:
A = Superior performance or highest level of competency achievement.
B = Above average performance or competency achievement of more complexity or difficulty than a C-level competency.
C = Average performance or typical competency achievement accepted for the course. However, individual graduate programs have the option of not accepting courses with this level of competency toward a degree.
D = Achievement of competencies at a marginal level. However, individual programs have the option of not accepting specified courses of the program with this level of competency toward a degree.
U = Unsatisfactory achievement of competencies as specified in the syllabus.
P = Achievement of competencies as specified in the syllabus. This grade does not count in grade point computation.
NC = No credit earned in a course taken under the pass/no credit grading option.

Other codes may be used (e.g., I for incomplete, W for withdrawal) to identify the status of the student in the course.

III. Programs may request to use the pass/no credit grading option for all students for a specific course if the giving of grades can be demonstrated as a problem for the learning environment. The request must be approved by a University-wide committee as designated by the governance system. These courses will not be included in the grade point computation.

IV. An undergraduate student may choose to take any graded elective course on a pass/no credit basis up to a maximum of 12 units of credit. This option is not open when the student is enrolled in a program that requires the specific course for graduation or the course is one of two or more that are listed by the program as meeting required program competencies for graduation. Grades shall be given by the instructor for students selecting this option and permanently recorded by the Registrar's Office. However, the grade will not be entered on the student's
transcript but will be available if the student transfers to another program in which a grade is required. Courses taken on a pass/no credit option will not be included in the grade point computation.

V. The completion of the work for a course shall be within these limits:

A. The student has one Trimester after the end of the Trimester in which the course is listed to turn in unfinished work, provided a reasonable amount of participation has been demonstrated during the course as specified in the course syllabus. Beyond that time, a student may petition, in writing, the College or School for an extension of time. Extensions will be granted only for extraordinary and compelling reasons that preclude the student's timely completion of outstanding coursework. The same criteria of quality will apply for work turned in throughout the period during which work is accepted. After the deadline for submitting work has passed in graded courses, an incomplete will become a "U." A student taking a course on a pass/no credit basis will receive a grade of NC (no credit) after the deadline for work submission is passed.

B. Once a grade has been recorded by the instructor, additional work cannot be submitted to raise the grade.

C. A student may re-enroll in a course. After completion of the repeated course, the student's transcript will be expunged of previous attempts at the same course. The Student Academic Record Files will record all attempts at a course. Prior attempts at repeated courses will not be included in the grade point average calculations.

VI. A graduate student must maintain a "B" (3.0) average to be in good standing. An undergraduate student must maintain a "C" (2.0) average to be in good standing. The Academic Standing shall be determined three times a year, after the deadlines for submission of grades for the Trimesters. Students cannot graduate if not in good standing. A student not in good standing for two consecutive Trimesters, while enrollment, shall be suspended for academic reasons for one year. The grade point average will be computed on the basis of A = 4, B = 3, C = 2, D = 1, and U = 0.

VII. Students may request either or both of two transcripts:

A. An official transcript listing work completed.
B. An official transcript listing all course work registered for corresponding grades or status, and grade point average.

VIII. A period of transition is to be provided for students registered for coursework prior to the Fall Trimester, 1979.

A. A student registered for zero or more credits during the Spring/Summer Trimester, 1979, can choose to remain under the existing grading policy of pass/no credit as long as continuously enrolled or until graduation, and must remain under it if on academic probation. The existing good standing policy also shall apply for the same period.

B. All students admitted or readmitted for the Fall Trimester, 1979, and thereafter shall fall under the new policy.

academic good standing

1. Students enrolled under the grading policy effective Fall 1979 should refer to the grading policy for definition of Academic Good Standing regulations.
2. A student registered for zero or more credits during the Spring/Summer Trimester, 1979, can choose to remain under the existing grading policy of pass/no credit as long as continuously enrolled or until graduation, and must remain under it if on academic probation. The existing good standing policy also shall apply for the same period.
3. Because of the transition to the grading policy, continuing students who enroll for some courses under the graded option and some courses under the pass/no credit option may have their academic standing computed on the basis of both completion rate and grade point average. Students who have questions on the computation of their academic standing should consult the Registrar.

CREDIT HOUR COMPLETION RATE

Students are in academic good standing when they are maintaining credit hour completion rates of 75% or more.

Definition of credit hour completion rate:

<table>
<thead>
<tr>
<th>Total no. of credit hours from previous Trimesters completed</th>
<th>total number of credit hours from previous Trimesters dropped during designated drop periods.</th>
</tr>
</thead>
</table>

(All registration activity in the immediate Trimester is excluded from all calculations, and good standing cannot be calculated during a student's initial Trimester at the University.)

Students must be in academic good standing to graduate or to receive Financial Aid.

ACADEMIC SUSPENSION

Students shall be academically suspended when their credit hour completion rates fall below 75%.

Any period of academic suspension shall extend for two Trimesters, at most, beginning with the Trimester following the determination of probationary status.

In order to return to academic good standing, students must maintain a completion rate of 75% or more by the end of their period of academic probation. This may be accomplished either by completing outstanding credit hours (if permitted), by completing a sufficiently high number of new credit hours, or both.

ACADEMIC SUSPENSION

Students shall be academically suspended from the University for any one of the following reasons:

1. failure to complete at least 25% of credit hours registered for by the end of the student's second Trimester;
2. failure to attain a credit hour completion rate of 75% or more by the end of academic probation periods;
3. failing below a credit hour completion rate of 75% for the third time.

Students academically suspended from the University for any one of the above reasons may petition for readmission after one year from the date of suspension.

Appeals

A student may appeal any decision made under provisions of this policy, with documented evidence of extraordinary circumstances beyond the student's control, by completing the Academic Standing Appeal Form and submitting it to the Dean of his or her College, the Coordinator of the BOG Program or UWW Program, as appropriate. In the case of suspension, the student may appeal to the Vice President for Academic Affairs if he/she were not reinstated at the College level.

registration permission

Registration permission is required when a student wishes to enroll for more than 16 hours during any Trimester or more than 9 hours in a single Block 2 or 3 (count half value for Block 1).

Special registration permission must be authorized in writing on the registration form by the Dean or authorized designee.
enrollment status
The number of credit hours for which a student is enrolled determines enrollment status:

FULL-TIME ENROLLMENT — 12 or more hours in a Trimester or 6 or more hours in the Summer Session.

THREE-QUARTER TIME ENROLLMENT — 9-11 hours in a Trimester or 4-5 hours in the Summer Session.

HALF-TIME ENROLLMENT — 6-8 hrs. In a Trimester or 3 hours in the Summer Session.

LESS THAN HALF-TIME ENROLLMENT — Fewer than 6 hours in a Trimester or fewer than 3 hours in the Summer Session.

readmission
Students who sit out more than one Trimester:
1. Must make application for the Trimester in which they plan to re-enroll using the usual application forms.
2. Must be readmitted, prior to registration, in accordance with the application deadline for the Trimester in which they plan to re-enroll. See the Academic Calendar for the admission application and credential deadline.

university hold list
The University Hold List, administered by the Registrar's Office is a means of flagging students with unsatisfied financial or academic obligations to the University. Students on the Hold List may not register and may not have their academic records released.

official transcripts
Official transcripts are issued by the Registrar’s Office upon the student’s written request. The first two transcripts are free; subsequent transcripts are $2.00 each.

Transcripts are not issued for students with outstanding financial obligations to the University or for students who have an Admissions Office hold.

changing colleges and/or advisors
If you need to change either colleges or advisors you go to your collegial records office and fill in the necessary forms. These forms are then forwarded to the Registrar’s Office where your computer record is changed to reflect your new status.

graduation applications
As soon as possible: Candidates complete the following forms which may be obtained from either the Collegial Records Office or the Registrar’s Office, and submit them to their advisor for approval:

1. Application for Graduation
2. Student Progress Report Form

Candidates having transfer credits from previous schools should also complete and submit the following form:

"Transfer of Credit Accepted Toward Degree"

No later than first week of Trimester in which you wish to graduate: The forms listed above are signed by the advisor and submitted to the Collegial Records Office.

No later than one month from date form is submitted: Graduation applications are reviewed in the Colleges, approved by the Dean, and forwarded to the Registrar’s Office.

After this point, any changes or corrections to the “Student Progress Report Form” must be indicated by completing the following form, securing the signature of the advisor and Dean, and submitting it to the Registrar’s Office:

"Student Study Plan Change Verification Form"

Graduation Counselors will notify students that their graduation applications have been received.

Students who are formally graduated in August, 1979, December, 1979, and April, 1980 will have an opportunity to participate in the Commencement Ceremonies in June 1980. Further information concerning the Commencement Ceremony will be forwarded to you in April, 1980.

NOTE:
Graduates released from the university hold list during a given Trimester.

survival guide

GSU: from start to finish
Student applies for admission by completing the application form and forwarding it to the Office of Admissions. Student requests that official transcripts and other credentials (if required) also be forwarded to this office.

Application and credentials are evaluated through the Office of Admissions.

Student applies for Financial Aid by completing the application form, ACT Need Analysis, other documents as indicated and forwarding as directed on the forms. Student eligibility and need is determined by the Office of Financial Aid within institutional guidelines.

Admitted students receive a certificate of admission, indicating academic advisor assignment and other material as appropriate.

Student contacts designated advisor and schedules an appointment. Student and advisor develop student study plan in accordance with Collegial and programmatic guidelines.

Student uses class schedule to select specific courses for advance registration in accordance with the student study plan and noting prerequisites and other course information.

Student and advisor review completed advance registration form which advisor signs. Student obtains signature for courses that require special permission and submits completed form to the Registrar’s Office by deadline for advance registration.

Student comes to the gym during on-campus registration, at time specified in the class schedule, registers for courses and pays fees.

Student attends class and obtains syllabus from coordinator.

Student checks with coordinator to make sure she/he has completed assignments and is eligible to receive credit for the course.

Student receives Status Report indicating status of all coursework enrolled for in a given Trimester.

Student completes all requirements for graduation as outlined in the Student Study Plan.

Student submits applications for graduation to his/her College Dean’s Office and completes Student Progress Report Form no later than first week of the Trimester in which graduation is expected.

College reviews application for graduation and informs student and advisor of status.

Collegially approved applications for graduation are forwarded to the Registrar’s Office.

Student receives graduation checklist form in the mail, completes it and returns it to the Registrar’s Office.

Registrar verifies completion of all degree requirements, and degree awarded and orders the diploma.

Student participates in Commencement, (Optional)

Students interested in enrolling in another degree program complete the application form and reapply for admission to the new program.

NOTE: Students may apply for credit for non-academic learning experience through the Board of Governors Office (BOG). If this credit is needed to meet admission requirements, application and assessment must take place prior to admission. Credit to be awarded toward a degree at the upper-division or graduate level should be applied for as early as possible.
helpful hints

Look at the faces around you on the college campus. They are the faces of the young, the middle aged and the senior citizen. There are smiles and frowns on black, white, yellow and brown faces. All these people who are your fellow students have hopes and dreams, fears and frustrations.

To make the most of your college experience, you and your fellow students will need to explore and use all facets of "your University." Take advantage of the total University environment, the classroom, labs and lecture halls as well as the services, activities and programs. These hints will help you:

1. Memorize your social security number. It's important!
2. Keep all information, such as receipts, given to you by the University.
3. Make a copy of all valuable papers, forms, etc. that you turn in to GSU. Mistakes do occur and this is a protection for you.
4. Get to know your advisor and his/her office hours. Make appointments to see advisor well in advance, and show the courtesy of cancelling if necessary.
5. Notify the Registrar's Office if you change your name, address, phone number.
6. Make yourself very aware of deadlines. Get your work, forms, etc. in before the deadline and avoid hassles.
7. If you make an important agreement with faculty or staff, it's a good idea to get it in writing.
8. Read all the bulletin boards and the "Innovator." This will also help you to keep abreast of new policies.
9. Talk to other students and staff. Get their opinions—especially if they have been around GSU for awhile.
10. If you have a complaint—complain; but find out who the right person is to hear your complaint.
11. Make sure you return your overdue materials to the LRC. It is essential if you plan to register or graduate.
12. Even though time is at a premium for you, getting involved in activities at GSU will make your time here more enjoyable.

fun with questions and answers

Now that you have finished reading this handbook...can you pass this test???

Q. On the first day of class, you don't know where the classroom is, so you:
   A. Grab people passing by and ask them if they know; if not, go home.
   B. Check class listings posted at main entrance, locate your classroom on the GSU directory and proceed to class.
   C. Sit in the cafeteria hoping instructor will come looking for you.

Answer: B

Q. You drop in to see your advisor and he/she is not in the office, so you:
   A. Leave a nasty note.
   B. Scream at the secretary.
   C. Find out advisor's office hours and make an appointment.

Answer: C

Q. You are in a sad financial state and don't have the money to continue at GSU, so you:
   A. Get a cup and beg in the cafeteria.
   B. Quit school and get a job as potato peeler at Joe's Diner.
   C. Go to the Financial Aids Office and speak to a counselor.

Answer: C

Q. You have information that you would like to convey to other students, so you:
   A. Check with Student Activities and seek approval of posting the information on the kiosks in the Hall of Governors.
   B. Get a bullhorn and announce it continuously in the cafeteria.
   C. Stick up flyers all over GSU—with scotch tape or glue.

Answer: A

Q. You see a member of the opposite sex that you want to get to know better over lunch; you have no cash and the banks are closed, so you:
   A. Go to the cafeteria and try to use your credit card.
   B. Go to the Cashier and cash a check up to $50.00, showing your student I.D.
   C. Ask the person if they want to have a drink of water with you.

Answer: B

Q. You discover at the first class session that this is not an appropriate course for you, so you:
   A. Stop showing up for class. What's one more incomplete?
   B. Check with your advisor to see if you could substitute another course. If so, go through Add/Drop.
   C. Sit staunchly through the course staring angrily at coordinator.

Answer: B
Q. After class you discover you left your car lights on and can't get the car started, so you:

A. Have a tantrum and then start hitchhiking.
B. Start walking to the nearest gas station.
C. Borrow jumper cables from Department of Public Safety.

Answer: C

30 abbreviations

Here are abbreviations that are used quite a bit at GSU:

A&R Admissions and Recruitment
A&S College of Arts and Sciences
BOG Board of Governors
BPA College of Business and Public Administration
CCC Cooperative Computer Center
CLA Center for Learning Assistance
CS Community Services
DPS Department of Public Safety
HLD College of Human Learning & Development
IR&P Institutional Research and Planning
ICC Instructional Communications Center
LRC Learning Resources Center
PAC Program Advisory Committee
PERS Personnel Office
PPO Physical Plant Operations
SP&IS Special Programs & Instructional Services
SAS Student Affairs & Services
UR University Relations
UWW University Without Walls
service and information
directory (index)

ACADEMIC ASSISTANCE (also see TUTORING, below)
Center for Learning Assistance, F Balcony ................. Ext. 2238

ACADEMIC/CAREER TESTING
Student Development, 1st Floor, D Wing ................. Ext. 2158

ADDING AND DROPPING COURSES
Registrar's Office, 1st Floor, D Wing ................. Ext. 2165

ADMISSION INFORMATION/APPLICATION
Admissions Office, 1st Floor, D Wing ................. Ext. 2518

BOARD OF GOVERNORS DEGREE PROGRAM
F Balcony ................. Ext. 2515

BOOKSTORE
1st Floor, C Wing ................. Ext. 2296-97

CAFETERIA
1st Floor, C Wing ................. Ext. 2295
(vending machines available when cafeteria is closed)

CAMPUS MINISTRIES
Student Development, 1st Floor, D Wing ................. Ext. 2149

CERTIFICATION OF ATTENDANCE
Registrar's Office, 1st Floor, D Wing ................. Ext. 2165

CHECK CASHING
Cashier, 1st Floor, D Wing ................. Ext. 2171

CHILD CARE CENTER
1st Floor, F Wing ................. Ext. 2123

CLUBS AND ORGANIZATIONS
Student Activities, 1st Floor, D Wing ................. Ext. 2123

COLLEGE OF ARTS AND SCIENCES
1st and 2nd Floors, A and B Wings ................. Ext. 2441-42, 2438

COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION
3rd Floor, D Wing ................. Ext. 2241

COLLEGE OF HUMAN LEARNING AND DEVELOPMENT
3rd Floor, C Wing ................. Ext. 2355

COMMENTS/COMPLAINTS/SUGGESTIONS
Hot Line, 534-0222
Dean of Student Affairs and Services,
1st Floor, D Wing ................. Ext. 2553

DUPLICATING SERVICES
Planning Building ................. Ext. 2191

EMERGENCY FIRST AID
Health Service, 1st Floor, D Wing ................. Ext. 2168
Public Safety, 1st Floor, D Wing ................. Ext. 2198

GRADUATION REQUIREMENTS
Registrar's Office, 1st Floor, D Wing ................. Ext. 2165

HEALTH SERVICE/INSURANCE
Health Services, 1st Floor, D Wing ................. Ext. 2168

ID CARDS
Student Activities, 1st Floor, D Wing ................. Ext. 2123

INFORMATION OFFICE
1st Floor, C Wing ................. Ext. 2464
Information (Recorded message: daily events; emergency closings) ................. 534-0033

JOB PLACEMENT (Full-Time)
1st Floor, D Wing ................. Ext. 2163

LEARNING RESOURCES CENTER (Library)
2nd Floor, C and D Wings ................. Ext. 2323

LOCKERS
Student Activities, 1st Floor, D Wing ................. Ext. 2123

LOST AND FOUND
Student Activities, 1st Floor, D Wing ................. Ext. 2123

NEWSPAPER, innovator
1st Floor, B Wing ................. Ext. 2260

PARKING STICKERS
Cashier, 1st Floor, D Wing ................. Ext. 2171

PART-TIME WORK (On or Off-Campus)
Financial Aids Office, 1st Floor, D Wing ................. Ext. 2161

PERSONAL/SOCIAL COUNSELING
Student Development, 1st Floor, D Wing ................. Ext. 2413

PUBLIC TRANSPORTATION SCHEDULES
Information Office, 1st Floor, C Wing ................. Ext. 2464

SCHOLARSHIPS, LOANS, GRANTS or other FINANCIAL AIDS
Financial Aids Office, 1st Floor, D Wing ................. Ext. 2161

SCHOOL OF HEALTH PROFESSIONS
1st Floor, A Wing ................. Ext. 2335

STUDENT GRIEVANCES
Dean of Student Affairs and Services,
1st Floor, D Wing ................. Ext. 2553

TEXTBOOKS AND SUPPLIES
Bookstore, 1st Floor, B Wing ................. Ext. 2296

TRANSCRIPTS
Registrar's Office, 1st Floor, D Wing ................. Ext. 2165

TUITION AND FEE PAYMENT
Cashier, 1st Floor, D Wing ................. Ext. 2171

TUTORING/RESEARCH PAPER/STUDY SKILLS ASSISTANCE
Center for Learning Assistance, F Balcony ................. Ext. 2238

UNIVERSITY WITHOUT WALLS
F Balcony ................. Ext. 2515

VETERANS AFFAIRS/BENEFITS
Financial Aids Office, 1st Floor, D Wing ................. Ext. 2126

WOMEN'S REFERRAL SERVICE
Women's Resource Center, 1st Floor, D Wing ................. Ext. 2435

YMCA — Pool, Gym, Racquetball
1st Floor, F Wing ................. 534-5800
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