Northern Illinois University
Adult and Higher Education Admitted Student Handbook
2014 – 2015
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CAHE Mission Statement
The department of Counseling, Adult and Higher Education's mission is to promote high standards of professional education in an environment attentive to the needs of students, faculty, and the broader society it serves. CAHE is committed to the best practices in the preparation and continuing education of professionals in the fields of counseling, adult education, and higher education, while advancing scholarly activity; supporting individual and collaborative efforts in institutional and non-institutional settings; and advancing diversity and equity in teaching, research, and services.

Departmental Degrees and Programs

Master of Science in Education:
Adult and Higher Education Counseling

Doctor of Education:
Adult and Higher Education Counseling

Acknowledgements
This guide was compiled based on information provided by various NIU constituents that can be found on NIU’s website, the Graduate Catalog, or the Office of Off-Campus and Non-traditional Student Services Genius Guide.
Degree Requirements
Master of Science in Education AHE Program

The mission of the M.S.Ed. in Adult and Higher Education program is to provide comprehensive continuing professional development and pre-professional preparation in Adult and Higher Education to its students.

Learning Outcomes
- Apply historical, social, and philosophical foundations of Adult and Higher Education to the practice of Adult and Higher Education.
- Apply learning and development theories to diverse practice settings in Adult and Higher Education.
- Apply theories of program development/planning to diverse practice settings in Adult and Higher Education.
- Apply principles of assessment/evaluation to the practice of Adult and Higher Education.
- Critique and apply research findings to the practice of Adult and Higher Education

General Program of Study
The 36 semester hour Master of Science in Education program offers theoretical and methodological bases for professional development, while providing comprehensive pre-service professional education for persons seeking careers in Adult and Higher Education. Developing a program of study in Adult and Higher Education is highly individualized, in which the students’ experiences, career goals, and needs for development are carefully considered in the development of the courses to be completed. Students generally select one area of study within Adult and Higher Education to focus their course work.

A minimum of 18 credit hours or 50% of your total hours earned toward the degree must be completed in courses with a CAHA or CAHE prefix. All students in the M.S.Ed. in Adult and Higher Education program must complete the foundational courses for the program. These include:

CAHA 500, Nature of Adult and Higher Education
CAHA 501, Adult Learning: Maturity through Old Age
CAHA 502, Educating Culturally Diverse Adults
Research Course (often ETR 520, Introduction to Educational Research)

Competence Options
Students may choose from one of three options to meet their competence requirement.

1. **CAHA 699: Master’s Thesis**
The topic of the thesis must be in the area of the student’s major and approved by the student’s thesis chair. The document may not have been published previously, and the research must be successfully defended in an oral examination. In order to enroll in the Master’s Thesis, students must have the consent of the department, completed ETR 520, and have a Program of
Study on file. Students must also identify a committee of three NIU graduate faculty (including a thesis chair who agrees to help guide the student’s research) to evaluate their thesis.

2. **CAHA 598: Capstone Class**
Students in this class will be able to fulfill their competence requirement by participating in all class activities and writing a paper that will be blind-reviewed by three faculty members from the program. CAHA 598 is only available during Fall and Spring semesters. Students earn 3.0 credits toward their M.S.Ed. if they pass CAHA 598. To enroll in this option students must contact the CAHE office, in writing, the semester before they wish to enroll indicating their desire to enroll in the following semester.

3. **Take-Home Comprehensive Exam**
Students who choose this option will be able to fulfill their competence requirement by completing the five-day essay exam. Students will graduate via this option by completing the registration form, and completing and passing the exam within parameters outlined in the exam guidelines. For more specific information about this option, please visit this page (http://cedu.niu.edu/cahe/ahe/forms_masters.shtml) and click on Guidelines under ‘Take-Home Master’s Comprehensive Exam’.

**Electives**
Electives are selected by the student and then approved by your assigned advisor. Students must complete at least 24 credit hours in addition to the foundational course requirement to meet the requirements for graduation. See the ‘Areas of Emphasis’ in the program for recommended electives.

CAHA 699 can count for up to six credit hours, while CAHA 598 can count for three. Students who complete the Take-Home Comprehensive Exam in order to graduate do not receive class credit for completion.

**Meeting with an Advisor**
There are a few times during your journey through the program that you will want to visit your assigned advisor. As a student in the M.S.Ed. program, you will want to meet with your advisor prior to enrolling in your first semester, after completing your first year, and if you wish to add classes to your Program of Study that are outside of the CAHE department.

**Drop/Withdraw**
Each semester, the drop date approaches very quickly. When students register for courses, they can check drop the deadline, which is listed under the 'Deadlines' column in your schedule in MyNIU.

After the drop deadline, any course reductions students request are considered withdrawals. As a note, there are differences between withdrawals and drops. Withdrawals show up as a WP or a WF on your transcript. Dropped courses do not show up on your transcript. To withdraw from a CAHE course they must contact the CAHE office to request the withdrawal. Their instructor
will be contacted to approve the withdrawal and to assign a WP (Withdraw-Passing) or WF (Withdraw-Failing). In your communication include their name, the course name they wish to withdraw from, and their instructor's name. Course withdrawals will appear on your transcript, but will not affect their GPA.

Withdrawal dates and deadlines as related to refund of any monies can be found on the Bursar’s page.
The mission of the Ed.D. in Adult and Higher Education program is to provide advanced professional study for leadership roles in practice and research in Adult and Higher Education to students in the program.

**Learning Outcomes**

- Apply knowledge of the cultural, political, and economic forces shaping the historical, social, and philosophical foundations of Adult and Higher Education to their research and practice.
- Apply theories of learning and development to their research and practice of Adult and Higher Education.
- Critically evaluate the issues that impinge on policy formation in Adult and Higher Education.
- Demonstrate leadership in the field of Adult and Higher Education.
- Conduct independent research of relevant issues in the field of Adult and Higher Education.

**General Program of Study**

Upon admission, students are expected to form a doctoral program advisory committee. In general, this committee will consist of a chair from the Adult and Higher Education faculty and at least two other faculty members, one of whom must be from outside the faculty of Adult and Higher Education.

The doctoral program in Adult and Higher Education requires a minimum of 93 semester hours of graduate work beyond the baccalaureate degree, including the dissertation. With the approval of the department and the Office of the Dean of the Graduate School, a master’s degree may be accepted in lieu of 30 of the 93 semester hours.

The following outline is a sample program that you, with the advice of your Program Committee, are responsible for completing upon admission to the program. The program of study form has several sections reflecting the learning objective areas discussed earlier.

**Deficiencies**

Students who have a master’s degree in an area other than adult continuing education will be required to take CAHA 500, CAHA 501, and ETR 520 (or equivalent) as deficiency courses. These courses do not count toward the 63 semester hour minimum required in the doctoral program of study.

**Common Requirements (Minimum of 15 semester hours)**

Course work must be completed constituting the common requirements in research methodology, learning and development, and socio-cultural analyses. Students will complete course work in areas such as research design, statistics, historiography, philosophical methods, and ethnographic techniques. The structure of educational systems refers to general
foundational courses, usually in education, such as the historical, philosophical, or social foundations of education. The individual in an educational setting refers to courses from psychology or educational psychology.

At least 9 semester hours must be in research methodology, not including ETR 520 or its equivalent. These requirements may not be met through independent study.

**Major Field of Study (Minimum of 18 semester hours)**
Adult and Higher Education (CAHA) course work, excluding dissertation hours.

**Cognate (Courses outside CAHA)**
A cognate is a cluster of courses taken outside of Adult and Higher Education in a professional area such as Human Resource Management, Public Administration, English as a Second Language, or Gerontology.

A typical doctoral program includes a minimum of 9 semester hours of course work in other colleges within the university. These credits may be taken within the common requirements or the cognate.

**Qualifying examination**
Before attempting the candidacy examination, students pursuing the Ed.D. in Adult and Higher Education are required to pass a qualifying examination. This examination must be taken after completion of at least 15, but not more than 24, semester hours of an approved official program of study, not including deficiency courses or courses taken as part of a master's program.

**Candidacy examination.**
This exam provides the student with an opportunity to review and synthesize specific learning gained during graduate study at NIU. The examination is written (1) when at least 36 hours of graduate course work beyond the master's degree have been completed, (2) within the limitation of time limit (9 years) of the doctoral program, (3) when a "program of study" is on file with the department, and (4) when an application to write the examination has been completed and filed with the department. The candidacy exam can be taken in (2) two different formats/options. The examination is administered in each regular term and once during the summer session.

**Doctoral Research and Dissertation (15-30 semester hours) - CAHA 799**
After successfully completing the candidacy examination and receiving the letter from the graduate school admitting you to the candidacy, you must register for CAHA 799 continually until you graduate (minimum of 3 semester hours per term, including summer). During this time you prepare your dissertation by working with your committee to create your dissertation proposal (after committee approval, you must apply for IRB approval), conducting research, synthesizing data, and writing the dissertation. The remainder of the dissertation process, defense of dissertation, and graduation requirements will be guided by the chair of your
dissertation committee, program requirements, and the rules and regulations of the Graduate School. It is your responsibility to understand how these requirements apply to your situation.

Committee Composition

Master Thesis & Doctoral Committee Composition NIU & AHE Graduate Catalog Excerpts

AHE students are encouraged to establish committees as soon as appropriate in the progression of their graduate work in the department. To change membership of a committee, students should complete the Change in Advisor or Committee Membership form available on the CAHE Webpage. To alter a committee or change their advisor/chair, students must obtain signatures of approval of all faculty affected (those being removed or added).

Following are excerpts from the 2014-2015 NIU Graduate Catalog as it relates to the composition of Master Thesis or Doctoral Program and Dissertation Committees. Students should consult with their Committee Chair prior to establishing or changing their committee membership.

NIU Graduate Policy on Master Thesis Committee Composition

A student intending to write a thesis should identify a prospective faculty director for the thesis, who must be willing to serve as thesis director, meet Graduate School qualifications, and be approved by the department (department chair or designee). The thesis director and thesis committee will judge the acceptability of the work. A faculty member may decline to serve as director of any particular thesis project, in which case the department will assist the student in seeking a thesis director. If a student, with department approval, changes thesis director, the student may need to undertake additional work, or to change research projects, in accordance with the expectations and expertise of the new thesis director.

A student writing a thesis must file an IRB Inquiry Form as soon as a research topic is identified but no later than the end of the first week of classes of the semester or term in which the student intends to defend the thesis. Forms are available on the Graduate School website. When thesis research involves human subjects, experimental animals, recombinant DNA, or the use of radioactive substances, special approval is required before the research is undertaken, as explained under the heading “Protective Standards in Research.

The thesis committee and the final comprehensive examination committee shall each consist of at least three voting members approved by the department (department chair or designee)...All members of the comprehensive examination and thesis committee must be members of the graduate faculty at Northern Illinois University. The majority of the voting members of the comprehensive examination and thesis committee must be tenured or tenure-track faculty members at Northern Illinois University; at least one-half of the voting members and the committee chair must be full or senior members of the graduate faculty; and voting members must be members of the graduate faculty in the student’s program or a
closely related one as determined by the department chair. A provisional member of the graduate faculty or a graduate faculty scholar may, with a full or senior member of the graduate faculty, co-chair a comprehensive examination or thesis committee.

**NIU Graduate Policy on Doctoral Dissertation Committee Composition**

A student intending to write a dissertation must identify a prospective faculty director for the dissertation and dissertation committee members soon after the candidacy examination, if not before. The proposed director and committee members must be nominated by the department, approved by the college, and appointed by the dean of the Graduate School. The dissertation director and dissertation committee will judge the acceptability of the dissertation. At any time, a faculty member may decline to serve as director or as a committee member of any particular dissertation project. With the consent of the department, college, and Graduate School, a student may propose to alter the composition of a dissertation committee, provided that faculty proposed to be removed from and added to the committee expressly consent to the change. If a student wishes to remove a faculty member from a doctoral committee, and the faculty member does not consent to be removed, the student may appeal to the dean of the Graduate School. The dean will make a decision with input from the student, the faculty members involved, the department chair, the committee chair, and the director of graduate studies; the decision of the dean will be final.

Committees to conduct the candidacy examination and the oral defense of the dissertation will be nominated by the chair of the student’s department, approved by the college, and appointed by the dean of the Graduate School. Candidacy examination committees must be appointed no later than the conclusion of the semester or term preceding the semester or term in which the student will take the examination; dissertation committees must be formed before or soon after the student passes the candidacy examination. Membership of candidacy and dissertation examining committees will include representatives of major and minor fields. The number of voting members on such committees normally will be three to five, and at least three are required. All members of the committee must be appointed to the graduate faculty of Northern Illinois University. The majority of the voting members of the committee must be tenured or tenure-track faculty members at Northern Illinois University; at least one-half of the voting members must be senior members of the graduate faculty; and all voting members must be graduate faculty members in the student’s program or a closely related one as determined by the department chair. A graduate faculty scholar or a full member of the graduate faculty may, with a senior member of the graduate faculty, co-chair a dissertation committee. In addition, the dean of the Graduate School will serve as an ex officio, nonvoting member of all committees to conduct the oral defense of the dissertation. The dean or a dean’s designee is to participate in both parts of the defense.
Areas of Emphasis

Listed below are the Areas of Emphasis for the M.S.Ed. and the Ed.D. While the courses are the same, the assignments in each class differ in scope dependent upon the student’s graduate-level status.

For more information on the courses review the Counseling, Adult and Higher Education course list in the Graduate Catalog. Students may also take additional electives in other areas of interest that meet the needs of the student’s career goals. When considering courses for your program of study that are outside of Adult and Higher Education you will need to consult with your academic advisor prior to course enrollment.

Adult Continuing Education
Adult Continuing Education can be formal or informal, traditional or non-traditional, and embraces such areas as adult basic education, program planning, staff development, community education, adult literacy, higher education, and religious education. Students interested in Adult Continuing Education should consider the following recommended elective courses:

- CAHA 530, Instructional Theory and Practice in Teaching Adults
- CAHA 533, Learning How to Learn: Applied Theory for Adults
- CAHA 540, Curriculum/Program Dev in Adult Continuing Ed
- CAHA 545, Planning/Promoting Non-Credit Adult Continuing Ed
- CAHA 570, Organization/Administration of Adult Continuing Ed
- CAHA 575, Policy Studies in Adult Continuing Education
- CAHA 586, Internship Experiences

Community Development, International, and Popular Education
An emphasis in Community Development, International and Popular Education, encompasses learning for social action and empowerment of communities including the theoretical and practical examination of related policies, politics, and social movements.

Adult and Higher Education faculty have developed long-term international partnerships in China, Finland, Korea, Brazil, Chile, and Sri Lanka. Students interested in International, Community and Popular Education should consider the following recommended elective courses:

- CAHA 575, Policy Studies in Adult Continuing Education
- CAHA 581, Community Project Dev and Adult Education
- CAHA 586, Internship Experiences
- CAHA 722, Adult and Higher Education in Social Context
- CAHA 760, International Adult Education
- CAHA 761, Adult Learning in Social Movements
**Higher Education/Student Affairs**

This area of study is focused on students who wish to work in administrative positions in post-secondary institutions, including two- and four-year colleges and universities. Students interested in Higher Education/Student Affairs should consider the following recommended elective courses:

- CAHA 586, Internship Experience(s)
- CAHE 509, Culture of the College Student
- CAHE 522, Student Development: Programs, Issues and Practices
- CAHE 572, Assessment Methods in Higher Education
- CAHE 701, Personnel Services in Higher Education
- CAHE 702, Student Development: Theory/Practice
- CAHE 770, The Administration of Higher Education

1-2 elective course(s), this is dependent upon whether or not students complete one or two (recommended) internship courses and if they choose CAHA 598 or CAHA 699 as their competence option.

**Application for Graduation**

Application for graduation is completed online via the following steps.

- Visit MyNIU
- Login with your Account ID/Z-ID and Password
- Navigate to Self-Service > Degree Progress/Graduation > Apply for Graduation

There is a one-time fee per degree. After completing the graduation application process in MyNIU, this fee will automatically be charged to your student account. The fee is $35 for graduate students.

Be sure to apply for graduation before the deadline. Specific dates are available on the Registration and Records webpage.

If you have questions about graduation, email gradsch@niu.edu

Important note: In accordance with the Family Educational Rights and Privacy Act of 1974, if you have chosen to restrict the release of your name in your privacy settings (FERPA) in MyNIU, your name will not be published or appear in the Commencement Program.

**Defer Graduation**

If a student already applied for graduation, but need to defer their graduation (which happens for a number of reasons), they must fill out a graduation deferment form, which can be found by using the search box on NIU’s page. There is a deadline to turn in this form, that deadline can also be found through the graduate school webpage.
Certificate Programs

We offer four Certificates of Graduate Study. Each requires 18 credit hours of work. Students wishing to pursue any certificate must file an application and develop a program of study with the certificate coordinator.

**Higher Education**
This certificate is designed to prepare professionals for work in higher education settings.

*Core Courses (9 credit hours)*
- CAHA 757 - Seminar in Higher Education (3)
- CAHE 702 - Student Development in Higher Education: Theory and Practice; or CAHE 770 - The Administration of Higher Education (3)
- EPFE 723 - History of Higher Education (3)

*Elective Course Work (9 credit hours)*
- CAHA 555 - Seminar in the Community College (3)
- CAHA 560 - Nontraditional Adult Higher Education (3)
- CAHA 568 - Continuing Higher Education (3)
- CAHA 590 - Workshop in Adult and Higher Education (3). Workshop must be directly related to higher education and approved by the higher education certificate coordinator.
- CAHE 509 - Culture of the College Student (3)
- CAHE 522 - Student Development in Higher Education: Programs, Issues, and Practices (3)
- CAHE 572 or ETR 572X - Assessment Methods in Higher Education (3)
- CAHE 701 - Personnel Services in Higher Education (3)
- CAHE 702 - Student Development in Higher Education: Theory and Practice (If not taken to fulfill core requirements above)
- CAHE 751 Community College Student Personnel Services (3)
- CAHE 770 The Administration of Higher Education (3) (If not taken to fulfill core requirements)
- CAHE 771 Legal Aspects of Higher Education Administration (3)
- CAHE 772 Business Management in Higher Education (3)
- LTRE 719 Principles and Methods of Teaching Postsecondary Reading (3)

Individualized Study (3). Students may take up to 3 hours of individualized study toward the certificate with the approval of the higher education certificate coordinator. These hours should be compatible with the student's career goals and must be directly related to higher education and may not include thesis or dissertation hours.

**Adult Continuing Education**
This certificate is designed to prepare professionals in adult education settings in higher education (community colleges, four-year colleges, and universities), community agencies, and government agencies to work with adults in continuing education, community education, basic education, and other related areas.
Core Courses (12 credit hours)
CAHA 500 - The Nature of Adult and Higher Education (3)
CAHA 501 - Adult Learning: Maturity Through Old Age (3)
CAHA 502 - Educating Culturally Diverse Adults (3)
CAHA 540 - Curriculum and Program Development in Adult Continuing Education (3)

Elective Course Work (Choose 6 credit hours)
CAHA 530 - Instructional Theory and Practice in Teaching Adults (3)
CAHA 575 - Policy Studies in Adult Continuing Education (3)
CAHA 581 - Community Project Development and Adult Education (3)
CAHA 700 - Seminar in Adult and Higher Education (may be taken twice for up to 6 credit hours) (Seminars must be directly related to adult continuing education and approved by the adult continuing education certificate coordinator.)
CAHA 710 - Evaluating Adult Continuing Education Programs (3)
CAHA 761 - Adult Learning in Social Movements: Building Civil Society (3)
CAHE 572 - Assessment Methods in Higher Education (3)

College Teaching
This certificate is designed to prepare or enhance professionals for college teaching in various postsecondary institutional contexts.

Courses focus on understanding higher education institutions and the expected roles of faculty in different institutional contexts, developmental and learning theories for various student populations, online technologies, and assessment practices in student learning.

Core Courses (9 credit hours)
CAHA 501 - Adult Learning: Maturity Through Old Age (3)
CAHA 530 - Instructional Theory and Practice in Teaching Adults (3)
CAHE 522 - Student Development in Higher Education: Programs, Issues, and Practices (3)

Elective Course Work (Choose 9 credit hours)
CAHA 502 - Educating Culturally Diverse Adults (3)
CAHA 533 - Learning How to Learn: Applied Theory for Adults (3)
CAHA 540 - Curriculum and Program Development in Adult Continuing Education (3)
CAHA 555 - Seminar in the Community College (3)
CAHA 586 - Internship in Adult and Higher Education (3)
CAHA 590 - Workshop in Adult and Higher Education (3) (Workshop must be directly related to college teaching and approved by the college teaching certificate coordinator.)
CAHE 509 - Culture of the College Student (3)
CAHE 770 - The Administration of Higher Education (3)
EPFE 723 - History of Higher Education (3)
ETT 510 - Instructional Media and Technology (3)
ETT 535 - Distance Education: Design and Delivery (3)
LTRE 719 - Principles and Methods of Teaching Postsecondary Reading Credits (3)
**Workplace Learning and Performance**
This certificate is jointly administered by the Department of Counseling, Adult and Higher Education and the Department of Educational Technology, Research and Assessment and is designed to prepare professionals to analyze, design, implement, and evaluate practices and systems that promote individual, group, and organizational learning, creativity, and performance through training and development, organization development, and career development.

A total of eighteen (18) graduate credit hours are required to earn a Graduate Certificate in Workplace Learning and Performance, including:

*Core Courses (12 credit hours)*
CAHA 533 - Learning How to Learn: Applied Theory for Adults (3)
CAHE 561/ETT 561X Human Resource Development (3) or CAHE 715/ETT 715X --Strategic Human Resource Development (3)
ETT 560 Instructional Design I (3) or ETT 562 - Instructional Design II (3)
ETT 564 - Training and Performance Technology (3)
Elective Course Work (6 credit hours)

CAHA 530 - Instructional Theory and Practice in Teaching Adults (3)
CAHA 540 - Curriculum and Program Development in Adult Continuing Education (3)
CAHA 710 - Evaluating Adult Continuing Education Programs (3)
CAHA 716 - Adult Learning in the Workplace (3)
CAHE 715 or ETT 715X - Strategic Human Resource Development (3) (If not taken to fulfill core requirements above.)
CAHE 765 or ETT 765X - Consultation in Human Services (3)
ETT 562 - Instructional Design II (3) (If not taken to fulfill core requirements above.)
Academic Integrity

The NIU Graduate Catalog states and upholds the following policies in regard to Academic Integrity within graduate-level academic programs at NIU:

Good academic work must be based on honesty. The attempt of any student to present as his or her own work that which he or she has not produced is regarded by the faculty and administration as a serious offense. Students are considered to have cheated, for example, if they copy the work of another or use unauthorized notes or other aids during an examination or turn in as their own a paper or an assignment written, in whole or in part, by someone else. Students are guilty of plagiarism, intentional or not, if they copy material from books, magazines, or other sources without identifying and acknowledging those sources or if they paraphrase ideas from such sources without acknowledging them. Students guilty of, or assisting others in, either cheating or plagiarism on an assignment, quiz, or examination may receive a grade of F for the course involved and may be suspended or dismissed from the university.

A faculty member has original jurisdiction over any instances of academic misconduct that occur in a course which the faculty member is teaching. The student shall be given the opportunity to resolve the matter in meetings with the faculty member and the department chair. If the facts of the incident are not disputed by the student, the faculty member may elect to resolve the matter at that level by levying a sanction no greater than an F for that course. The faculty member shall notify the student in writing whenever such action is taken, and the Office of Community Standards and Student Conduct shall receive a copy of the Academic Misconduct Incident Report indicating final disposition of the case, which will be placed in the student’s judicial file. In all matters where the charge of academic misconduct is disputed by the student or if the faculty member feels a sanction greater than an F in the course is appropriate (such as repeated offenses or flagrant violations), the faculty member shall refer the matter to the Office of Community Standards and Student Conduct, making use of the Academic Misconduct Incident Report. Additional sanctions greater than an F in a course can be levied only through the system of due process established and overseen by the Office of Community Standards and Student Conduct or through the university’s research misconduct procedures noted below. Suspension or dismissal from the university for academic misconduct will result in a notation of that action on the transcript of a graduate-level student.
Departmental Resources
Underload Permit
To register for fewer than 9 hours (Fall and Spring), graduate assistants and non-immigrant students are required to obtain permission in advance. During summer term, graduate assistants are required to obtain permission in advance to enroll in fewer than 6 credit hours. Graduate assistants who fail to do so will delay payment of their stipend. Non-immigrant students who do not obtain permission in advance to register for an underload jeopardize their student status.

Petition for Overload Approval
Students who wish to enroll in more than 12 credit hours during Fall or Spring semester, or more than 9 credits during summer session, must complete a Petition for Overload Approval form. Prior to submission of the petition, students should consult their advisor, then register for all classes possible. The Graduate School will register students for classes only when they cannot do so because of restrictions on the number of hours permitted.

Internship Forms
Internships are an integral part to the experiential learning component of the M.S.Ed. program and can be a wonderful complement to the Ed.D. program. Students should meet with their assigned advisor to determine if and how many internship credits will enhance the student’s program of study.

Students who are interested in completing an internship are responsible for securing their own internship sites. The Adult and Higher Education department has established sites with a variety of institutions and organizations in the Chicagoland area that may or may not accept interns depending on their needs during the semester in which a student would like to intern. For information about our internship partnerships visit [www.cedu.niu.edu/cahe/ahe/internships](http://www.cedu.niu.edu/cahe/ahe/internships) and click on Internship Opportunities.

Part of the process of securing an internship includes filing the Internship Agreement and Learning Objectives Form with the Internship Coordinator (typically the Academic Advisor). This form allows the student intern and field advisor to create shared expectations of the purpose of the internship, notifies the CAHE department that both parties have agreed on the parameters of the internship, and provides important contact information to the Internship Coordinator.

Conference Travel
To encourage students to engage in professional meeting and conferences, the graduate school offers up to $500 to students who have been invited to present their work in a professional development setting. For more information on how to apply for this award, contact the CAHE office.
Scholarship
&
Financial Aid
Assistantships, Fellowships, Other Awards, and Loans

The information from this section has been taken directly from the 2014 – 2015 Northern Illinois University Graduate Catalog. Some sections have been omitted for the sake of brevity. The full catalog can be found on the NIU Graduate School website. Please use the following information to help guide your financial decisions in regard to your enrollment in graduate school at NIU.

Assistantships
Graduate assistantships supplement students’ graduate studies with experiences appropriate to their academic pursuits. Graduate teaching assistantships, graduate research assistantships, and graduate staff assistantships are available to qualified graduate students. Teaching assistants aid in the instructional mission of the university. Research assistants participate in projects that advance the institution’s research mission. Staff assistants perform professional duties in roles other than teaching or research. To be eligible for a graduate assistantship, students must be admitted to the Graduate School and be in good academic standing. Assistantship stipends vary among the units offering them, but they all are accompanied by a full tuition-waiver scholarship. Assistantships may be extended through the summer session with additional remuneration. Application forms are available from the Graduate School and online at www.grad.niu.edu/pdf/apgrdast.pdf.

The Rhoten A. Smith Assistantship Program has been established at Northern Illinois University to help provide graduate assistantships to minorities and white women enrolled in graduate programs in which these groups are underrepresented. The program, named in honor of the university’s sixth president, represents part of the institution’s commitment to increasing access to graduate education. A Rhoten A. Smith assistantship typically pays a stipend and provides a full waiver of tuition. Only U.S. citizens and permanent residents are eligible.

Assistantships are normally awarded to begin in the fall semester. Prospective students wishing to be considered for assistantships are urged to complete their applications for admission to the Graduate School and submit the “Application for Graduate Assistantship” form well in advance of the June 1 deadline, preferably prior to February 15, since many departments make their assistantship offers early in the spring for the following academic year. Further information should be sought from the department in which students wish to major or from any other area in which they wish to work. Students who have received provisional admission to the Graduate School, or tentative admission, early admission, or admission with stipulation, may hold an assistantship during the time of that admission status. Consult the section of this catalog on academic standing for information on how academic probation and dismissal affect assistantship appointments.
Tuition is waived, via a tuition-waiver scholarship, for students during the period of their appointment to assistantships. In addition, tuition is waived for the summer session adjacent to (immediately preceding or following) the assistantship appointment period providing the student is an admitted graduate student during that summer.

Assistantships do not provide payment of students’ fees. Students who hold assistantship appointments should be prepared to pay the full amount of fees in accordance with published university procedures.

A graduate assistant is obligated to provide up to 20 hours per week of service if appointed full time, up to 15 hours per week if three-quarter time, and up to 10 hours per week if half time. A student may hold two graduate assistantships for which the terms of appointment overlap only if each of the assistantships is a halftime appointment during the period of overlap.

All employees of the university must conform with the ethics policies as set forth in the university’s “Conflict of Interest Document” available in department offices and at the Graduate School. This document requires that all employees of the university, including students employed on a part-time basis or as graduate assistants, report on specified forms all real, potential, and apparent conflicts of interest.

**Fellowships and Other Awards**

Graduate School Fellowships are available to a limited number of outstanding students. Full tuition (whether in-state or out-of-state) is waived for recipients via a tuition-waiver scholarship. Selection is based on academic achievement and departmental recommendation—not financial need. Recipients must enroll for at least 9 semester hours each semester. Students in programs other than doctoral programs are eligible. A student seeking nomination for one of these awards must apply through the chair of the major department. NIU Graduate School Fellowships are awarded in the spring for the following academic year.

The Graduate School Minority/Jeffrey T. Lunsford Fellowships are awarded to superior minority students fully admitted to the Graduate School. (Provisionally admitted students, students admitted with stipulation, and students-at-large are ineligible.) These fellowships enable minority students to pursue a degree other than a doctoral degree. The stipend for this fellowship is $6000, and the fellowship includes a tuition-waiver scholarship. Support is available only to U.S. citizens and permanent residents who are members of the following underrepresented groups: African Americans, Latinos, and Native Americans. Awards are made by the Graduate School with the concurrence of the students’ major departments.

Dissertation Completion Fellowships are available for a limited number of doctoral students finishing their dissertations. For full-time students, these nine-month awards carry a stipend plus a tuition-waiver scholarship. For part-time students, the awards carry a tuition-waiver scholarship, but no stipend. A student applies for one of these awards by submitting a
dissertation research proposal to her or his major department, which may recommend the student to the Graduate School for this support.

Carter G. Woodson Scholars are outstanding minority students enrolled in full-time study in doctoral programs in which minorities are underrepresented. The Carter G. Woodson Scholars Program enables current minority teachers/scholars to undertake study for doctoral degrees and in the process achieve greater recognition in their fields and develop professional associations for more effective and productive academic careers. The stipend for these scholars is $14,300 per year plus a one-time $500 travel and relocation allowance; and a full tuition-waiver scholarship is granted for the duration of the award. Renewal for a second year of funding is based on academic progress toward degree completion. A student may not hold a Carter G. Woodson scholarship for more than two academic years. Support is available only to U.S. citizens and permanent residents. Awards are made by the Graduate School with the concurrence of the students’ major departments.

For information on externally funded fellowships, the graduate student should contact the Office of Sponsored Projects’ Grants and Fellowships Office which has organized files on hundreds of federal, state, and private funding programs, as well as on each of the internally funded programs listed above; detailed synopses of these have been compiled into a grants and fellowship directory. Individual descriptions include the name, type of support, purpose, eligibility requirements, award amounts, application information, and deadline dates of the granting institution or agency. Directories are currently available for review in the Graduate School and in each department and college office. Staff members of the Grants and Fellowships Office are available to assist students in using the directory and in preparing and submitting applications for externally based fellowships. In addition, some academic departments maintain information on external fellowship and student grant support in their specific fields of study.

**Loans**

Information on student loan programs may be obtained from the Student Financial Aid Office. Students should particularly be aware that their classification (graduate, student-at-large, or postgraduate) and the nature of their course load (graduate or undergraduate courses, and whether courses are taken for credit or audited) may affect their eligibility for certain types of financial assistance, and are encouraged to seek advice about their individual situation prior to enrolling each term. In general students-at-large are not eligible for federal student loans.

**Federal Direct Loan Program**

Federal Direct Loans (DL) are low interest loans that are borrowed through the U.S. Department of Education by the student. The borrower is responsible for paying interest which accrues during the in-school period. Eligible students may borrow from $100 to $20,500 per year, up to a $138,500 combined undergraduate and graduate maximum.

A student applicant must be a citizen of the United States or eligible non-citizen; admitted to a graduate program, attending school at least half-time in graduate level courses per semester not including audits (graduate student-4.5 hours, eligible student-at-large-6 hours, law student-
9 hours (as determined by the law school); capable of recognizing and accepting the responsibility of ultimate repayment of any loan indebtedness; not in default on any previous loans and not owing a refund on any Title IV financial aid.

All applicants must file the Free Application for Federal Student Aid (FAFSA) each year, preferably by NIU’s March 1st priority due date, and submit it via the internet at http://fafsa.gov to determine their eligibility. You can also obtain a paper application by contacting the Federal Student Aid Information Center at 1-800-433-3243. If you are hearing-impaired and have questions, please contact the TTY line at 1-800-730-8913. The amount of the loans and all other financial aid cannot exceed the cost of education. Interest on loans must be paid every quarter while the student is in school.

Students will be sent an award notification to their student Z-ID email account notifying them of their loan eligibility. Loan funds will be disbursed each semester to students enrolled at least half-time in graduate level courses at the beginning of each semester.

For additional information on avenues through which you can finance your education please visit http://www.grad.niu.edu/grad/financing/index.shtml.
Graduate Student Standards of Satisfactory Academic Progress for Financial-Aid Purposes

In accordance with the Higher Education Act of 1965, as amended by Congress, NIU has established a satisfactory academic progress policy for graduate students. An overview of NIU’s Satisfactory Academic Progress Policy for Graduate Students is provided in the Graduate Catalog. The policy is available from the Student Financial Aid Office and at www.niu.edu/fa/. Additional details on the standards of satisfactory academic progress, the appeal process, criteria for appeals, and the conditions for reinstatement of aid are included in the policy.

Federal and state financial aid programs covered by this policy are the following: Perkins Loan, Federal Work Study (FWS), Direct Loan (subsidized and unsubsidized), and certain private loans. Institutional programs such as scholarship, tuition waivers, and stipends are not subject to federal Satisfactory Academic Progress standards.

Students will be considered to be making satisfactory academic progress if they meet all of the following requirements. Failure to comply may result in a loss of financial-aid eligibility.

Rate of Completion Requirement (PACE)
A student must successfully complete 67 percent of the credit hours attempted. NIU courses resulting in withdrawals, incompletes, and courses being repeated, along with previously awarded grades of NR and NG will be counted in the calculation of hours attempted. Undergraduate courses (except audits) count in hours attempted; they may be counted as completed hours only if the courses are required (for example, as deficiencies) to meet degree requirements. Courses in which grades of A, A-, B+, B, B-, C+, C, P, S, or IP have been earned are considered successfully completed. Previously awarded grades (IN, NR, NG,) as well as current enrollments resulting in withdrawals, incompletes, audits, and courses in which grades of C-, D, F, WP, WF, I, or U have been received are not considered successfully completed.

Grade Point Average Requirement
A student must maintain a cumulative graduate GPA of 3.00 or higher.

Maximum Time Frame Requirement
Federal law limits the maximum time frame for which a student can receive federal financial aid including student loans... All graduate course work, including SAL and master’s credit hours, will be included when determining maximum time frame for Ph. D. students.

Evaluation
The satisfactory academic progress policy is in effect for each academic semester of a student’s enrollment, regardless of financial aid status or eligibility. Satisfactory academic progress is
evaluated after the completion of each semester. Students who have an unsuccessful term or terms will receive written notification of their current status.

*Failure to Meet the “Rate of Completion Requirement” or “Grade Point Average Requirement”*

Students who are not making satisfactory academic progress at the end of the semester will be placed on financial aid warning and will be sent a letter notifying them of their financial aid warning status. Students on financial aid warning may continue to receive financial aid for the next term of enrollment.

If the deficiency is not remedied by the end of the next semester, the student becomes ineligible for financial aid; the student’s awards are placed on hold and he or she will receive a second written notification of lack of progress.

Students may formally appeal their ineligibility for financial aid. If the appeal is approved, the student will then be awarded financial aid for another term of enrollment. If an appeal is required, the student’s SAP status will be monitored after every term of enrollment.

*Appeals Procedures*

Appeals must be submitted in writing to the Graduate School and must include a written review from the student’s graduate academic adviser. Note that federal regulations restrict those circumstances that may enable an appeal to be successful; the university does not have full discretion in this regard. The Graduate School considers the student’s written appeal, the written evaluations, and these regulations when making a recommendation to the Student Financial Aid Office.

The Student Financial Aid Office’s appeal decisions are final and cannot be overturned by the U.S. Department of Education.

*Scholarships*

The Student Financial Aid Office supervises the awarding of a limited number of scholarships for graduate students, many of which have specific requirements for major academic classification and grade point average. Information for private scholarships can be obtained in the Student Financial Aid Office (SFAO). Scholarship funds are disbursed in two equal amounts, half for the fall semester and the other half for the spring semester, unless the donor indicates in writing that the funds should be disbursed differently.

*Veterans’ Educational Benefits*

Military Student Services provides a liaison between the Veterans Administration and student veterans and the dependents of deceased veterans regarding their educational benefits. The office assists veterans, their widows or widowers, and their minor dependents in the processing of their applications and certification of their enrollment. Assistance is also provided when difficulties arise concerning receipt of the benefits for which students are eligible. Applications are also available for the Illinois Veteran Grant, the Illinois National Guard Grant, and the Illinois MIA/POW Scholarship.
Incoming veterans are advised to contact Military Student Services 60 days prior to the start of the semester to complete paperwork to receive their benefits. Veterans receiving benefits must complete a program card each semester and notify Military Student Services of all changes in enrollment. Inquiries concerning educational benefits for veterans and their dependents may be directed to Military Student Services, Northern Illinois University, Adams Hall 409, DeKalb, IL 60115-2872. Telephone: 815-753-0691.
Graduate Student Life
# 2014 – 2015 Academic Calendar

## FALL SEMESTER 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Day(s)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 18-22</td>
<td>Monday - Friday</td>
<td>Faculty Meetings</td>
</tr>
<tr>
<td>August 25</td>
<td>Monday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September 1</td>
<td>Monday</td>
<td>Labor Day (University Closed)</td>
</tr>
<tr>
<td>November 26</td>
<td>Wednesday</td>
<td>Thanksgiving Break Begins</td>
</tr>
<tr>
<td>December 1</td>
<td>Monday</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>December 6</td>
<td>Saturday</td>
<td>Classes End</td>
</tr>
<tr>
<td>December 8-13</td>
<td>Monday - Saturday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>December 13</td>
<td>Saturday</td>
<td>Fall Graduate Commencement</td>
</tr>
<tr>
<td>December 14</td>
<td>Sunday</td>
<td>Fall Undergraduate Commencement</td>
</tr>
</tbody>
</table>

## SPRING SEMESTER 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Day(s)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 5-9</td>
<td>Monday - Friday</td>
<td>Faculty Meeting</td>
</tr>
<tr>
<td>January 12</td>
<td>Monday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>January 19</td>
<td>Monday</td>
<td>Martin Luther King, Jr. Birthday (University Closed)</td>
</tr>
<tr>
<td>March 8-15</td>
<td>Sunday - Sunday</td>
<td>Spring Recess</td>
</tr>
<tr>
<td>March 16</td>
<td>Monday</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>April 19</td>
<td>Sunday</td>
<td>Honors Day</td>
</tr>
<tr>
<td>April 30</td>
<td>Thursday</td>
<td>Classes End</td>
</tr>
<tr>
<td>May 1</td>
<td>Friday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>May 2, 4-8</td>
<td>Saturday, Monday - Friday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May 8</td>
<td>Friday</td>
<td>Spring Graduate Commencement</td>
</tr>
<tr>
<td>May 9</td>
<td>Saturday</td>
<td>Spring Undergraduate Commencement</td>
</tr>
</tbody>
</table>

## SUMMER SEMESTER 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Day(s)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 15</td>
<td>Monday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>July 4</td>
<td>Saturday (Observed July 3)</td>
<td>Independence Day (University Closed)</td>
</tr>
</tbody>
</table>
NIU News & Calendar

NIU Today is the university’s news and information blog and the NIU Calendar has information about events that are happening on-campus or are hosted by NIU constituents. Students should browse these media outlets to learn more about what is happening on-campus, how to get involved, and to stay informed about important deadline. The Northern Star is a student-run media outlet that provides reports on a variety of topics ranging from national news to student opinion.

NIU Today
www.niutoday.com

NIU Calendar
Web: www.niu.edu/calendar

Northern Star
Web: northernstar.info

Housing

Graduate students at NIU have the option to live on- or off-campus, depending upon their preference. Students who live on-campus may choose to live in a single room in Stevenson Towers. Or, student may choose to live in the Northern View Community, which offers family-style living and roommate-style living. Students who live on-campus also have access to a meal plan, computer labs, and the option of being part of Living Learning Community.

Visit: www.niu.edu/housing and click on Residence Halls, then Graduate Housing to read more about your options and how to apply

Graduate students who wish to live in the DeKalb area, but not on-campus are responsible for securing their own housing. However, the Office of Off-Campus and Non-Traditional Student Services (OCNTSS) provides resources to make this process easier. For access to this information visit www.niu.edu/comnontrad, and click on Off-Campus Housing.

Off-Campus Housing & Fair

This Off-Campus Housing fair is typically hosted by OCNTSS. Each year, local housing representatives share information about their living spaces so that students can identify places to live while they attend NIU. Check the OCNTSS website for updates on this event!

Athletics

NIU is home to more than 10 Division I Varsity Athletic times. NIU students are admitted FREE to all Huskie Athletics regular season home events. Simply swipe your valid OneCard (student ID) at the designated student entrances. Tickets are not required for most events.
Student guest tickets are available for purchase for Huskie football games. Student guest tickets are $14 each and a student, with a valid OneCard, may purchase up to four (4) guest tickets per game. Student guest tickets can be purchased in person at the NIU Athletics Ticket Office in the Convocation Center or at the ticket windows on the East Side of Huskie Stadium prior to the game.

Visit [www.niuhuskies.com](http://www.niuhuskies.com) to gain access to each team’s schedule, roster, and team stories.

### Graduate Student Organizations

Student-run organizations provide graduate students with opportunities for learning within a field of interest, professional and social networking, and professional development at NIU.

**Adult and Higher Education Student Association**

This student organization is focused on bringing awareness to CAHE students about the work of adult and higher education professionals

**Facebook:** NIU AHE Student Association

**Graduate Research Student Association (GSRA)**

The NIU Graduate Student Research Association (GSRA) is a student organization with the aim of promoting a culture of scholarship and fellowship among NIU students. Specifically, the GSRA strives to provide opportunities for all graduate and undergraduate students who are conducting research or are interested in learning about research within and across their respective disciplines. The GSRA provides a forum for students to share their experiences, discuss their research interests, and learn from and with fellow students and faculty. GSRA sponsors a variety of academic social, and community programs.

**E-mail:** gsra@niu.edu

### Professional Organizations

Each concentration in the Adult and Higher Education program at NIU has a variety of professional organizations that support professionals in the field. These organizations provide members with opportunities to stay current in regard to issues and trends within their profession, builds community within the profession, and is a great opportunity for professionals to network with colleagues all over the country. Some organizations are specialized in scope (e.g. NIRSA - Campus Recreation), while others are more general (e.g. NASPA, ACPA). Choosing a professional organization is an important choice that can help to establish your professional identity. We recommend that students take time to identify a professional organization that will support them through their professional development. Visit [www.cedu.niu.edu/cahe/ahe/resources](http://www.cedu.niu.edu/cahe/ahe/resources) to browse a non-exhaustive list of professional organizations related to the specializations in our program.
Health & Wellness
Campus Recreation

In alliance with the educational mission of NIU and the Division of Student Affairs and Enrollment Management, Campus Recreation engages students in achieving a lifelong appreciation for pursuing healthy lifestyles by providing comprehensive programs, leadership development, and employment opportunities.

All fee-paying NIU students from the DeKalb campus are automatically members of Campus Recreation for the semester in which they paid the fees. A valid NIU OneCard ID is required for access to both the Student Recreation Center and the Chick Evans Field House. Students also have access to Anderson and Gabel pools. Students currently living in an on-campus residence hall also have access to New Hall fitness room with their hall access card.

Campus Recreation strives to be a leader in the recreation industry and an integral component of the campus community by providing excellence in recreation, student learning, and diverse opportunities. Facilities include the Student Recreation Center (SRC) and Chick Evans Field House (FH), plus an Adventure Center, New Hall Fitness Center (NH), Gilbert Hall Fitness Center (GH) and the Outdoor Recreation Sports Complex (ORSC), and two swimming pools at Gabel and Anderson Hall. Open Recreation, Fitness and Wellness, Outdoor Adventures, Intramural Sports, Sport Clubs, and Aquatics programs occur in these facilities, enabling patrons to engage in activities and learning opportunities that enhance personal health and well-being.

Business Operations are conducted at the Campus Recreation Center.

Location & Contact Information
Campus Recreation, The Adventure Center
Annie Glidden Road (Northwest of Graham Hall)
Phone: 815-753-0231
Web: http://www.niu.edu/campusrec/

Chick Evans Field House
Annie Glidden Road (North of Graham Hall)
Phone: 815-752-9423

Outdoor Special Recreation
Northwest edge of campus, just North of the Convocation Center
Phone: 815-753-2333

Health Services

Northern Illinois University Health Services provides high-quality health care and preventative services to eligible individuals, a comprehensive student health insurance program, and advocacy for optimal health within the university population. In accordance with the core
values, vision, and mission of the Division of Student Affairs & Enrollment Management, Health Services strives to meet the demonstrated needs of a diverse student population.

**Immunization and Insurance Information**

- Student must turn in immunization records in order to remain enrolled in courses at NIU. For more information on deadlines visit: http://www.niu.edu/healthservices/immunizations/index.shtml
- Students registered for 9 or more credit hours will be AUTOMATICALLY billed for Student Health Insurance. If they have other insurance coverage they can opt out of the NIU plan. The deadline can be found online but is typically very early in the semester. Students cannot opt out until 48 hours after they register for classes and will receive an email to their NIU email account with instructions to waive and a link to the online waiver form.
- Even if students opt out of Student Health Insurance, they can still use Health Services, as long as they have been assessed student service fees. The Health Fee allows students access to basic services such as physician’s appointments, diagnostic lab tests and general x-rays are at no additional cost. There are fees for some services offered, such as immunizations, prescriptions, special equipment (such as crutches), and some specialized procedures or lab tests.

More information about Health Services can be found here: [www.niu.edu/healthservices](http://www.niu.edu/healthservices).

**Location & Contact Information**
Corner of Wirtz Drive and Lucinda Avenue
Northern Illinois University
DeKalb, IL 60115
Phone: 815-753-1316
E-mail: healthservices@niu.edu
Web: [www.niu.edu/healthservices](http://www.niu.edu/healthservices)

**Health Enhancement & Victim Advocacy Services**

Health Enhancement is the health promotion department within the Division of Student Affairs and Enrollment Management at NIU. In support of the mission of Northern Illinois University, Health Enhancement strives to provide student-centered, relevant health promotion information, materials and interventions to assist students as they pursue their academic goals.

Health Enhancement is funded by a portion of the student health fee with additional funding from the NIU Student Association. The staff consists of four health educators, a health consultant, a full-time office support specialist, and a small group of graduate and undergraduate students.
They are located in several areas within Evans Field House on the southeast corner of Lucinda and Annie Glidden. The entrance is located at the southeast corner of the building, across from Graham Hall.

Victim Advocacy Services (VAS) at Northern Illinois University is available to provide free and confidential services to ALL students who have been directly or indirectly impacted by sexual assault, dating violence, domestic violence, and stalking. VAS is available to:

- Empower victims/survivors in their own recovery process.
- Provide on-going support and advocacy for continued recovery and progress on personal and academic goals.
- Assist with campus and community referral for services.
- Provide information on resources available both within the University and in the community.
- Assist a victim/survivor through the legal and judicial process, if the victim/survivor chooses to do so.
- Provide advocacy and discuss needs where the victim/survivor feels safe.
- Victim Advocacy Services is available from 8:00 AM to 4:30 PM, Monday through Friday during the academic year at Health Enhancement & Victim Advocacy Services.

**Location & Contact Information:**
Health Enhancement
Evans Field House, Rm 139
Northern Illinois University
DeKalb, IL 60115

Phone: 815-753-7301
E-mail: healthenhancement@niu.edu
Web: [www.niu.edu/health](http://www.niu.edu/health)

Victim Advocacy Services
Chick Evans Field House Rm 154
Northern Illinois University
DeKalb, IL 60115

Phone: 815-753-9748
E-mail: sware1@niu.edu
Web: [www.niu.edu/vas](http://www.niu.edu/vas)

**Counseling & Student Development Center**
The mission of the Counseling & Student Development Center is to support the academic, emotional, social and cultural development of students. Their student-centered programs include counseling, assessment, psychiatric treatment, crisis response, outreach, consultation,
training and educational services. They help students address personal challenges and develop the skills, abilities and knowledge to empower them to take full advantage of their college experience.

The CSDC values an atmosphere that is welcoming for all individuals and embrace all diversity including age, race, ethnicity, religion, gender, gender identity/expression, sexual orientation, socioeconomic status, citizenship and ability. They also promote awareness, empathy and cultural competence within a diverse environment.

The CSDC provides Walk-In appointments, Individual and Group Counseling, Assessments for eating disorders, substance abuse, and anger intervention, and Crisis Services

**Location & Contact Information**

Campus Life Building 200  
Northern Illinois University  
DeKalb, IL 60115

Phone: 815-753-1206  
Web: www.niu.edu/csdc

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**Department of Police & Public Safety**

The Department of Police & Public Safety is a full-service police agency devoted to excellence in service in support of the advancement of knowledge and student-career and life success. Their primary goal is to ensure a safe and secure educational and working environment for students, faculty, staff and visitors. They also work closely with the City of DeKalb Police and other law enforcement agencies to proactively reduce crime and address quality of life issues in the community.

**Location & Contact Information**

395 Wirtz Drive  
Northern Illinois University  
DeKalb, IL 60115

Non-Emergency Phone: 815-753-1212  
E-mail: niupd@niu.edu  
Web: http://www.niu.edu/publicsafety/
Parking & Transportation
Parking Permits & Tips

All students who wish to park on-campus must have a parking permit in order to avoid being ticketed. The type of permit that a student qualifies for is determined by student status and address. Falsification of information may lead to fines and denial of parking privileges.

Please note: NIU enforces parking regulations on campus much like any city. The fines assessed for parking violations can be costly. For example, the fine for parking in a handicap space without the proper permit displayed is $250, as set by state law! Please be careful to park in the appropriate lot and follow the parking regulations.

*Yellow Permit:* Available to commuting students and to graduate assistants who are not living in university-owned housing. Additional parking is available after 4:00 p.m. in blue lots that are designated by a circle on the map. A reserved parking space may be available for an additional fee.

*Orange Permit:* Available to students living in university-owned housing on a first-come, first-served basis until limit is obtained. A reserved parking space may be available for an additional fee. These permits are available as window decals only. Orange permit holders are restricted from parking and idling east of Annie Glidden Road, Monday-Friday from 7:00 a.m.-7:00 p.m. Use of the pay lot as a residence hall lot is prohibited.

*Brown Permit:* Intended for evening & night classes with limited parking before 4:00pm these parking permits available to any student not living in university-owned housing. Additional parking is available after 4:00 p.m. in blue lots that are designated by a circle on the map. Students for whom a brown permit is not suitable because of their distance from campus, location in the city, or any other special circumstances may appeal for special parking consideration. Appeals should be directed to the Campus Parking Services Office.

*Green Permit:* Remote parking for students, located on west campus, at a less expensive fee. These permits are available as window decals only. Green permit holders are restricted from parking and idling east of Annie Glidden Road, Monday-Friday from 7:00 a.m.-7:00 p.m. In the event the Convocation Center has a sold out or near sold-out performance, you may need to relocate your vehicle for a short period of time. See Green Permit Holders Policy. Use of the pay lot as a residence hall lot is prohibited.

*Motorcycle Permit:* Motorcycle permit are required for any motorcycle/scooter parked on campus. An annual motorcycle permit may be purchased at the discount rate for those with a valid vehicle permit (blue, purple, brown, green, orange or yellow). Motorcycles have to be parked in designated motorcycle parking areas only.

*Special Medical Permits:* Students requiring special parking accommodations due to temporary medical reasons must complete the application for Special Parking Privileges. This form can be accessed online or in person at Campus Parking Services. A note from a physician is required in
order to be considered for approval. The physician will determine the special parking privileges and duration to be granted on a semester by semester basis.

Special Medical Parking Permission Permits: Your physician must determine the special parking privilege and duration to be granted on a semester-by-semester basis. Students who meet the Secretary of State’s requirements and have obtained handicapped license plates or placards may be issued special medical parking permission with a copy of the placard or license registration.

Special Permission Permits: Students requiring special parking accommodations due to extenuating circumstances, but not health related, may file a Special Parking Permission Appeal at Campus Parking Services. These appeals will be reviewed by the Parking Appeals Committee. The decisions of the Parking Appeals Committee are final. Campus Parking Services may assess a $15 fee for each special parking permission permit it grants.

Visitor Parking
If you are visiting on a day when the University is open and do not have a parking pass, then you will need to purchase a visitor parking permit at Campus Parking Services or use pay parking (the visitor parking lot on Carroll Avenue, parking meters, or a parking pay station). Visitor parking permits may be purchased in advance of your visit to campus. Pay parking is enforced from 7:00 am - 7:00 pm, Monday through Friday when the University is open, unless otherwise posted.

The Pay Station at the Student Recreation Center and at the intramural fields by Lot C3 both accept Visa, MasterCard, U.S. currency and coins. The pay station outside Anderson Hall accepts Visa, MasterCard and U.S. currency. None of these machines give change.

Parking Tips
This section will provide you with valuable tips to assist you in your pursuit of successful and positive parking experiences on campus.

- Typically, parking is more difficult in the first two weeks of each semester. Parking is strictly on a first-come, first-served basis. Arrive on campus early. We suggest allowing at least 15 minutes to locate a spot and to walk to class.
- Do not park in reserved spaces; you face a $100 fine, and may have your vehicle towed.
- Report non-working parking meters to Campus Parking Services at (815) 753-1045.
- Parking lots close to classrooms are typically full 9:00 a.m. - 2:00 p.m.
- Read the NIU parking regulations you received with your permit.
- Keep a parking map in your car at all times.
- You may purchase reserved parking spaces around campus, or temporary and visitor permits as well.

For more information visit: www.niu.edu/parking
Alternate Transportation

**Zipcar**

Need a car? Borrow a Zipcar! Northern Illinois University has partnered with Zipcar to bring self-service, on-demand car sharing to the area. To use Zipcars, simply register as a member, reserve a car online or by phone, use your Zipcard to enter the car, and drive away. When you’re done, return the car to the same location where you picked it up.

As a member you get:

- Access to Zipcars 24/7.
- Discounted hourly rates for faculty, staff and students age 18 and older: rates start at just $7.50/hour or $69/day.
- Gas, insurance and maintenance are included for free!
- Join for only $25 a year, and receive $35 in driving credit your first month.

You can find NIU’s Zipcars in Lot D, west of Neptune Hall West. Learn more and get started at [http://www.zipcar.com/NIU](http://www.zipcar.com/NIU).

**Huskie Safe Line**

NIU offers shuttle ride service during late night hours after the Huskie Bus Line stops running. This free service is available to NIU students, faculty, and staff as well as community members with disabilities. Riders must present a valid NIU One Card or Illinois Person with a Disability Identification Card to use the service and are allowed to bring a guest with them.

The shuttle ride service travels a fixed route with 35 pick-up and drop-off locations for your convenience. Riders can simply go to the closest stop and wait for the van by the sign that says “Huskie Safe Line.” Our handicap accessible shuttle ride service is available by calling us to request the service. This service runs from 11:00 PM to 5:30 AM.

**Elburn Shuttle (to Elburn Train station)**

The Elburn Shuttle bus is run by the Huskie Bus service, and charges a student rate of $5.00 for all current NIU students who carry an NIU OneCard. The shuttle runs: Monday-Friday 12:30 p.m. – 5:30 p.m. Sunday 10:30 a.m. – 5:30 p.m.

Visit the Elburn Shuttle information page for current rates and contact information at: [http://www.huskieline.com/Route%2012.htm](http://www.huskieline.com/Route%2012.htm).

**TransVAC and MedVAC**

The Voluntary Action Center provides transportation for medical appointments throughout DeKalb County and some farther points through TransVAC and MedVAC. These services are provided for people with low-incomes, those with disability, senior citizens and those in need. The bus travels to out-of-town medical facilities and has a suggested $1 donation per ride, but will not deny service to any individual in need.
NIU Borrow-a-Bike Program
The NIU Borrow-a-Bike program provides currently-enrolled students, faculty and staff with a free and environmentally-friendly alternative mode of transportation for getting around campus! Bicycles are available at Campus Parking Services on a first-come, first-served basis. Please remember that you must have your NIU OneCard with you when borrowing a bike.

A lock, helmet, bell, and lights are furnished with each bike. Equipment can be returned to the Campus Parking Services office during regular business hours. After or near the end of the summer, fall, and spring semesters there is an inventory and maintenance period in which all bikes must be returned. Rentals are not automatically reinstated after the inventory and maintenance period -- you must request a bike again if you wish to borrow a bike after the inventory period. A borrower will be charged for any equipment that is returned late, in damaged condition, or not returned at all (lost or stolen).

In order to request access to Blackboard's Borrow-a-Bike safety course, you must fill out a form and pass the Bike Safety course. More information about this process can be found online at www.niu.edu/parking/alternative_transportation/borrow_a_bike.shtml/
Technology
Anywhere Printing

Submit a print job from any device with an Internet connection and pick it up at the Anywhere Printer of your choice. Anywhere Printers also copy and scan.

All fee-paying students receive a $7 print quota per semester for the 2014-2015 academic year.

Print rates:
$.07 black and white
$.25 color

Scanning is free. More information about Anywhere Printing can be found at:
anywhereprinting.niu.edu

NIU Wireless

Logging in to the NIU campus computers or connecting to the NIUwireless is as easy as entering your Z-ID and password. If it is your first time logging in or you have forgotten your log in credentials, please follow the steps below.

Z-ID:
You are assigned a Z-ID when you are enrolled at NIU. It will look similar to z######, and is permanent. You may look up your Z-ID in the student directory, located at the top of NIU’s main web page. All student email addresses begin with your Z-ID and look similar to z#####@students.niu.edu.

Password:
Your initial default password will be the year of your birth followed by the first three letters of your birth month (first letter capitalized) and the day of the month. It will resemble the following: January 1, 1993 = 1993Jan01 This initial password will expire after 3 logins.

If you have forgotten your password or would like to change your password, visit password.niu.edu/ or call Information Technology Services at (815) 753-8100.

Information Technology Services (ITS)

Information Technology Services provides information technologies that support teaching and learning, administration, and research at all of NIU's campuses. ITS manages NIU’s IT infrastructure and services including computer operations, information management and security, telecommunications, and the NIU network.

The Helpdesk provides IT support 24/7/365 to the NIU community. It also monitors the applications running on ITS servers and contacts technicians when issues arise. The Contact
Center, located near the center of campus, provides face-to-face IT support to students, faculty and staff, retirees, and prospective students visiting campus.

**Location & Contact Information**
Helpdesk Information:
Wirtz Drive – Entrance is on southwest corner of Health Services Building
Northern Illinois University
DeKalb, IL 60115

Phone: 815-753-8100
Web: www.its.niu.edu/its
E-mail: helpdesk@niu.edu

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**Phone Apps and Hotlines**

NIU has built a smart phone app that provides you with access to many of NIU integral services at the touch of the screen. The app is beneficial particularly when you are first getting to know the campus. Students also subscribe for text alerts and use the Weather Hotline to determine whether classes are being held during inclement weather.

**NIU App**
The NIU App provides uses with access to Blackboard, menus and locations for on-campus dining, tickets, the Huskie Bus, the library catalog, the course catalog, social media, a virtual tour, maps of the campus, the NIU student, faculty, and staff directory, Athletics, the University Calendar, News, Emergency Phone Numbers, and more. It’s your one-stop-shop for all things NIU!

**Text Alerts**
You may also receive text alerts to your cellphone by entering your mobile number into your MyNIU student system. Receive notifications about emergency situations and campus closings, as-well-as nearby police situations.

**Toll Free Weather Status Hotline**
For the latest information regarding weather closings at NIU’s DeKalb, Hoffman Estates, and Rockford campuses, you also can call the NIU Toll-Free Weather Status Hotline:

- Local residents, dial (815) 752-OPEN (815-752-6736)
- Long distance callers, dial 1-888-4NIU-OPEN (1-888-464-8673)
- Local TDD callers, dial (815) 753-9703
- Long distance TDD callers, dial 1-888-NIU-WTHR (1-888-648-9847)
On-Campus Resources
NIU OneCard Student ID

OneCard ID Services provides identification card services for the NIU community and issues the official IDs for students and NIU personnel. The office also manages the Huskie Bucks program which is NIU’s designated debit card system. Only students, faculty, staff, and retirees are eligible to obtain a OneCard ID. These IDs are required when attending some campus activities and necessary when checking books out from the University Libraries. Secure your OneCard ID as soon as possible.

Location & Contact Information
Holmes Student Center, Ground Floor (Right next to TCF)
Northern Illinois University
DeKalb, IL 60115

Phone: 815-753-9563
E-mail: onecard@niu.edu
Web: www.niu.edu/onecard

The Learning Center

The Learning Center offers instructional support, programs, and services to students in the College of Education. The facility, located in the lower level of Gabel Hall, contains multifunctional meeting rooms that can be used for courses, seminars, meetings and workshops.

Some of the center's resources and benefits include:

- Computers
- Audio and graphics production capability
- Media production materials available for purchase at cost
- Video library related to a range of topics in education
- Instructional equipment circulation
- Video conference classrooms with on-site support
- Courteous, helpful staff

Location & Contact Information
Gabel Hall 8, Lower Level
Northern Illinois University
DeKalb, IL 60115

Phone: 815-753-1241
E-mail: learningcenter@niu.edu
Web: www.cedu.niu.edu/learningcenter
The Writing Center

The University Writing Center provides support to all students at NIU, including Graduate students. Whether you are struggling to learn APA, or are looking for someone to discuss your dissertation with, the Writing Center can help. Throughout the year, the Writing Center even offers a dissertation boot camp to assist doctoral students in progressing to the completion of their dissertation.

The University Center also assists students as they review:

- academic essays
- personal statements, resumes, and cover letters
- ELL practice
- test preparation (GRE, GMAT, basic skills, SPEAK/TOFEL, CLEP, comprehensives)
- websites and electronic portfolios
- personal and creative writing
- capstones and conference papers
- dissertations and theses
- syllabi, rubrics, and assignment prompts
- classroom presentations and workshops

Topics tutors often discuss:

- Understanding assignment prompts
- Brainstorming & research strategies
- Documentation styles (APA, MLA, Chicago, etc.)
- Thesis development/argumentation
- Organization
- Grammar/Punctuation
- Quote integration
- Clarity and coherence
- Formatting

Location & Contact Information
Stevenson Tower B
Northern Illinois University
DeKalb, IL 60115

Phone: 815-753-6636
E-mail: uwc.niu@gmail.com
Web: www.niu.edu/uwc
Campus Child Care

Part-time and full-time child care is available to all NIU students, faculty, and staff pending opening at the facility. NIU Campus Child Care offers quality care to children ages 3 months to 5 years (along with a summertime school-age program for children ages 6 to 8). The program is licensed through the state of Illinois and accredited through the National Academy of Early Childhood Programs.

Location & Contact Information

Campus Child Care (South of Graham/Gabel Hall)
Northern Illinois University
DeKalb, IL 60115

Phone: 815-753-0125
E-mail: jboyer@niu.edu
Web: www.niu.edu/ccc

Disability Resource Center

The mission of the Disability Resource Center (DRC) is to create an accessible, inclusive, sustainable learning environment, where disability is recognized as an aspect of diversity that is integral to the campus community and to society.

The goals and objectives of the Disability Resource Center are to:

- Promote and facilitate access through creative outreach and training, collaborative partnerships, innovative programs, and proactive solutions;
- Create inclusive environments by engaging and supporting the campus community in progressive system change;
- Increase the recruitment, transition, retention and graduation of students with disabilities;
- Consult regarding reducing barriers for persons with disabilities; and
- Ensure the effective delivery of accommodations.

Location & Contact Information

Health Services Building, Fourth Floor
Northern Illinois University
DeKalb, IL 60115

Phone: 815-753-1303 (voice/TTY)
E-mail: drc@niu.edu
Web: www.niu.edu/disability
Off-Campus & Non-Traditional Student Services

Off-Campus & Non-Traditional Student Services at Northern Illinois University was established in order to support and enhance the educational, interpersonal, and social experiences of commuter, non-traditional, and off-campus Students. The staff of Off-Campus & Non-Traditional Student Services is here to assist in tending to the various needs and concerns of commuter, off-campus, and non-traditional students at NIU. Their staff will help you get connected with the services you are seeking or assist you in navigating any issues. There is a computer lab adjacent to their office, which means consistent computer availability. Their primary aim is to create a comfortable place where students may come and relax between classes, have lunch, study, chat with other students, or get connected with the information or services they need.

Location & Contact Information

Holmes Student Center, room 23K (basement level near the orientation office)
Northern Illinois University
DeKalb, IL 60115

Phone: (815) 753-9999
E-mail: ocntss@niu.edu
Web: www.niu.edu/comnontrad

Student Involvement & Leadership Development

Student Involvement & Leadership Development (SILD) is dedicated to engaging students, and the University community in campus life through intentional programs, and resources that facilitate holistic development.

SILD partners with and provides advisement to many student organizations, Greek-lettered organizations, the Campus Activities Board, and the Student Association. SILD staff organize volunteer and leadership opportunities for students. Additionally, they have unique student employment positions with Event Production Services (EPS) as well other services that are a part of the Student Involvement & Leadership Development department.

Location & Contact Information

Campus Life Building, 150
Northern Illinois University
DeKalb, IL 60115

Phone: (815) 753-1421
E-mail: studentinvolvement@niu.edu
Web: www.niu.edu/studentinvolvement
Gender & Sexuality Resource Center

The Gender & Sexuality Resource Center serves as a central location for resources and support where acceptance of intersectional identities is encouraged and celebrated. Through student leadership development, advocacy, campus and academic engagement, and professional development opportunities, they collaborate with community, state, and national partners, alumni, and other stakeholders to challenge societal constructs of gender and sexuality norms and promote social justice.

Location & Contact Information

105 Normal Road
DeKalb, IL 60115-2854

Phone: 815-753-0320
E-mail: gsnc@niu.edu

Military Student Services

Military Student Services aims to centralize campus and community resources, enhance military students' transitions to and from the University, and provide holistic support to all military students as they persist to graduate from Northern Illinois University.

Location & Contact Information

Adams Hall Room 409
Northern Illinois University
DeKalb, IL 60115

Phone: 815-753-0691
Email: MSS@niu.edu
Web: www.niu.edu/militaryservices

Latino Resource Center

The Latino Resource Center (LRC) is a diversity center under the Division of Student Affairs and Enrollment Management at Northern Illinois University (NIU) designed to serve the Latina/o student population. The mission of the LRC is to promote a social justice agenda as well as an inclusive environment where they seek to recruit, retain, empower, and advance Latina/o students at NIU. The LRC achieves this mission by offering mentoring programs, leadership programs, peer support groups, and academic advancement programs.

The LRC also possesses a strong commitment to the following:

- Providing a safe space for all students irrespective of nationality, language, gender, sexual orientation, citizenship, or immigrant status. To support the development of self-
advocacy of students so that they may attain their academic and professional aspirations.

- Understanding the value of family involvement in a student’s educational journey and engaging the family unit through outreach initiatives and community collaboration.
- Promoting an agenda that supports Latino student success by actively participating in nationwide and statewide movements and seeking ways to collaborate with local entities.
- Developing programs that not only target the needs of students but also focus on the immediate issues and concerns of our community.

Location & Contact Information
515 Garden Road
Northern Illinois University
DeKalb, IL 60115

Phone: 815-753-1986
Email: lrc@niu.edu
Web: www.niu.edu/lrc

Asian American Center
In support of the academic mission of Northern Illinois University and the Division of Student Affairs & Enrollment Management, the Asian American Center creates an inclusive environment where Asian American students cultivate a strong sense of community at NIU, and where campus and community partners collaborate to raise awareness about the rich cultural heritage of Asian Americans. The Asian American Center provides:

- Student-centered services;
- Student learning opportunities;
- Leadership development;
- Student organizational advisement; and
- Educational/cultural programs.

Location & Contact Information
429 Garden Road
Northern Illinois University
DeKalb, IL 60115

Phone: 815-753-1177
Email: asianamericancenter@niu.edu
Web: www.niu.edu/aac
Center for Black Studies

The Center for Black Studies is a place where students can go to for advisement, information about academic and professional resources and networking. Dubbed the “home away from home” for African American students, the center is also a place where students go to hang out and socialize with other students in a warm and welcoming environment. The center seeks to stimulate student’s professional, cultural and social interests by providing programs, events and support to facilitate the needs of students. A number of professional and student organizations are sponsored through the center.

The Center for Black Studies is also an interdisciplinary academic program that offers undergraduate courses relating to African and African-American life and history. The center also researches, collects and analyzes data on all aspects of the African experience on the Continent and in the Diaspora.

Location & Contact Information
Normal Road
Northern Illinois University
DeKalb, IL 60115

Phone: 815-753-1709
Email: centerblackstudies@niu.edu
Web: www.niu.edu/blackstudies

Career Services

Career Services is a centralized department for Northern Illinois University within the Division of Student Affairs and Enrollment Management. Their mission is to foster career development by providing comprehensive services to educate and empower students to make lifelong diverse career choices through career exploration and job search skills training. They provide experiential education and job opportunities that incorporate critical thinking, creativity and communication skills. Career Services provides a bridge for a successful transition between academia and the global community through leadership, multifaceted partnerships, and supporting the institution’s objectives.

Location & Contact Information
220 Campus Life Building
Northern Illinois University
DeKalb, IL 60115

Phone: 815-753-1641
Email: careerservices@niu.edu
Web: www.niu.edu/careerservices
Bookstores

There are two bookstores on campus. The University Bookstore is directly associated with NIU, while the Village Commons Bookstore is owned independently. Prices vary at each location depending on the book, and time of year.

**University Bookstore**
Holmes Student Center, Ground floor (across from TCF)
Northern Illinois University
DeKalb, IL 60115
Phone: 815-753-9894 toll free: 800-999-6488
E-mail: universitybookstore@niu.edu
Web: www.niu.edu/bookstore

**Village Commons Bookstore**
901 Lucinda Avenue
DeKalb, IL 60115
Phone: 815-753-0613
Web: www.vcbs.com

Student’s Legal Assistance

The Students' Legal Assistance attorneys provide consultation, advocacy, and court representation services, as appropriate, to students in a wide variety of cases including:

- landlord/tenant
- criminal misdemeanor
- traffic and ordinance violations
- consumer (debt collection, contracts, etc.)
- domestic relations
- insurance
- discrimination
- public benefits
- employment

Students' Legal Assistance attorneys are prevented by their contracts and/or by the Code of Ethics from representing students in disputes relating to Northern Illinois University and conflicts between students.

In addition to its direct services, Students' Legal Assistance has an extensive legal education program which attempts, where possible, to prevent legal problems through community education. Handout materials include the Roommate Survival Guide, the Traffic Ticket Handbook, the Marriage Handbook, the Used Car Buyer’s Guide, and numerous legal forms including Roommate Agreements, Sublease Agreements, and Room Condition Reports.

Students' Legal Assistance also provides notary and voter registration services.

**Location & Contact Information**
Northern Illinois University
Campus Life Building, Room 120
DeKalb, IL 60115
Huskies Den

On the lower level of HSC is the Huskies Den Games Room, which contains 16 bowling alleys with automatic scorers and 18 pocket billiard tables including a billiard and snooker table. Weekly pool and poker tournaments are available, as well as a wide variety of game consoles including Wii™, Xbox 360™, Xbox™, and PS3™ with a full library of games. The Huskies Den is open late to serve students’ entertainment needs.

Location & Contact Information
Holmes Student Center, Lower level
Northern Illinois University
DeKalb, IL 60115

Phone: 815-753-1419
Web: www.huskiesden.niu.edu

Hotel Rooms

The 16-story tower of the HSC contains meeting rooms and 80 hotel guest rooms that are available to family and guests of students, staff, and faculty, as well as alumni and visitors to the NIU campus.

Location & Contact Information
Holmes Student Center, Main Floor (Southwest Corner)
Northern Illinois University
DeKalb, IL 60115

Phone: 815-753-1444
Web: www.niu.edu/hsc/hotelinfo

University Libraries

The University Libraries consist of Founders Memorial Library, the Music Library, Faraday Library, and the Regional History Center/University Archives. Over 770,000 people use these facilities each year. Founders Memorial Library has five levels with 290,000 square feet of space and seating capacity for 1,400 students. The University Libraries’ collections contain over two million volumes, over 28,000 current periodicals (25,000+ are electronic full-text journals), 1.3 million government publications, 3.2 million microforms, and 250,000 maps, in addition to numerous CDs, videos, and DVDs.
To Check Out Materials
A student must present their valid NIU OneCard ID to check out library materials. Materials other than reserve books may be renewed in person or through the online catalog.

To Find Information
Reference librarians provide a variety of information services including reference desk assistance and instruction in the location and evaluation of print and electronic information sources. They can be contacted in person or via phone, online chat, or e-mail.

Library Services for Persons with Disabilities
Founders Memorial Library provides a specialized study room containing variable speed recorders, print magnifiers, Braille readers, talking book machines, books on tape, and selected reference books in Braille and large print. Specialized assistance for students with disabilities Normal Road, 815-753-1995
www.ulib.niu.edu