

1990

## Student Check-Us-Out Book 1989-1990

Governors State University

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### Recommended Citation

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GSEI ARCHIVES

# STUDENT CHECK-US-OUT BOOK

1989-90

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GOVERNORS STATE UNIVERSITY, UNIVERSITY PARK, IL 60466



# 1990

## JANUARY

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It is designed so that you can keep it handy and refer to it all year long - to check out the things you need to know when you need them.

In addition to this checkbook, you should refer to the following publications for more detailed information:

- The Catalog** (published annually)
- The Schedule of Classes** (published each Trimester)
- Student Rights and Responsibilities
- Collegial and/or Program Handbooks (where available)

Welcome to Governors State University. We encourage you to check us out.

# 1990

### JANUARY

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### JULY

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### APRIL

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### OCTOBER

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**INFORMATION CENTERS** .....

		001
Information Center, Main Entrance	Student Comment Line	
Ext. 2464	Phone (708) 534-0222	
M-Th: 3-8 p.m.		
Sa: 8:30 a.m. - 1 p.m.	24 Hour Information Line	
	Phone (708) 534-0033	
Campus Center Services		
Campus Community Center, A Building		
Ext. 2569		
M-F: 8:30 a.m. - 10 p.m.		
Sat: 8:30 a.m. - 5 p.m.		
Sun: 5 p.m. - 9 p.m.		

For numbers not listed in the Campus Directory, call the Information Center.

**Academic Assistance****Center for Learning Assistance**

Room B1400, Ext. 2336

M-Th: 9 a.m. - 7 p.m.

Fri: 9 a.m. - 5 p.m.

Tutorial assistance and other academic support services are provided.

**Academic Computing Services**

Room D2104, Ext. 2107

M-F: 8:30 a.m. - 5 p.m.

ACS provides access to mainframes and microcomputers for students, faculty, and staff.

**Academic Calendar****Winter Trimester 1990\***

Advance Registration	Nov. 6-17
Admission Application and Credential Deadline	Dec. 8
Open Registration and Fee Payment	Jan. 3 & 4
Classes Begin (Blocks 1 and 2)	Jan. 8
Add/Drop and Late Registration	Jan. 8-13
HOLIDAY - Martin Luther King's Birthday (Observed)	Jan. 15
100% Refund Deadline (Blocks 1 and 2)	Jan. 19
HOLIDAY - Lincoln's Birthday	Feb. 12
Withdrawal Deadline (Block 2)	Feb. 13
Classes Begin (Block 3)	Mar. 1
Add/Drop and Late Registration (Block 3)	Mar. 1-7
100% Refund Deadline (Block 3)	Mar. 14
Withdrawal Deadline (Block 1)	Mar. 19
Withdrawal Deadline (Block 3)	Apr. 4
Trimester Ends	Apr. 21

\*For detailed times see **The Schedule of Classes**.**Academic Calendar cont.****Spring/Summer Trimester 1990\***

Advance Registration	Mar. 19-30
Admission Application and Credential Deadline	Apr. 6
Open Registration and Fee Payment	Apr. 24 & 25
Classes Begin (Blocks 1 and 2)	Apr. 30
Add/Drop and Late Registration	Apr. 30-May 5
100% Refund Deadline (Blocks 1 and 2)	May 11
HOLIDAY - Memorial Day (Observed)	May 28
Withdrawal Deadline (Block 2)	Jun. 4
COMMENCEMENT	Jun. 2 & 3
Classes Begin (Block 3)	Jun. 21
Add/Drop and Late Registration (Block 3)	Jun. 21-27
HOLIDAY - Independence Day	Jul. 4
100% Refund Deadline (Block 3)	Jul. 5
Withdrawal Deadline (Block 1)	Jul. 9
Withdrawal Deadline (Block 3)	Jul. 25
Trimester Ends	Aug. 11

\*For detailed times see the **The Schedule of Classes**.**Fall Trimester 1990\***

Financial Aid Priority Date for 1990-91 Academic Year	May 1
Advance Registration	Jul. 16-27
Admission Application and Credential Deadline	Aug. 10
Open Registration and Fee Payment	Aug. 28 & 29
HOLIDAY - Labor Day	Sep. 3
Classes Begin (Blocks 1 and 2)	Sep. 4
Add/Drop and Late Registration	Sep. 4-10
100% Refund Deadline (Blocks 1 and 2)	Sep. 17
Withdrawal Deadline (Block 2)	Oct. 8
Classes Begin (Block 3)	Oct. 25
Add/Drop and Late Registration (Block 3)	Oct. 25-31
100% Refund Deadline (Block 3)	Nov. 7
Withdrawal Deadline (Block 1)	Nov. 12
Advance Registration for W91 Trimester	Nov. 5-16
HOLIDAY - Thanksgiving Recess begins	Nov. 22
Classes Resume	Nov. 26
Withdrawal Deadline (Block 3)	Nov. 28
Trimester Ends	Dec. 15

\*For detailed times see the **The Schedule of Classes**.

## Academic Options

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### **Credit for Evaluation of Experiential Learning and Office of Assessment**

Room F1300, Ext. 2515

M: 8:30 a.m. - 8 p.m.

Tu-F: 8:30 a.m. - 5 p.m.

This office administers the BOG/BA and CEEL

### **Off-Campus Course Information**

Governors State University courses are available at numerous off-campus locations, Ext. 2121.

### **Office of Extended Learning**

Room F1300, Ext. 2121

M-F: 8:30 a.m. - 5 p.m.

Alternative access to university curricula is provided by the use of television or correspondence study.

### **Office of Conferences and Workshops**

Room F1105, Ext. 2436

M-F: 8:30 a.m. - 5 p.m.

A variety of conferences, workshops, and programs are provided.

### **Office of Continuing Education**

Room F1300, Ext. 2125

M-F: 8:30 a.m. - 5 p.m.

All of these courses, workshops, and conferences are reviewed and approved by the appropriate college.

### **Weekend College**

Room F1105, Ext. 2320

Dominic Candeloro

For returning students who cannot fit their schedules to traditional universities and night schools. Classes meet Friday evenings and Saturdays.

## Academic Programs

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Governors State University has four colleges offering more than 62 degree programs. Academic requirements vary for each program. See the Catalog for detailed information.

### **College of Arts and Sciences**

Art, Biology, Chemistry, Computer Science, English, Media Communications, Music, Photography, Social Sciences, Speech Communication Studies, Mathematics, Analytical Chemistry, Environmental Biology, Instructional Training and Technology, Political Studies, Sociology

### **Board of Governors B.A. Degree Program**

This individualized and flexible program permits the student to use regular GSU courses, transfer credits from regionally accredited institutions, independent study courses through correspondence, telecourses, and extension courses taught at several sites. The student is also given the option of applying for academic credit through the preparation of a prior learning portfolio which documents specific learning gained through nonac-

ademic pursuits and experiences. University faculty evaluate and recommend credit for prior learning. Students are also encouraged to use proficiency examinations such as the College Level Examination Program (CLEP) and the American College Testing Program Proficiency examinations Program (ACT-PEP) as an alternate method to acquire nonacademic learning credit.

### **College of Health Professions**

Communication Disorders, Health Administration  
Medical Technology, Nursing, Social Work, Alcoholism and Drug Abuse Sciences



### **College of Business & Public Administration**

Business Administration, Accounting, Finance, Management Information Systems, Marketing, Personnel Management, Labor Relations, Production Management, Business and Technology, Industrial Management and Supervision, Small Business Management and Retailing, Criminal Justice, Office Administration, Public Administration, MBA Program

### **College of Education**

Counseling, Education, Educational Administration, Multicategorical-Special Education, Psychology, School Counseling

### **Academic Standing**

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Good Standing—Undergraduate students who maintain a minimum cumulative grade point average of 2.0, and graduate students who maintain a minimum cumulative grade point average of 3.0 are in good standing. Students who do not meet the minimum cum. gpa for the first time will be placed on Probation I for the next trimester. If students on Probation I enroll for credit and do not achieve the minimum cum. gpa average, they will be placed on Probation II the next trimester. If students on Probation II enroll for credit and do not achieve the minimum cum. gpa, they will be academically suspended from the university for one year. Students suspended twice for academic reasons will not be considered for readmission at any later date.

### **Library**

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Second floor over the main entrance, Ext. 2323, M-Th: 8:30 a.m. - 10 a.m., F-Sa: 8.30 a.m. - 5 p.m.  
Sun: 5 p.m. - 9 p.m. (Fall and Winter Trimesters)

#### **Libraries Open to Off-Campus Students**

Aurora University  
Catholic Theological Union  
Chicago State University  
Columbia College  
DePaul University  
Eastern Illinois University  
Elmhurst College  
Illinois Benedictine College  
Illinois Institute of Technology  
Illinois State University  
Illinois Wesleyan University  
Judson College  
Kankakee Community College  
Lake Forest College  
Millikin University

North Central College  
Northern Illinois University  
Roosevelt Illinois University  
Rosary College  
St. Xavier College  
Sangamon State University  
Southern Illinois University - Carbondale  
Southern Illinois University - Edwardsville  
Southern Illinois School of Medicine  
Triton College  
University of Illinois - Chicago  
University of Illinois - Chicago (Medical Center)  
University of Illinois - Urbana/Champaign  
Western Illinois University

A special identification card available from the Office of Special Programs and Continuing Education is required to use these libraries.

## Student Status \_\_\_\_\_

### **Degree-Seeking Students (undergraduate or graduate):**

Students who intend to earn a degree, are admitted to a specific major and are assigned an academic advisor.

### **Students-at-Large (undergraduate or graduate):**

Students who do not intend to earn a degree. Those with a baccalaureate degree are admitted as graduate students-at-large regardless of the level of coursework in which they enroll. A maximum of 15 credit hours taken as a student-at-large can subsequently be applied to degree program requirements.

### **Special Non-Degree Student (undergraduate only):**

Students who have not earned sixty semester hours of college credit, but have equivalent in experience. A petition for each term of enrollment is required. A maximum of 15 credit hours can be earned in this status.

**Full-time:** Enrolled for 12 or more credit hours

**Part-time:** Enrolled for less than 12 credit hours

### **Continuing Students:**

Degree seeking students enrolled for credit (or audit) whose enrollment has not been interrupted for more than two consecutive trimesters.

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## GENERAL INFORMATION ..... 003

### **Alumni Association \_\_\_\_\_**

Wagner House (708) 534-7217

M-F: 8:30 a.m. - 5 p.m.

The Governors State University Alumni Association serves graduates of the university and sponsors scholarship programs for currently enrolled students.

### **Automatic Teller Machines \_\_\_\_\_**

A cash station is located next to the Information Booth at the main entrance. Bank deposits and withdrawals can be made using your cash card. If there is a problem, please call the bank at 755-7400 before 5 p.m.

### **Bookstore \_\_\_\_\_**

Room D1601, adjacent to the cafeteria, Ext. 2296

M-Th: 10:30 a.m. - 7:30 p.m.

Fri: 10:30 a.m. - 3 p.m.

### **Summer Hours**

M-Tu: 10:30 a.m. - 7:30 p.m.

W-Th: 10:30 a.m. - 5 p.m.

F-Sa: 10:30 a.m. - 1 p.m.

You can purchase textbooks, reference materials, college supplies, class rings, greeting cards, newspapers, and magazines as well as Governors State University apparel and memorabilia at Follet's GSU Bookstore. You may use cash, write a check or use the following credit cards: Master Card, Visa, Discover.

### **Campus Ministries**

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Campus Community Center, A Building, Ext. 2123 by Appointment

At present, a Roman Catholic priest is available in the Campus Community Center. He observes regular office hours to serve the needs of the Governors State community.

### **Cafeteria**

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1st Floor, D Wing, Ext. 2295

M-Th: 8:30 a.m. - 10 a.m. (Breakfast), 11 a.m. - 7:30 p.m. (Lunch & Dinner), Fri: 10:30 a.m. - 1:30 p.m.

Hot and cold meals may be purchased in the cafeteria. Weekly menus are posted throughout the campus. Vending machines are also available when the cafeteria is closed.

### **Cashier's Office**

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Room C1701, Ext. 2171, M-Th: 8:30 a.m. - 8 p.m., Fri: 8:30 a.m. - 5 p.m.

The cashier will cash your personal check up to \$50 with a valid student I.D. Pay your fees, buy parking stickers, postage stamps, and special events tickets here.

### **Department of Public Safety**

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Room C1900, Ext. 2198, 2199

Responsible for campus security, safety and emergency medical assistance. DPS Emergency Red Phones are located at the Parking Information Booth and the rear entrance of C Building (direct lines). House Phones dial 111 or 2198, 2199 - located at main entrance of D, E, & F Buildings.

### **Facilities Scheduling**

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Room B 1100, Ext. 2184, M-F: 8:30 a.m. - 5 p.m.

Requests for use of university facilities are scheduled, and assistance in planning meetings and activities is available. All events for student clubs and organizations must be coordinated through the Office of Student Life.

### **Health Insurance**

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Applications and information about optional health insurance are available in the Campus Community Services Office, Room A1802.

### **Identification Cards**

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Campus Community Center Services, Campus Community Center, Ext. 2560

Photo identification cards are issued here. Use your GSU I.D. for activities such as cashing a personal check at the Cashier's Office, checking out books from the library, and attendance at events sponsored by the Office of Student Life.

### **Instructional Communications Center**

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Room D1201, Ext. 2204, M-F: 8:30 a.m. - 5 p.m.

The ICC produces mediated materials for on- and off-campus instruction and provides media students with production work experience in photography, graphics, audio, and television.

## Lost and Found

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Campus Community Center Services, Campus Community Center

Room A1802 Ext. 2569, M-Th: 8:30 a.m. - 8 p.m., F-Sa: 8:30 a.m. - 5 p.m., Sun: 5 p.m. - 9 p.m.

## Mail

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Postal services are provided for both interoffice and outgoing mail. A mailbox is located at the main entrance facing the Information Booth. Mail pickup is at 11 a.m. and 2:30 p.m. on weekdays only.

## Personnel Office

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Room C1803, Ext. 2194, M-F: 8:30 a.m. - 5 p.m.

Qualified students may apply for employment at GSU. Examinations are administered in the testing and placement area of the Personnel Office. GSU job listings are posted at the entrance to the Personnel Office and on bulletin boards throughout the building.

## University Relations

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Room D3117, Ext. 2122, M-F: 8:30 a.m. - 5 p.m.

The Office of University Relations prepares all official university publications and press-related materials.

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## SERVICES ..... 004

### Career Services

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Room B1109, Ext. 2431, M,W,F: 8:30 a.m. - 5 p.m., Tu,Th: 8:30 a.m. - 8 p.m.

The Office of Career Services offers a broad variety of programs and services to assist students and alumni with career planning in their search for employment.

### Child Care Center

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Hantack House, west side of University Drive, north entrance (white house), Ext. 2552 M-Th: 8 a.m. - 10:30 p.m.  
Fri: 8 a.m. - 5 p.m.

The Child Care Center is open to the children of all students, faculty, and staff. Day, evening and Saturday programs are available. A summer program for school age children is also offered.

### Counseling Center

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Room B1400, Ext. 2142 and 2281, M-Th: 8:30 a.m. - 8 p.m., Fri: 8:30 a.m. - 5 p.m.

The university Counseling Center offers services to students who wish to talk with qualified persons about educational matters, personal concerns, and career-related issues in a confidential manner. A number of workshops are also offered.

### **Escort/Quick Start Service**

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This service assists with flat tires, frozen locks, dead batteries, dry radiators, missing cars or empty gas tanks. The parking service attendant will escort you to your car and, if necessary, will refer you to a towing service. The attendant is located across from the Information Booth by the main entrance after 4 p.m., Mon-Thurs, otherwise call ext. 2198, 2199, for DPS.

### **Financial Assistance**

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Room C1500, Ext. 2161, M,Th,F: 8:30 a.m. - 5 p.m. (when classes are in session), Tu,W: 8:30 a.m. - 7 p.m.  
8:30 a.m. - 8 p.m. during registration and add/drop

The Office of Financial Aid at Governors State University provides, coordinates, and administers financial assistance and student employment programs.

### **Handicapped Student Services**

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Inquiries about resources necessary to meet special needs should be directed to the Office of Student Development, Ext. 2413, through which the appropriate academic and service areas will be notified.

### **Housing Assistance**

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Staff Offices, Campus Community Center, A Building, Ext. 2123, M-F: 8:30 a.m. - 10 p.m., Sat: 8:30 a.m. - 5 p.m., Sun: 5 p.m. - 9 p.m.

A staff member is assigned to assist those seeking housing in the community.

### **Job Location and Development**

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Room B1109, Ext. 2128, M-F: 8:30 a.m. - 5 p.m.

The job locator assists students in securing part-time, on- or off-campus employment.

### **Notary Public**

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A Notary Public is available to notarize student documents relative to university transactions in either Career Services or Student Development.

### **Registrar's Office**

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Room C1200, Ext. 2165, M-Th: 8:30 a.m. - 8 p.m., Fri: 8:30 a.m. - 5 p.m.

The registrar is the official student record keeper. Certification of attendance, graduation, registration, add/drop, withdrawals, academic grade reports, and transcripts are provided by this office.

### **Testing Center**

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Room B1400, Ext. 2158, M-Th: 8:30 a.m. - 8 p.m. Fri: 8:30 a.m. - 5 p.m. Sat: 8:30 a.m. - 12 noon

All testing and related information is administered and distributed through the Testing Office.

**University Print Shop** \_\_\_\_\_

Planning Building (northwest of main building), Ext. 2191 or 2192, M-F: 8:30 a.m. - 5 p.m.

Printing services are available to students and staff for a fee. Have your resumes, questionnaires, etc., printed here.

**Veterans' Affairs** \_\_\_\_\_

Room C1500 (Office of Financial Aid), Ext. 2126, M,Th,F: 8:30 a.m. - 5 p.m., Tu,W: 8:30 a.m. - 7 p.m.

Administrative assistance is provided to veterans including: Illinois Veterans Grant processing, G.I. Bill benefits certification, check inquiries, V.A. vocational rehabilitation processing, counseling referrals, and benefit information.

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**RECREATION AND LEISURE ACTIVITIES** ..... 005**Art Galleries** \_\_\_\_\_

There are three art galleries on campus.

**The Nathan Manilow Sculpture Park**  
Tour Information, Ext. 2184

**Infinity Gallery**  
2nd Floor, E Wing, Ext. 2446

**Student Gallery**  
Adjacent to E Lounge

**Campus Community Center** \_\_\_\_\_

A Building, 1st and 2nd Floors, Ext. 2569, 2123 or 2124, M-F: 8:30 a.m. - 10 p.m., Sat: 8:30 a.m. - 5 p.m.  
Sun: 5 p.m. - 9 p.m.

Facilities include an olympic size swimming pool, a gymnasium, a fully equipped exercise room, racquetball court and locker rooms with showers. Students who pay the student activity fee may join free of charge.

## Equipment Use \_\_\_\_\_

Cross country skis, camping gear, and bicycles are available free for students with student I.D.

## Intramural Program \_\_\_\_\_

Student Life Staff Office, Campus Community Center, A Building, Ext. 2123 or 2124

Students have the opportunity to participate in a number of intramural activities including: volleyball, basketball, tennis and softball. Tournaments are held as well.

## Ping Pong, Pool, Video Games, Air & Speed Hockey \_\_\_\_\_

Campus Community Center

A Building, 1st and 2nd Floors

Ext. 2569, 2123 or 2124

M-F: 8:30 a.m. - 10 p.m.

Sat: 8:30 a.m. - 5 p.m.

Sun: 5 p.m. - 9 p.m. (Fall and Winter Trimesters)

## Television Sets \_\_\_\_\_

There are 4 TV sets available -one of which is a large screen TV.

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## TRANSPORTATION ..... 006

### Car Pools \_\_\_\_\_

Student Life Staff Office, Campus Community Center, A Building, 2nd Floor, Ext. 2123 or 2124

Efforts are made each trimester to organize car pools. If you are interested in participating, contact this office.

### Metra ICG Train Station \_\_\_\_\_

There is a commuter station located about one mile from the GSU campus. Call 1-800-972-7000 for more information.

### Pace Suburban Bus Service \_\_\_\_\_

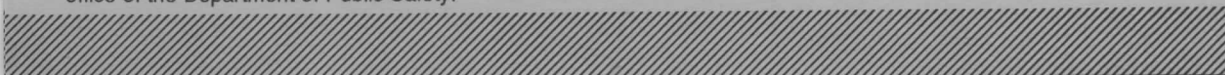
Brochures on the bus service are available at the Information Booth at the main entrance. Call 1-800-972-7000 for information.

### Parking \_\_\_\_\_

Parking at GSU is by permit only. Parking stickers may be purchased from the Cashier's Office. Visitors may purchase a daily permit for \$1 at the Parking Information Booth which is located on University Drive.

The guest parking lot, located directly south of the main entrance, is limited to guest use by permit only. Students, visitors, staff, and faculty MUST use lots A, B, C, or D.

Valid parking permits for special handicapped parking may be purchased by those persons who exhibit the special license plates or permits issued to handicapped persons by the State of Illinois. Request forms are available at the office of the Department of Public Safety.



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**STUDENT ACTIVITIES AND ORGANIZATIONS .....007**

**Campus Community Center Advisory Committee** \_\_\_\_\_

Provides recommendations to the Office of Student Life regarding policies and procedures in the operation of the Center. Members are appointed by the director of Student Life from applications submitted. Meetings are held the second Monday of each month.

**INNOVATOR** \_\_\_\_\_

Student Life Campus Community Center, A Building, Ext. 2140, By appointment

The INNOVATOR is the biweekly student newspaper. Staff positions are available for students each trimester. The paper accepts paid advertisements.

**Leadership Development** \_\_\_\_\_

Leadership-related workshops, seminars, retreats, and conferences are offered free to students each trimester.

**Minority Enhancement** \_\_\_\_\_

This program serves as an outreach to minority students on campus. A cultural diversity council, composed of minority students, targets existing programs and implements new programs in Student Life for ethnic minorities on campus.

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**Student Communications Media Board** \_\_\_\_\_

Campus Community Center, A Building, Ext. 2123 or 2124

Meets the third Monday of each month at 3 p.m. in the Campus Community Center.

The SCMB serves as the publisher's representative for all student media. This organization is funded wholly or in part by student activity fees.

**Student Life Budget Board** \_\_\_\_\_

Campus Community Center, A Building, Ext. 2123 or 2124

This board, consisting of students from SOC, SPAC and the Student Senate, recommends budget allocation of student activity funds to the Director of Student Life.

**Student Program Action Council** \_\_\_\_\_

Campus Community Center, A Building, Ext. 2569

Meets the second and fourth Tuesday at 3 p.m. in the Campus Community Center.

SPAC is responsible for recommending socio-cultural programs designed as university-wide events for students, staff and faculty.



## Student Organization Council

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Campus Community Center, A Building, Ext. 2569

The SOC is composed of nineteen students elected to represent club interests. It recommends policies and funding for all student clubs and organizations.

## Student Senate

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Student Senate Office, Campus Community Center, A Building, Ext. 2260, By appointment

Provides the opportunity to participate in university governance. A student representative to the Board of Governors, and to the Student Advisory Committee to the Illinois Board of Higher Education are also elected each year.

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## CAMPUS DIRECTORY ..... 008

### Abbreviations

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ACS	Academic Computing Services	ICC	Instructional Communications Center
A&P	Administration and Planning	JLD	Job Location and Development
ASR	Admissions and Student Recruitment	OCS	Office of Career Services
BOG/BA	Board of Governors BA Degree Program	OCW	Office of Conferences and Workshops
CAS	College of Arts and Sciences	OSL	Office of Student Life
CBPA	College of Business and Public Administration	PERS	Personnel Office
CE	College of Education	REG	Registrar's Office
CEEL	Credit through Evaluation of Experiential Learning	SAS	Student Affairs and Services
CHP	College of Health Professions	SD	Student Development
CLA	Center for Learning Assistance	SP&CE	Special Programs and Continuing Education
DPS	Department of Public Safety	UL	University Library
FA	Financial Aid	UR	University Relations

## Telephone and Office Directory

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For numbers not listed here, call the Information Booth, Extension 2464 or the Campus Operator Extension 0.

### A

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ACADEMIC ASSISTANCE (also see TUTORING, below) Center for Learning Assistance	Room B1400	Ext. 2238
ACADEMIC/CAREER TESTING Student Development	Room B1400	Ext. 2158
ACADEMIC GRIEVANCES Collegial Division Chairpersons		
ADDING AND DROPPING COURSES Registrar's Office	Room C1200	Ext. 2165
ADMISSION INFORMATION/APPLICATION Admissions and Student Recruitment	Room C1300	Ext. 2518

### B

BOARD OF GOVERNORS DEGREE PROGRAM Office of Assessment	Room F1300	Ext. 2515
BOOKSTORE	Room D1601	Ext. 2296

### C

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CAFETERIA (vending machines available when cafeteria is closed), 1st Floor, D Building		Ext. 2295
CAMPING AND RECREATIONAL EQUIPMENT USE Campus Community Center Services	Room A1803	Ext. 2569
CAMPUS COMMUNITY CENTER A Building, 1st Floor and Balcony		Ext. 2124
CAMPUS MINISTRIES Campus Community Center	Room A2200	Ext. 2123
CAREER SERVICES Office of Career Services	Room B1109	Ext. 2163
CERTIFICATION OF ATTENDANCE Registrar's Office	Room C1200	Ext. 2165
CHECK CASHING Cashier	Room C1701	Ext. 2171 or 2172
CHILD CARE CENTER	Hantack House	Ext. 2552

COLLEGE OF ARTS AND SCIENCES (CAS), DEAN'S OFFICE	Room E2400	Ext. 2441 or 2442
COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION (CBPA), DEAN'S OFFICE	Room C3100	Ext. 2241
COLLEGE OF EDUCATION (CE), DEAN'S OFFICE	Room D3200	Ext. 2355
COLLEGE OF HEALTH PROFESSIONS (CHP), DEAN'S OFFICE	Room F2201	Ext. 2335
COMMENTS/COMPLAINTS/SUGGESTIONS Hot Line		(708) 534-0222
COUNSELING (CAREER/PERSONAL/SOCIAL) Student Development	Room B1400	Ext. 2413
CREDIT THROUGH EVALUATION OF EXPERIENTIAL LEARNING (CEEL), Office of Assessment	Room F1300	Ext. 2515
<b>D</b>		
DUPLICATING SERVICES (UNIVERSITY PRINT SHOP)	Planning Building	Ext. 2191 or 2192

<b>E</b>		
EMERGENCY PROCEDURES AND FIRST AID Department of Public Safety	Room C1900	111-Emergency Ext. 2198
<b>F</b>		
FINANCIAL ASSISTANCE - Scholarships, loans, grants student employment, Office of Financial Aid	Room C1500	Ext. 2157, 2161 or 2162
<b>G</b>		
GRADUATION REQUIREMENTS Registrar's Office	Room C1200	Ext. 2165
<b>I</b>		
ID CARDS Campus Community Center Services		Ext. 2569
INFORMATION BOOTH Recorded message, daily events, emergency closings	Main Entrance	Ext. 2464 (708) 534-0033

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LIBRARY	Room D2100	Ext. 2323
LOCKERS Campus Community Center Services	Room A1806	Ext. 2569
LOST AND FOUND Campus Community Center Services	Room A1806	Ext. 2569

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NEWSPAPER, INNOVATOR	Room A1801	Ext. 2140
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PARKING DECALS Cashier	Room C1701	Ext. 2171 or 2172
PART-TIME WORK (On or Off Campus) Job Location and Development	Room B1109	Ext. 2128
PUBLIC TRANSPORTATION SCHEDULES Information Booth,	Main Entrance	Ext. 2464

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**SPECIAL PROGRAMS AND CONTINUING EDUCATION**

Workshops and Off-Campus Courses, Mediated Instruction	Room F1300	Ext 2121
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**STUDENT GRIEVANCES:**

Dean's Office in appropriate college (Academic)		
Dean of Student Affairs and Services (Nonacademic)	Room C1600	Ext. 2553

**STUDENT LIFE OFFICE**

Campus Community Center, Balcony	A Building	Ext. 2123 or 2124
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**STUDENT PROGRAM ACTION COUNCIL**

Campus Community Center, Balcony	A Building	Ext. 2569
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**STUDENT SENATE OFFICE**

Room A1802	Ext. 2260
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**T****TEXTBOOKS AND SUPPLIES**

Bookstore

Room D1601

Ext. 2296

**TRANSCRIPTS**

Registrar's Office

Room C1200

Ext. 2165

**TUITION AND FEE PAYMENT**

Cashier

Room C1701

Ext. 2171 or 2172

**TUTORING, RESEARCH PAPER, ACADEMIC SKILLS ASSISTANCE**

Writing and Basic Mathematics Testing, Center

for Learning Assistance, Skills Assistance

Room B1400

Ext. 2336

**V****VETERANS AFFAIRS**

Office of Financial Aid

Room C1500

Ext. 2126

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UR 061289**NOTES**

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# 1991

## JANUARY

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