

# Academic Advising Guide 2000-2001

Academic Advising and Learning Assistance Center  
2100 9th Street Hall  
Eastern Illinois University  
Charleston, Illinois

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Special Mention: A BIG thanks to Fraun Lewis, Academic Advisor, Academic Advising Center, the originator of the Advising Guide. Your hard work and continued support is greatly appreciated!

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## **BASIC GUIDE**

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## Guidelines for Undergraduate Advisement

(Supported by the Council of Deans on August 30, 1994)

Proceeding from a commitment to superior academic advisement for undergraduates, the following operational principles have been developed in consultation with Deans and Department Chairpersons:

1. Only those faculty who have a commitment to advising students should be selected as advisors.
2. A College Dean may decide to use central, college-wide advisement in a college advisement office.
3. If there is no college-wide advisement, the department chairperson, in consultation with the Dean, shall select those faculty from his/her department who will serve as advisors. The department chairperson will have the option of advising some or all students.
4. The department chairperson shall have the option and right to take away one or all advisees from a faculty member for reassignment.
5. The quality of advisement, using approved criteria, should be used as a criterion in deliberations regarding retention, tenure, and promotion. Both the department chairperson and students should be used to assess the quality of advisement. The University administration and faculty in each department must agree on the method of evaluation by students of advisement. It is possible that different departments might have different forms for the evaluation of effective advisement.
6. Faculty and staff who are assigned advising activities will be expected to attend periodic workshops developed to keep advisors informed of advising concerns.
7. Superior faculty advising could be recognized as part of assignment of primary duties and possibly as one criterion in awarding the annual Faculty Merit Awards, as part of teaching.
8. The student's advisement flag, official permission to register, must be set by an advisor before the student can access touch-tone registration.
9. Each semester the department chairperson will receive from the Computer Center a list of active students based upon the tenth class day roster.
10. There will be academic advisement during the summer session as well.

## Objectives of Academic Advising

Academic advising is much larger in scope and different in focus than registration. Advisors form mentor relationships with students. They are authority figures who represent the standards of the institution yet they are sensitive to the needs of the students. Advising has these objectives:

1. To orient students to the value of the university experience.
2. To provide accurate information about institutional policies, procedures, resources and programs.

3. To determine the students' educational goals, and to formulate an educational plan tailored to individual student's needs.
4. To acclimate students to the campus environment.
5. To introduce students to various disciplines.
6. To assess students' potential in their major fields of study.
7. To plan a sequence of courses which will meet degree requirements in a prescribed length of time.
8. To encourage students to broaden their knowledge base by experimenting with courses outside their major fields.
9. To look at career opportunities and requirements.
10. To monitor and evaluate students' progress towards the degree.
11. To select the courses which meet these objectives.
12. To assist the students in improving study skills and in coping with academic difficulties.
13. When necessary, to help the students deal with personal problems.
14. To assist the students to enter the job market.

### **Advisor Checklist**

#### **AVAILABILITY** (Answer Yes or No)

1. I have regularly scheduled office hours for advisees to meet with me throughout the semester.
2. I have special office hours for advisees during registration.
3. When I schedule office hours for advising, I stay in my office in case students drop in.
4. I publicize my office hours for advising.
5. I spend as much time with my advisees as they want.
6. I take the initiative to have my advisees meet with me.

#### **INFORMATION** (Answer Yes or No)

7. I keep up to date course schedules in my office.
8. I keep up to date catalogs in my office.
9. I know the dates for deadlines such as pre-registration, drop/add, etc.
10. I am aware of the course offerings of my department each semester.
11. I keep informed about the current and/or future career possibilities for those with a bachelor's degree in my field.
12. I am knowledgeable about resources and services on campus (and keep current information about them in my office. that can fill the gaps when I can't help a student completely with a problem.
13. I know my advisees' first names.
14. I explain to my advisees in what ways I can serve them as an advisor.
15. I have a file of names and addresses of my advisees.

16. I check my advisee's name just prior to our meeting so that I will remember it during the advising session.
17. I thoroughly explain to new advisees the college requirements and requirements for the major chosen by the advisee.
18. When I tell an advisee to seek advice or help from another source, I provide exact information about where the office is located, whom to ask for, etc.
19. I keep a record of my appointment dates with each advisee.
20. When I find new information which might be helpful to an advisee, I take the initiative to pass it along to him or her.

**HELPING** (Answer Yes or No)

21. If I know of a resource that could be potentially helpful to an advisee, I offer to help contact that resource (personally, by letter, phone call, etc...)
22. When a goal an advisee has set is unrealistic or impossible in my opinion, I explore this with the advisee.
23. I want to communicate to my advisees that I care about them as people.
24. When it comes to my attention, and whenever possible, I try to help my advisees cut University red tape.
25. I encourage and/or help my advisees to draw up an outline of proposed courses extending beyond the current year.
26. I help my advisees with problems involving study skills or low academic performance.
27. I do not make decisions for my advisees, but place most of my emphasis on helping them make decisions for themselves.

**ADVISEE BEHAVIOR** (Answer Yes or No)

28. I am interested in my advisees' life goals as well as college goals.
29. I attempt to establish a warm and open working relationship with my advisees.
30. I am able to be honest in communicating my opinions of my advisees, their goals, capabilities, etc., even if that opinion is uncomplimentary.
31. When an advisee disagrees with something I say, I try not to become defensive about it.
32. When advisees consider changing colleges, I feel that I am helping in exploring alternatives.
33. I feel helpful in trying to sort out some of the frustrations and uncertainties my advisees experience in coping with college.
34. I am able to communicate realistic perceptions of my advisees' strengths and potential problems in relation to their major and post-college plans.
35. With respect to abilities, I focus on my advisees' potentialities rather than their limitations.

**SATISFACTION WITH ADVISEES** (Answer Yes or No)

36. With respect to motivation my advisees are active and striving rather than passive and in need of prodding.
37. With respect to maturity, my advisees are growing, responsible, and capable of self-direction rather than immature and irresponsible.
38. I believe that the goals, priorities, and evaluation of the advising relationship should be determined by the advisor rather than share this process with the advisee.
39. I like my advisees.
40. My advisees appreciate the work I go through to help them.
41. I feel my advising is effective.

## WHERE TO GO FOR ANSWERS

INQUIRY CONCERNING:	CONTACT OFFICE AND LOCATION:	PHONE:
Absences - Cards/notify instructors	Registration Office, McAfee, South Basement	3831
Activities - Social Events: Students	Student Life, 316 Univ. Union	3829
Admissions: Undergraduate	Admissions Office Old Main 117	2223
Graduate	100 Blair Hall	2220
Alumni Services	Alumni Office, Linder House on 4th Street	6616
Art Gallery	Tarble Arts Center, Ninth Street	2787/5832
Automobiles: Registration and Parking	University Police, Seventh St & Grant Ave	5416
Fresh/Soph Permits	University Police, Sgt. Ron Osborne	5416
Bookstore	University Union-East Wing, First Floor	7234
Bowling/Billiards	University Union-West Wing, Lower Level	7457
Bus Tickets	Check Cashing University Union	5122
Camps and Conferences	Camps and Conferences Office, Thomas Hall	2515
Cashier: Business Office	Cashier Entrance, Old Main, South Ramp	5223
Certification: Teacher	Education & Professional Studies, 1420 Buzzard	2524
Check Cashing	University Union-West Wing, Second Floor	5122
Child Care Resource and Referral	Klehm Hall 217	6698
Commencement: Caps and Gowns	Special Events, 107 Blair	6892
Diplomas/Credits	Records Office - Old Main 119	3511
Continuing Education Classes/Non-credit	Continuing Education Office, Blair Hall 206	6644/5114
Counseling: Academic Advising	Academic Advising 2100 9th Street Hall	2313
Alcohol, Aids, & Drugs	Information Coordinator, Health Services	3013
Career Counseling	Career Services, Student Services Bldg. 11	2412
Counseling Center	Buzzard House	3413
Employee Assistance Program (EAP)	STAFF ONLY	1-888-275-3683
Disability Services	Ninth Street Hall	6583
Craft Depot/Banners	University Union-West Wing, Lower Level	3820
<b>EMERGENCY</b>		<b>911</b>
Employment: Campus Jobs (students)	Financial Aid Office, Student Services Bldg.	3712
After Graduation	Career Services, Student Services Bldg. 11	2412

Civil Service (EIU)	Human Resources - Old Main 205	3463
Evaluation: College Transcripts	Records Office - Old Main 119	3511
Fax Machine for Faculty/Staff/Student use is located in the University Union Bookstore		
Fees: Billing/Refunds	Cashiers Office - Old Main - South Ramp	5223
Tuition and Fee Information	V.P. for Student Affairs Office - O.M. 115	3221
Food Services: Residence Halls	Housing Office, University Union	5733
University Union	Catering Office, University Union	5326
Fraternities / Sororities	Student Life, 316 University Union	3967
Gateway Program	Blair Hall 113	6692
Graduation Application	Certifying Dean's Office	
Hair Salon	University Union, West Wing, Lover Level	3616/7148
Health Problems	Health Services, Clinical Services Building	3013
Honors Programs	Booth House on Fourth Street	2017/2018
Housing: General Information	Housing Office, University Union	5111
Residence Halls	Housing Office, University Union	3923
University Apartments/Family/Grad Housing	Housing Office, University Union	5633
University Court	Housing Office, University Union	8000
Greek Court	Housing Office, University Union	7718
Housing Payments	Cashiers Office - Old Main - South Ramp	5223
I.D. Cards: Students/Faculty/Staff	See "Panther Card"	
Insurance: Students	Financial Aid Office, Student Services Bldg.	5290
Faculty/Staff	Benefits - Old Main 210	5825
International Students	International Student Services - Old Main 219	2321
Judicial Affairs/ Student Conduct	Student Judicial Office, University Union	3827
Legal Services: STUDENTS ONLY	Student Legal Office, 318 University Union	6054
Loans: STUDENTS ONLY	Financial Aid Office, Student Services Building	3711
Loan Collection	Cashiers Office, Old Main, South Ramp	3715
News and Hometown Press Releases	Media Relations - 113E Old Main	7650
Notary Public	Student Legal Office 318 University Union	6054
Official Notices: Daily Eastern News	University Publications 107 Blair	5982
University Newsletter	University Publications 107 Blair	5982
Organizations: Student	Student Life, 316 University Union	3967
Parents Club	Student Life, 316 University Union	3829
Orientation, Student	103 University Union	6435
Panther Card	Telecommunications Office Seventh & Grant	6596
Parking/Traffic: On-campus	University Police, Seventh & Grant	5416
POLICE: Campus	University Police, Seventh & Grant	3213
Proficiency Credit	Records Office - Old Main 119	3511
Publications	University Publications - 107 Blair	5982
Reading Improvement	Reading Center, 1320 Buzzard	7899
Readmission: Former Students	Records Office - Old Main 119	3511
Recreational Sports	Student Recreation Center - Room 107	2821/3961
Registration	Registration Office, McAfee, South Basement	3831
Residence Hall Issues	Residence Hall Counselor in that Building	
ROTC	ROTC Office, Klehm Building, Room 310	5944

Scheduling on Campus	Campus Scheduling, 208 University Union	3861
Scholarships	Financial Aid Office, Student Services Building	6405
Sororities	Student Life, 306 University Union	3967
Speech and Hearing	Speech and Hearing Clinic, Clinical Services	2712
Sports Information	Lantz Building	6408
Student Activities	Student Life, 306 University Union	3829
Student Government	Student Government Office, 201 University Union	5522
Student Employment	Financial Aid Office, Student Services Building	3713
W-4 Payroll Form	Student Payroll - Old Main 208	5510
Study Abroad Information	Blair Hall	7487
Study Skills	Learning Assistance Ctr, 9th Street Hall	6696
Teacher Certification	Education & Professional Studies 1420 Buzzard	2524
Telecommunications Office	Telecom/Security Office, 7th & Grant	5951
Pay Phones: Old Main, Blair Hall, Buzzard, Coleman, Doudna Fine Arts Buildings, & Univ. Union		
Testing Information	Academic Testing & Assessment Student Services Building -9th St Hall	5986
Transcript of EIU Record	Records Office - Old Main 119	3511
Transfer Credits	Records Office - Old Main 119	3511
Tuition and Fees Information	V.P. for Student Affairs Office - Old Main 115	3221
Tuition Waivers Graduates - Dean of Graduate School; Civil Service and Faculty	Benefits Office	
Tutors	Each Individual Department or Learning Ass Ctr	6696
Veterans Services	Financial Aid Office, Student Services Bldg.	5227
Waiver of Academic Requirement	Students Certifying Dean	
Withdrawal: From a Class	Registration Office, McAfee, South Basement	3831
From the University	Registration Office, McAfee, South Basement	3831

## WHERE TO GO FOR ANSWERS WITHIN DEPARTMENTS

### DEPARTMENT

African-American Studies  
 Art (Ed., Studio, History, Gr.Design)  
 Biological Sciences  
     Clinical Lab Science  
     Environmental Biology  
 Business: Chair - School of Business  
     Assoc. Chair - School of Business

### LOCATION

Blair 208 (5719)  
 Fine Arts 216 (3410)  
 202 Life Science (3126)  
 Life Science 106/Dr. Judith James (6387)  
 Life Science 202C/Dr. Robt Fischer (2817)  
 Lumpkin 332 (2627)  
 Lumpkin 336 (6646)

### DEPARTMENT HEAD

Mr. Glen Hild (Acting)  
 Dr. Kipp Kruse  
 Dr. Martha Brown (Acting)  
 Dr. Wayne Chandler

Advisement	Lumpkin 112 (6902)	Ms. Kathy Bennett
Chemistry	Physical Science 314 (3322)	Dr. Ellen Keiter
Communication Disorders & Sciences	Clinical Services 203 (2712)	Dr. Mary Anne Hanner (Act)
Economics	Coleman 215K/Dr. Corley (2378)	Dr. Ebrahim Karbassioon
Education, Early Child., Ele, Middle Level	Buzzard 2220 (5728)	Dr. Carol Helwig
Education, Special	Buzzard 1212 (5315)	Dr. Kathlene Shank
English	Coleman 304 (2428)	Dr. Dana Ringuette
Family & Consumer Sciences	Klehm 104B/Rose Myers-Bradley (5310)	Dr. Loretta Prater
Foreign Language	Coleman 105 (3021)	Dr. Stephen Canfield
Geology/Geography	Physical Science 322 (2626)	Dr. Alan Baharlou
Health Studies	Lantz 164 (5761)	Dr. Robert Bates
Community Health	Lantz 173/Marietta Deming (6206)	
Teacher Certification	Lantz 174/Richard Cavanaugh (6203)	
History	Coleman 224 (5325)	Dr. Anita Shelton
Industrial Technology & Tech. Ed.	Klehm 102/Betsy Miller (7128)	Dr. Mahyar Izadi
Journalism	Buzzard 2521 (6003)	Dr. Les Hyder
Mathematics	Old Main 331 W (2028)	Dr. Claire Krukenberg
Music	Fine Arts 119 (3010)	Dr. Roger Stoner
Philosophy	Coleman 316I (3012)	Dr. Gary Aylesworth
Physical Education	Lantz 263 (2215)	Dr. Phoebe Church
Physics	Physical Science 223 (3220)	Dr. Keith Andrew
Pre-Engineering	Physical Science 223A (6342)	Dr. Leonard Storm
Political Science	Coleman 204 (2523)	Dr. Richard Wandling
Pre-Law	Coleman 214I (6220)	Dr. Charles Evans
Pre-Medical Studies	Life Science 106 (6387)	Dr. Jeff Laursen
PreChiropractic	Laurie Cudone (7061)	
Pre-Denistry	Gene Wong (3126)	
PreMedicine	Jeff Laursen (6390)	
Pre-Nursing	Bryan Miller (6383)/Dr. Steve Daniel(7840)	
PreOccupational Therapy	Bryan Miller (6383)	
PreOptometry	Kip McGilliard (6384)	
Pre-Pharmacy	Kip McGilliard (6384)	
Pre-Physical Therapy	Bryan Miller (6383)	
PreVeterinary	Jeff Loursen (6390)	
Psychology	Physical Science 119 (2127)	Dr. Morton Heller
Recreation/Leisure Studies	McAfee 10 (3018)	Dr. William Higel mire
Social Science	Coleman 216A (6362)	Dr. Charles Titus
Sociology/Anthropology	Blair 209 (3123)	Dr. Gary Foster
Speech Communications	Coleman 119 (2016)	Dr. Terry Perkins
Theatre Arts	Fine Arts 105 (3121)	Dr. John T Oertling
<b>Certifying Officers:</b>		
Arts & Humanities	Brigette Chen, 219 Fine Arts, (2917)	
Business & Applied Sciences:	Kathy Bennett, 112 Lumpkin, (6902)	
	Melinda Lewis, 1411 Buzzard (2517)	
	(ECE, ELE,MLE,SPE & BED)	
Education & Professional Studies:	Bonnie Wilson, 1409 Buzzard (2524)	
	(HST, PED & REC)	
Sciences:	Barb Kuykendall, 202 Main, (5822)	



### **Academic Advising Center**

<http://www.eiu.edu/~acassist/>

581-2313

First year students with undeclared majors and students who have not met admission standards for specific majors are assigned to the Center for academic advising. The Center serves all undergraduate students by providing information concerning academic policies and procedures. The Academic Advising Center is a resource offering help to all students as they consider various academic programs and future career goals.

### **Academic Testing & Assessment**

<http://www.eiu.edu/~acatest>

581-5986

The office of Academic Testing and Assessment provides general information and registration material for national standardized exams such as ACT, GRE, GMAT, MAT, TOEFL, CLEP, and PRAXIS; and University required exams such as TAP (for admission to Teacher Education) and the Writing Competency Exam, which is a required exam for all students seeking a bachelor's degree from Eastern Illinois University.

### **Career Services**

<http://www.jobsrv.eiu.edu>

581-2412

Career Services offers assistance to students in: choosing a major or career options; career library resources; workshops/seminars on effective resume/cover letter writing, interviewing skills, and job search techniques; on-campus interviews; 4-5 career fairs hosted yearly; and on-line registration placing your resume on the web for referrals to employers. Fall/Spring hours are: M-F 8-4:30; T-R 8-6:45; and Sunday 2-7 p.m. (Evening and Sunday hours apply only when classes are in session.) Contact Shirley Stewart, Associate Vice President for Student Affairs and Director, Career Services (217) 581-2412 or cfsas@ux1.cts.eiu.edu.

### **The Counseling Center**

[www.eiu.edu/~counsctr/cslwelc](http://www.eiu.edu/~counsctr/cslwelc)

581-3413

The Counseling Center provides free, voluntary, and confidential counseling and crisis services to currently enrolled students. Issues commonly presented by students include, but are not limited to, relationship problems, depression, eating disorders, anxiety/stress, and anger management. Our staff of psychologists and counselors also conduct

workshops designed to maximize the potential of all students to benefit from Eastern's academic and social environment. Appointments can be arranged either in person or by phone.

### **Departmental Tutoring**

581-2313

Some academic departments offer free tutoring services for students having difficulties in specific classes. For specific tutoring information, contact the instructor, the department, or call the Learning Assistance Center. Honors Programs students also provide tutoring for a fee in many classes. Call 581-7466 for more information.

### **Disability Services**

<http://www.eiu.edu/~disablt>

581-6583

This office offers assistance to students needing accommodations or disabilities and who provide documentation of a specific disability(ies) to the Director. These accommodations may include, but are not limited to, special testing arrangements; tape recorded textbooks; accessibility assistance, automatic door openers; assistance in arranging liaisons with various agencies; and assistance in obtaining tutors.

### **Gateway Program**

<http://www.eiu.edu/public/admissns/maphp.htm>

581-6692

The Gateway program is specifically designed for those students with potential who were not admissible for whatever reason through regular channels. Gateway is a selective, highly structured program designed to launch the students on a successful college career. Our ultimate goal is a college diploma. Services include individual tutoring and counseling, nightly study tables, weekly one-on-one advising sessions, small group discussions, academic workshops, cultural opportunities, career counseling, and specialized classes. If you have any questions, contact Don Dawson, Gateway Academic Advisor, in Blair Hall 113 or at csddd2@eiu.edu.

### **Health Education Resource Center**

<http://www.eiu.edu/~health/>

581-7786

The Health Education Resource Center provides several resources on a variety of health related topics which include: adjustment to college life as a new students, stress, mental health, nutrition, exercise, eating disorders, cancer, smoking & tobacco, alcohol, drugs, contraceptives, sexually transmitted diseases, HIV/AIDS, wellness, and illnesses. Resources include pamphlets, fliers, brochures, posters, and paraphernalia (buttons, stickers, pencils, key chains, etc.) that students may have for free; or books, videos, games, and "Programs to Go" (presentation outlines) that are available to check out.

### **Honors Programs**

<http://www.eiu.edu/~honprog/>

581-2017

Eastern Illinois University offers superior students the opportunity to take part in two Honors programs: University Honors, a lower division program and Departmental Honors, an upper division program. Both University and Departmental Honors programs offer students of superior academic ability an unusual opportunity to develop their potential for intellectual achievement. These programs are intended to aid students in developing such qualities as independence of mind by undertaking an enriched curriculum, which provides studies in depth.

### **Learning Assistance Center**

<http://www.eiu.edu/~lrnasst>

581-2313

The LAC offers academic support to all EIU students. The LAC assesses student learning needs, coordinates the

provision of learning assistance resources, and provides learning strategy instruction. Students are encouraged to call or sign up for an appointment.

### **Media Services**

<http://www.eiu.edu/~mediasrv/welcome.html>

581-6011

Media services offers technology workshops on a variety of topics including web page creation, image and text scanning, Microsoft PowerPoint, E-mail, and multimedia. Multimedia development facilities are also available for students to scan photographs and slides, edit digital images, develop PowerPoint presentations, digitize video clips, record CD-ROMS, and create Web pages. To register for a workshop, call Library Services at 581-6061. If you would like to use the multimedia facility, please call Suzann Bennett at 581-6011.

### **Reading Center**

<http://www.eiu.edu/~readctr>

581-7898

The Reading Center offers assistance to those who recognize a need for guidance and practice with essential reading and study skills. Help is given to students in improving reading comprehension and speed and in practicing efficient study habits. Individual assistance is offered through computerized instruction on a walk-in basis from 9 a.m. to 4 p.m., Monday - Thursday. Additionally, GST 1000 is a course offered for 2 credit hours each semester to any EIU student who wishes to improve reading and study skills. Special workshops also help prepare students for local and state tests, such as TAP. Contact Janet Carpenter or Cindy Rich.

### **Reference Services**

[www.eiu.edu/~booth/](http://www.eiu.edu/~booth/)

581-6072

Term paper clinics are offered at the library each semester. Clinics are designed to help students develop a plan of basic research. Students are assisted in refining their topics for research and in selecting and locating appropriate sources of information in the Library. Clinics are held on an individual basis, by appointment only. Students may contact Carl Lorber in Reference Services, Booth Library, or call to make an appointment.

### **Speech-Language Hearing Clinic**

581-2712

A full range of diagnostic and treatment services for persons with communication disorders is available at the EIU Speech-Language-Hearing Clinic. Speech evaluations and therapy are performed for disorders of articulation, phonology, voice, stuttering, cleft palate, laryngectomy, neurological disorders and accent reduction. Language evaluations and therapy are also offered for the following: language processing, language-learning disabilities, autism, developmental delay, cognitive disability, aphasia, degenerative neurological conditions, stroke and traumatic brain injury. Hearing evaluations include pure tone, speech, tympanometry, as well as hearing aid and central auditory processing evaluations. Aural rehabilitation therapy is offered for improving communication skills of persons with newly diagnosed or long-standing hearing loss. EIU students are exempt from fees for diagnostic and therapy services except for the fee associated with hearing/speech screening required for students teaching. All information regarding clients and their families are confidential.

### **TRIO/Student Support Services**

<http://www.eiu.edu/~eiutrio/>

581-7849

A free program for eligible students who are first-generation, low-income, and/or with disabilities. Services include individual tutoring and counseling, study skill enhancement, cultural opportunities, career counseling, and leadership development training. Application is necessary to be eligible for this program. Call for more information.

**Writing Center**  
[www.eiu.edu/~writing](http://www.eiu.edu/~writing)  
581-5929

The Writing Center is a free service for all Eastern students. While our tutors (trained graduate students) do not proofread papers, they will answer questions about how to write and edit papers and other writing projects. Students can come in for regular tutoring sessions or they can make appointments. Students taking the Writing Competency Examination should also consider coming to the Center for help - before or after the exam. Visit the web site for hours and other information.



## Advisor Network "Advise-1"

**What:** An EIU e-mail network called "Advise-1" to exchange ideas and pose questions, etc. regarding academic policies/concerns.

**Who:** Any EIU advisor (faculty or professional), as well as certifying personnel.

**How: To Participate:** 1) Send an e-mail to [majordomo@eiu.edu](mailto:majordomo@eiu.edu) with the following message: Subscribe Advise-1 your name End

2) Information will be e-mailed to you regarding further instructions.

**WHEN: NOW!** Begin to access advisors across campus...a good way to touch base with colleagues, tune in to CAA interpretations, become aware of policy changes, etc.

**QUESTIONS:** Call or e-mail: Fraun Lewis [cflfl@eiu.edu](mailto:cflfl@eiu.edu) Academic Assistance Center 581-2313



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## SECTION II

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### Academic Advising and Learning Assistance Center

Questions concerning general academic information may be referred to this office (2313). For more information, see page 14 of 2000 - 2001 Catalog.

### Academic Calendar

See "Academic Calendar" in the front of the Catalog. See also the publication of the calendar in each term's Schedule of Classes which provides more detail. Questions concerning present and future calendars should be directed to the Dean of Enrollment Management (2120). [calendar](#)

### Academic Waivers ( [waiver rules](#) )

Any deviation from published degree requirements must be approved through the waiver process. See [waiver rules](#) for waivable and non-waivable items.

Each college has been granted permission to develop their own waiver forms for alterations of programs within their college. University waiver forms will still be used for alterations of University requirements. Consult your college's Dean for additional information..

#### Procedures--Approvals and Disapprovals

The student who desires an academic waiver obtains a waiver form from his/her dean, department chairperson (or designee), completes the form as required, obtains the required signatures with approval or disapproval indications, and returns the completed form to his/her certifying dean.

The certifying dean approves or disapproves the waiver request, stipulates approval conditions, if any, signs the form, adds a file number and forwards appropriate copies to the student, advisor, and Records Office.

If the request is disapproved, the dean advises the student of the [appeal process](#).

The dean's decisions on waivers approved according to the Academic Waiver Rules is final.

Each certifying dean reports monthly to the VPAA the waivers that have been approved and disapproved. The VPAA consolidates the waiver report and circulates it to CAA and COTE.

#### Appeals of Academic Waivers

The student who wishes to appeal the disapproval of a waiver request submits, in writing on the appropriate form, an appeal to the University Academic Waiver Appeals Committee. (Appeals may be initiated by a student, student's advisor, major chairperson, or certifying dean.) The Registrar notifies the student, advisor, certifying dean, and Records Office of the action of the UAWAC.

The Undergraduate Academic Waiver Appeals Committee is charged by the Vice President for Academic Affairs to make judgments on appeals of denied waivers. Such appeals are submitted in writing on appropriate forms and may be initiated by a student, the student's advisor, major chairperson or certifying dean. Reconsideration of appeals may be made if, in the judgment of the UAWAC chairperson, new information has become available which could change the committee's decision. The UAWAC has jurisdiction over undergraduate students and students pursuing second bachelor's degrees. The committee consists of three certifying deans (appointed by the VPAA for staggered three-year terms) and the Registrar. The committee chairperson is elected from and by the deans of the UAWAC. The Registrar serves as secretary without vote, preparing materials for consideration by the committee, notifying students, their advisors, certifying deans, and the Records Office of the results of the committee's deliberations, and prepares summary reports each term for the VPAA.

### **Academic Warning, Probation, Dismissal**

See pages [51-52 of 2000 - 2001 Catalog](#)

### **ACT and English Placement**

English placement is based on the ACT score on the English section of the ACT. Students scoring 14 and below will take ENG 1000.

### **Advance Deposit before Registration ([advance deposit](#))**

Each student must pay an advance deposit before being allowed to register for any subsequent term. The advance deposit is applied to what the student owes for tuition and fees for a given term. Students who are on FULL-Pay scholarship (a full-pay scholarship pays ALL tuition and fees) are exempt and should contact the Registration Office for verification. If a student feels that the advance deposit cannot be paid, it may be possible to have this fee waived. The student must contact the Registration Office. If a student decides not to attend the University after registering for the next term, the advance deposit is refundable. The student is responsible for contacting the Registration Office in writing prior to the published cutoff date.

### **Advanced Placement Tests, CLEP Tests--Nationally Standardized Tests**

See page [49 of 2000 - 2001 Catalog](#). [Detailed information and complete listing of acceptable courses.](#)

### **Application for Graduation**

See Application for Degree Requirements Review page [54 of the 2000 - 2001 Catalog](#). Deadline date for applying for graduation is the 10th calendar day beginning with the first day of classes during the Fall and Spring semesters, or the 5th calendar day after classes begin in the Summer term. Applications are available in the Office of the Dean of each College. Ideally, this will be done at least one year prior to the expected graduation date.

### **Application for Graduation, Honors Program**

In order to be recognized at graduation for completion of the University or Departmental Honors Program, a student enrolled in either or both of these programs must complete the appropriate checksheet. If a student is not contacted eight weeks prior to graduation, it is then the student's responsibility to complete the checksheet and return it to the Honors Programs Office at least six weeks before commencement. Standard graduation applications must also be completed.

### **Athletic Eligibility**

Contact Cindy Tozer or Angela Burton (3511) for information regarding credit and grade point in the season of eligibility and academic year.

## **Auditing of Courses**

See page [53 of 2000 - 2001 Catalog](#)

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## **Career Services**

Career Services is a centralized office which services all EIU students. Resources and assessment tools are available to assist in evaluating a student's interests, skills and values. DISCOVER, a computerized assessment tool, is available for students to research majors, graduate schools and careers. An individual appointment with a professional career counselor can be scheduled to discuss choosing a major, changing a career field, or learning about career options.

The office maintains a close liaison with hiring personnel from education, business, industry, and government. This working relationship offers students the opportunity to network with hundreds of our 9,000+ employer contacts. Active participation and utilization of the services offered by [Career Services](#) can develop the poise and self-confidence necessary to make a positive first and lasting impression with hiring personnel/recruiters. For further information regarding these services, please contact Shirley A. Stewart, Associate Vice President for Student Affairs, 581-6396 or e-mail [cfsas@ux1.cts.eiu.edu](mailto:cfsas@ux1.cts.eiu.edu).

## **Change of Major**

While the student is assigned to the Academic Advising Center, forms for changes in the student's major should be completed in that office and the Registration Office will be notified.

Once a student has been transferred to an academic department, major changes should be completed in the Registration Department. The student will complete a change of major form, will take the form to his or her current department, will pick up his or her advisement folder, and will deliver the advisement folder to the new department. The new department chair will complete the change of major form and will then forward the form back to the Registration Department.

## **Confidentiality of Student Records**

## **Constitution Requirement**

Students meet this by either taking PLS 1153G or HIS 3600G (HIS 1600C, HIS 2000C). Students under **pre-1992** catalogs can also take HIS 2010 or HIS 4910 (or take the Constitution Exam---contact Academic Assessment & Testing, 5986, for information).

Transfer students with an **A.A. or A.S.** degree from Illinois public community colleges, Springfield College or Lincoln College in Illinois or the **IAI GECC** from any Illinois participating institution, **regardless of their history**, have met the **U.S. Constitution** and requirement.

**If all 9-semester hours of the Social and Behavioral Science component are transferred, then students are exempt from the general education Constitution requirement.**

## Counseling Services

See page 15 of 2000 - 2001 Catalog. The Counseling Center is located in Buzzard House, 1711 7th Street (3143). [Counseling Services](#)

## Course Deficiency Report (Provisional Admission)

See Provisional Admission page [41 of the 2000 - 2001 Catalog](#).

## Credit/No Credit Option

See page [50 of the 2000 - 2001 Catalog](#).

## Cultural Diversity Requirement

Students meet this requirement by taking the appropriate General Education course noted by an asterisk under the [General Education section of the Undergraduate Catalog](#).

Transfer students with an **A.A. or A.S.** degree from Illinois public community colleges, Springfield College or Lincoln College in Illinois or the **IAI GECC** from any Illinois participating institution, **regardless of their history**, have met the **Cultural Diversity** requirement.

If an IAI course is taken that has the "D" or "N" designation, then the general education Cultural Diversity requirement will be met. **If requirements have not been satisfied, the student will be expected to complete the appropriate course work at Eastern.**

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## Disability Services ([Disability Services](#))

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## Electronic Writing Portfolio

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## Foreign Language Requirement

See Requirements for the Bachelors Degree, [page 47, number 7, of the 2000 - 2001 Catalog](#). This requirement is applicable to students entering Fall 1992 or after. If a student is bilingual, he/she is exempt from requirement. (Proof is to be submitted to Chair of Foreign Language).

## Foreign Languages, Advanced Placement Credit

Students entering Fall 1991 and after may earn Advanced Placement Credit in foreign languages. The guidelines for credit are:

Advanced Competency Credit is credit toward graduation for previously acquired language proficiency. Advanced Competency Credit is available in French, German and Spanish. See page 148 of 2000 - 2001 Catalog.

## **Freshman Seminar (see [University Foundations](#))**

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## **General Education Requirements**

These are required for all students. See pages [55-60 of the 2000- 2001 Catalog](#) for the list of these courses.

## **Grade Appeals ([grade appeals](#))**

See page [51 of the 2000 - 2001 Catalog](#).

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## **Honors Programs**

See page [50 of 2000 - 2001 Catalog](#). For further information, contact [Herb Lasky](#), Director (2018).

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## **Integrated Core**

## **International Students/Testing**

See [International Programs](#) page 15 and [International Students](#) page [42-43 of the 2000 - 2001 Catalog](#). For additional information contact [Sandra Beauchamp](#) at 7267 or [Sue Songer](#), International Student Advisor at 6319.

### International Student Testing

International Programs and the International Advisory Committee have established a policy whereby undergraduate students with a TOEFL of 550 or below will participate in an English Placement exam when they arrive on campus. Please note that this policy does not change the required TOEFL exam scores for admission to Eastern.

This exam is composed of three areas: the Michigan Test of English Proficiency, a written essay, and an orientation interview. With the aid of these components we will be better able to determine if the student has the language skills necessary to be successful in his/her studies at Eastern. If the student is found lacking in any of the language areas of reading, writing, or oral communication, they will be required to take a maximum of two appropriate IELC classes in addition to regular academic classes. The student will not be allowed to register for any classes until he or she has been tested and has received the results from the IELC. The testing will take place during the International Student Orientation held prior to the beginning of the semester.

If you have any questions, please feel free to contact [Sandra Beauchamp](#) at 7267.

### Support Services for International Students

## ENG 0990/English as a Second Language I

Prerequisite: Test of English as a Foreign Language (TOEFL) score of 500 minimum or certification at English Language Schools Level 8.

## ENG 0995/English as a Second Language II

Prerequisite: English 0990 or Test of English as Foreign Language (TOEFL) score of 550 minimum or certification at English Language Schools Level 9.

Other support services include:

The Speech and Hearing Clinic offers a foreign student class free of charge to registered students. The Writing Center offers free tutorials. The Reading Center also works with students on an individual basis. These tutorials are not taken for credit and will not count toward the full-time requirement. A student advised to take a lesser load for language reasons may, however, be asked to register for an appropriate tutorial.

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### **Late Registration**

Late registration occurs at the beginning of each term. Any student that meets the criteria of one of the following categories and who has not registered for classes by the date published each term in the Class Schedule bulletin is considered a late registrant:

1. Students who have previously enrolled at Eastern but were not enrolled during the preceding term. These are referred to as "Re-Ads" or readmits.
2. New freshmen and transfer students.
3. Continuing students (those enrolled at Eastern the preceding term) who failed to pre-enroll.

After the 5-day add period has ended, if a student has not registered in any classes, they must obtain permission from Dean Hohengarten, Enrollment Management (2120) to register...in addition to written permission for each class from Department Chairs delivered to Registration.

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### **Math Placement Exam**

Many majors have required mathematics courses as part of their degree program. These courses have prerequisite skill levels and placement will be done primarily by your ACT MAT subscore.

Students who need to meet these prerequisites, and with a math ACT score of 18 or lower will be

placed in appropriate courses to develop the necessary skills. These courses, MAT 1000 and MAT 1270 will not count as hours towards graduation and are not calculated in your GPA. An alternative to taking these courses at Eastern, would be to take them at your local community college this summer. Consult the community college academic advisor for courses that are equivalent. If your ACT mathematics score is 18 or below, and these courses are required for you, we strongly recommend taking the equivalent courses at the community college before you come to Eastern. While we do offer the courses, the number of available seats will be quite limited and your progress toward completion of a degree may be adversely affected.

Information about mathematics requirement of different majors and minors can be found below along with the placement procedure.

A. Students taking any program which lists MAT 1271 as a requirement or prerequisite.

The skill sequence is MAT 1000, MAT 1270, MAT 1271.

ACT Score (Math)	Placement
1-16	MAT 1000 and MAT 1270 concurrently
17-18	MAT 1270
19-25	MAT 1271
26-36	Any course with MAT 1271 as a prerequisite

B. Students taking MAT 1420.

ACT Score (Math)	Placement
1-16	MAT 1000 and MAT 1420, concurrently
17-36	MAT 1420

C. Students taking any program which includes MAT 1441G.

The skill prerequisites include MAT 1400 and MAT 1330.

ACT Score (Math)	Placement
1-16	MAT 1000, MAT 1270 concurrently
17-18	MAT 1270
19-25	A placement test will determine placement
26-36	MAT 1441G

Placement beyond this level may be accomplished by appropriate AP credit, transfer credit, and/or CLEP credit.

The above placement will apply to all entering students. In the case of a student bringing in transfer credit, the transfer record will be used to help place the student. Thus an entering freshman who has a math ACT of 15, and completes the equivalent of MAT 1000 at a community college during the summer will be placed in MAT 1270. When no ACT scores or transfer credit is available, placement will be by examination.

A. The following majors must take MAT 1271 or MAT 2110G:

**Biological Sciences w/Teacher Cert.**

**Business:** Accounting, Business Education, Finance, Marketing, Administrative Information Systems, Computer & Operations Management, Management

Business Administration Minor  
Clinical Lab Sciences  
Economics  
Family & Consumer Sciences: Consumer Affairs, Dietetics, Merchandising, Hospitality Services  
Industrial Technology (or 1441G)  
Pre-Nursing  
Psychology

B. The following majors must take MAT 1420:

Elementary Education  
Special Education and Elementary Education Combination

C. The following majors must take MAT 1441G (Calculus):

Biological Sciences  
Chemistry  
Geology  
Mathematics  
Math & Computer Science  
Physics  
Pre-Engineering  
Pre-Medical Studies: PreChiropractic, PreDentistry, PreMedicine, Pre-Optometry, Pre-Pharmacy,  
Pre-Physical Therapy, Pre-Veterinary Medicine

### **Mid-Term Grade Reports**

Mid-term grade reports in 1000 and 2000 level courses (D-F list) are prepared for undergraduate students. These reports are useful for advising during the registration period and for identifying academic problems of advisees. Mid-term grades do not become part of the student's permanent academic record.

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### **NCAA Eligibility**

Student-athletes cannot receive credits toward eligibility after their Freshmen year (1st two semesters) in college in the following courses:

MAT 1000	ENG 0090	ENG 1000	IEP 410	IEP 430
MAT 1270	ENG 0095	GST 1000	IEP 420	

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### **Overloads**

See [Tuition and Fees](#) pages 20-21 and Academic Load pages [52 of the 2000 - 2001 Catalog](#).

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## **Readmission**

See [page 44 of the 2000 - 2001 Catalog](#). For further information, contact Records Office (3511).

## **Reinstatement Following Academic Dismissal**

See [page 52 of the 2000 - 2001 Catalog](#).

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## **Satisfactory Progress for Financial Aid**

See [page 24 of the 2000- 2001 Catalog](#). See also [Financial Aid](#) homepage

## **Schedule Changes**

Changes in the schedule should be made only when there is a valid reason for doing so. Students should try to make all changes before classes begin. (See Official Class Schedule)

Classes may be added through the fifth class day; drops may be made for these classes as indicated on the Official Class Schedule. If students' records are unclear, they will not be able to add classes; they will, however, be able to drop classes. Any questions should be directed to the Registration Office (3831).

## **Special Services**

[See Student Support Services in Section I.](#)

## **Student Services for Athletics**

Student athletes receive assistance with class scheduling, registration, course adds/drops, career exploration, eligibility requirements, tutorial services, and various other academic support services.

Coordinated by Athletic Services for Athletes Office located in the Oklahoma Room- Stevenson Tower 581-7059.

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## **[Teaching Certification Procedures](#)**

## **Teacher Education Requirements**

Refer to [pages 88-93 of the 2000 - 2001 Catalog](#). Also contact Doug Bower, Associate Dean, College of Education and Professional Studies (2200). There are mandatory teacher certification/teacher education meetings scheduled during the semester. Contact the College of Education at 2200 for meeting dates.

### **Third World/Nonwestern Courses for Education majors**

Education majors are required to have one of these courses ([most recent list](#)) or contact Doug Bower (2200).

### **Touchtone Registration**

Enrollment is the process by which each student submits course requests through the Touchtone registration system for the following term. This process will usually start about eight weeks into the regular term and includes consultation with the advisor in making specific plans.

Specific dates and procedures for enrollment and the class schedule for the next term will be published in The Daily Eastern News or is available [on-line](#). All undergraduate students must consult with an advisor in order to have their computer record activated for any given semester.

### **Transfer Student Advising**

[Information on advising new Transfer Students](#). For more information, contact Rita Pearson, Assistant Director of Admissions/Transfer Coordinator, at 581-7663.

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### **University Foundations - EIU 1111**

University Foundations is an inquiry into university traditions, resources, expectations, and controversies. EIU 1111 is designed to help students make a successful transition to college life. Students earn two hours of elective credit. The course is team taught with a member of the teaching faculty being paired with Student or Academic Affairs personnel.

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### **Withdrawal from Courses and from the University**

See page 53 of 2000 - 2001 Catalog. Also refer to the Schedule of Classes for the deadlines for W, WP/WF grading.

### **Writing Competency Exam**

See Requirements for Bachelor's Degree page 47, number 9 of the 2000 - 2001 Catalog. For further information, contact Academic Assessment & Testing (5986). This is a requirement for any student following a Fall 1981 or later Catalog. Students may take this examination after they have completed

45 semester hours and have credit for both English 1001C and 1002C, or the equivalent.

**EFFECTIVE WITH THE FALL 98 CATALOG:**

The examination must be taken once a student completes 45 semester hours including credit for English 1001C and 1002C or their equivalent, but before completing 75 semester hours. Students who do not attempt the exam prior to this time will have their course registration blocked until they register for the Writing Competency Exam. Students transferring in more than 75 semester hours must register to take the exam during their first semester at Eastern .

**Writing Portfolio** - see Electronic Writing Portfolio.

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