

# A Letter from Dean Elish-Piper

Welcome to the College of Education at Northern Illinois University. I am thrilled to have you join our College of Education family. This presentation will provide you with information about our outstanding programs as well as useful resources to support your success.

The College of Education is a supportive community of people, opportunities and traditions. We have a network of more than 54,000 alumni, 200 faculty members and students from 44 countries. Our graduates serve as teachers, administrators, specialists, counselors, researchers, professors and leaders in a variety of school, community, industrial and business settings.

Our college is comprised of six academic departments as well as administrative offices and units that extend and enhance the college's services. Most importantly, the faculty and staff in the College of Education are here to support you as you pursue your professional goals.

I invite you to explore our college and the many opportunities it offers. I look forward to meeting you in a class, at a College of Education event or in the hallway. I can't wait to learn where your graduate education at NIU will lead you!

My best,

Laurie Elish-Piper, Ph.D.



# **College of Education Vision**

NIU's College of Education provides an inclusive, engaging and supportive environment that inspires students, faculty and staff to strive for excellence. Through innovative and effective instruction, quality research and service to community, we address the changing educational and professional needs of students. As leaders in our disciplines, we contribute to the advancement of teaching, learning and practice in our program areas.

For more information on the programs that the College of Education has to offer, please check out the [graduate catalog](#).



# **College of Education Mission**

**As a college focused on high-quality teaching, rigorous research and engaged service, our mission is to prepare students to be leaders in their chosen professions through programs of study grounded in engaged learning experiences.**



# ACADEMIC DEPARTMENTS



# **CAHE**

## **Counseling, Adult and Higher Education**

**CAHE promotes high standards of professional education in an environment attentive to the needs of students, faculty and the broader society it serves.**

**For more information, visit our [website](#) or see the next slide for our graduate advisor's information.**



# **GRADUATE ADVISOR FOR CAHE**

**Danae Miesbauer**

**Gabel 201B**

**815-753-1306**

**[dmiesbauer@niu.edu](mailto:dmiesbauer@niu.edu)**



**CI**

## **Curriculum and Instruction**

CI prepares socially responsible practitioner scholars to work and learn within multicultural and multilingual contexts, and fosters literacy and language development for all learners across the life span.

For more information, visit our [website](#) or see the next slide for our graduate advisor's information.



# GRADUATE ADVISOR FOR CI

**Nick Slicer**

**Gable 152**

**815-753-8350**

**[nslicer@niu.edu](mailto:nslicer@niu.edu)**



# **ETRA**

## **Educational Technology, Research and Assessment**

**ETRA, a dynamic and collaborative community of scholars, is dedicated to responsible research and reflective practice to promote innovative learning environments and improved learning outcomes for all learners.**

**For more information, visit our [website](#) or see the next slide for our graduate advisor's information.**



# GRADUATE ADVISOR FOR ETRA

Judy Puskar

Gabel 213

815-753-6085

[jpuskar@niu.edu](mailto:jpuskar@niu.edu)



# **KNPE**

## **Kinesiology and Physical Education**

**KNPE develops well-educated, competent professionals who are self-reflective practitioners and lifelong learners.**

**Through excellence in teaching, scholarship/artistry, community and professional service, the department will address the needs of diverse populations in attaining an optimal quality of life through appreciation of and participation in a physically active, creative and health-promoting lifestyle.**

**For more information, visit our [website](#) or see the next slide for our graduate advising information.**



# **GRADUATE ADVISING FOR KNPE**

**KNPE graduate students are advised by graduate faculty.**

**For questions, contact the Graduate Program Director.**

**Professor Steve Howell**

**Anderson 234**

**815-753-1157**

**[showell2@niu.edu](mailto:showell2@niu.edu)**



# **LEPF**

## **Leadership, Educational Psychology and Foundations**

**LEPF engages students in the critical study of educational theory and practice, developing reflective educators who base their teaching, research and policy decisions on historical, philosophical, psychological and social-cultural perspectives.**

**For more information, visit our [website](#) or see the next slide for our graduate advisor's information.**



# **GRADUATE ADVISOR FOR LEPF**

**David Snow**

**Graham 225**

**815-753-1465**

**[dsnow1@niu.edu](mailto:dsnow1@niu.edu)**



# **SEED**

## **Department of Special and Early Education**

**SEED** is a caring, inclusive community of learners dedicated to developing exemplary educators who are visionary, reflective, collaborative and effective. Viewing diversity as a strength, learning as a reciprocal process, teaching as an art and a science, and services as a responsibility, SEED provides curriculum and instruction grounded in theory, research and recommended practices. SEED affirms the relationship between teaching and scholarship, and strives to generate original research and theory that positively influences the education of students and teachers in our state, country and world.

For more information, visit our [website](#) or see the next slide for our graduate advisor's information.



# GRADUATE ADVISOR FOR SEED

**Leslie Hecht**

**Gabel 159C**

**815-753-8457**

**[Ibhecht@niu.edu](mailto:Ibhecht@niu.edu)**



# ENROLLMENT AND GRADES



# MY NIU

## New to MyNIU?

Sign in to MyNIU with your [AccountID/Z-ID](#) and password.

Various step-by-step instructions can be found by using the [Student Training Tools](#) page.

Additional instructions can be found by exploring the [ERP Trainings](#).

Need more help? Contact the Service Desk at 815-753-8100.



# **BLACKBOARD**

**Before you log in to your NIU Blackboard, you need to know your Account ID and Z-ID.**

**The DoIT website has links to obtain your [IDs](#) as well as additional [support for students](#).**

**Log in to [Blackboard](#) through the NIU web courses page.**



# ACADEMIC REQUIREMENTS REPORT

Your Academic Requirements report explains your progress toward your degree.

If you do not have a current copy of your report, or would like to review it, you can access and print out this report through [MyNIU](#).



# SCHEDULE CHANGES

The [dates and policies](#) listed by the Graduate School refer to students enrolled in graduate courses in the regular academic session (16-week courses). Students enrolled in sessions other than the regular academic session, such as summer, can find specific deadlines for making schedule changes by revisiting their course schedule in MyNIU. Dates and tuition refund periods for courses following an abbreviated calendar are prorated based on the duration of the abbreviated term.

The [academic calendar](#) is available online.

Students are encouraged to check their schedule in MyNIU after making or requesting changes. Ultimately, it is the student's responsibility to ensure the accuracy of their schedule and to report errors with sufficient time for resolution prior to a deadline.

Students should inform themselves of the consequences of any action taken regarding their schedule. A student's financial aid, visa status, bursar's account, assistantship/fellowship or academic good standing may be affected by any of the actions.



# **DROP OF OR WITHDRAW FROM A COURSE**

## **Drop of or Withdrawal from a Course**

**All drops of or withdrawals from courses must be accomplished before the applicable deadlines. Schedule-change deadlines and drop and withdrawal procedures available on the Graduate School website.**

**It is possible for a student to drop a course prior to the start of or early in the course. When a course is dropped, no record of the enrollment appears on the student's record. After the drop deadline, a period is specified during which the student may withdraw from the course with the course remaining on the student's record with a grade. A student who withdraws from all courses in which he or she enrolled in a given term is considered to have withdrawn from the university for that term. For each graduate course in which a student is doing passing work (C or better in a graduate course) at the time of withdrawal, as assessed by the instructor, a WP will be received; for any course in which the instructor determines that the student is not doing passing work, a WF will be assigned. Transcript entries of WP and WF are not included in the computation of the graduate GPA. Transcript entries made in connection with withdrawals from undergraduate courses will be W or F in accordance with the undergraduate grading system; the withdrawal procedures and deadlines, however, will be those applicable to graduate-level students and courses.**

**Students who fail to withdraw from a course or from the university in accordance with established procedure and by the established withdrawal deadlines, will receive an F in any affected course(s). If withdrawal is accomplished early enough in the term, there may be reduced liability for tuition and fees under the university's refund policies. Later withdrawal may leave the student wholly liable for tuition and fees. Questions about billing and refund policies should be directed to the Bursar's Office.**



# WITHDRAW

As soon as a graduate student determines that they must withdraw from a course or courses, the student should take action to do so. Early in a semester or term, a student may be able to withdraw from a course or courses via MyNIU.

After the drop/add deadline, a student must present a “Schedule Change” form to each instructor of record assigned to the course or courses for which the student is registered.

Instructions and deadlines for withdrawing, dropping and adding courses can be found through the [Graduate School](#).

The Graduate School must approve all requests to withdraw after receiving an instructor-awarded grade the date that the Graduate School receives a properly signed “Schedule Change” form is the date assigned for billing purposes.

For information regarding the financial impact of withdrawing from a course, visit the [Bursar's](#) website.



# COURSE LOADS

A graduate-level student's course load includes all courses for which the student is registered, graduate or undergraduate, whether taken for credit or audited. A course from which the student has officially withdrawn is no longer part of that student's course load. A full-time load for a graduate student or student-at large in a fall or spring semester is 9 semester hours, and in summer session is 6 semester hours. A graduate-level student on academic probation may not enroll for an overload. A student in good academic standing considering an overload should seek academic advice and must obtain approval to carry more than 12 semester hours in the fall or spring semester or 9 hours in the summer session. For a graduate student in a degree program, this approval must be obtained, in advance, from the student's major department; for a student-at-large, the prior written approval of the office of the dean of the Graduate School is required.



# **Course Loads for Graduate Assistants**

**Graduate students holding assistantships during a fall or spring semester are to carry 9 semester hours of course work throughout the semester. In the summer session, students on such appointments are to carry 6 semester hours.**

**Reductions of up to 3 semester hours in the expected course load, and any overload, must be approved in advance by the appointee's major department. Any greater reduction must be approved in advance, in writing, by the appointee's department chair and the office of the dean of the Graduate School. Graduate students holding fellowships, internships, or similar appointments are bound by the above regulations unless the conditions of their appointments specify otherwise and the exception has the written approval of the Graduate School.**



# COURSE LOADS FOR INTERNATIONAL STUDENTS

An international graduate student in F-1 or J-1 student status is required to carry 9 semester hours in the fall and spring semesters. Such a student is not required to be enrolled in the summer session to be in compliance with immigration regulations, but may be required to be registered in the summer under other university regulations, such as those pertaining to graduate assistants; see also "Continuous Enrollment." International graduate students not appointed to an assistantship, fellowship, or internship may take fewer than 9 semester hours in the fall or spring with advance permission from the student's major department and the office of the dean of the Graduate School. Permission can be granted only in circumstances defined by U.S. government regulations.

For the purposes of full-time enrollment certification to the U.S. Citizenship and Immigration Services of the United States Department of Homeland Security, international students in F-1 and J-1 status pursuing doctoral degrees registered for 3 semester hours will be considered full-time once all course work except 799 (dissertation) is complete and that continuous enrollment in 799 has begun. Students holding graduate assistantships must register for a minimum of 9 semester hours during fall and spring semesters and 6 semester hours during summer term (if a student has a graduate assistantship during the summer).



# GRADE APPEALS

A graduate-level student may formally appeal a course grade alleged to have been assigned capriciously.

The definition of capricious grading is limited to (a) the assignment of a grade to a particular student on some basis other than performance in the course, (b) the assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students in that course, or (c) the assignment of a grade by a substantial departure from the instructor's standards announced during the first fourth of the course.

A grade appeal may not be based upon disagreement with the judgment of an instructor in assessing the quality of a student's work.

The student must submit a formal written appeal to the departmental Grade Review Board, through the chair of the department offering the course, by the end of the fourth week of the fall or spring semester immediately following the term for which the course grade was assigned.

A full description of procedures governing the appeal of allegedly capricious semester grades for graduate-level students may be obtained from the ombudsman, department offices, college offices, and the office of the dean of the Graduate School and [online](#); and this should be consulted before appealing a grade.



# RECORDS AND REGISTRATION

The Office of [Registration and Records](#) is located in Williston Hall 220. Normal business hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Call (815) 753-0681, or email [regrec@niu.edu](mailto:regrec@niu.edu).

Request official [transcripts](#).

How do I change my name on my records and transcript?

- In order to change your name on your official records and transcript, you will need to provide a copy of your Social Security card with your new name. Name changes can be made by visiting Registration and Records, Williston Hall 220 and showing your picture ID and Social Security card or if unable to come in person, we require a signed request with a copy of your Social Security card to be mailed to the office.

For additional information, regarding Records and Transcripts browse the [Frequently Asked Questions](#) online.



# FINANCES



# **SCHOLARSHIPS AND ASSISTANTSHIPS**

Contact your academic advisor to find out more information regarding scholarships and graduate assistantships

Or

Search for scholarships using **MyScholarships** Scholarship application.



# **Effects of Tax Laws On Graduate Students' Taxable Income**

The Federal Tax Reform Act of 1986 (Public Law 99-514) has considerable effect on graduate students, because it made significant changes in the way scholarships, fellowships, assistantships and tuition waivers are considered for income tax purposes. Unfortunately, regional IRS offices may vary in their interpretations of what federal guidelines are available. While the following information should not be considered a substitute for professional tax advice, it may serve as a guide to the federal legislation and its impact on graduate students.

Any financial award or stipend for which teaching, research or other services are required is considered wages. Thus, the monthly stipend received by graduate assistants must be reported as one would report salary, and it is considered taxable income. This is a major change from previous federal law, which allowed assistantship stipends, under certain circumstances, to be tax-exempt. Typically at Northern Illinois University, scholarships and fellowships do not require the performance of services, whereas assistantships do.

The tuition waiver granted in conjunction with the assistantship is awarded to the student in recognition of past performance and/or potential for graduate work. The Tuition Waiver Scholarship is distinct from the assistantship stipend and therefore not considered income by the IRS.



# **FINANCIAL AID**

The purpose of **financial aid** is to assist students to pursue their college education by helping them and their families meet educational expenses.

Never assume that you will not qualify for financial assistance. There are many types of financial aid available to help manage the cost of your education such as grants, loans, work-study opportunities and scholarships. Learn more by visiting the Financial Aid website



# THE OFFICE OF BURSAR

The Office of the Bursar is a support service department in the Division of Finance and Facilities. Within the Office of the Bursar, there are four key areas of operation:

- Accounts Receivable.
- Cashiering.
- Account Counseling.
- One Card Office.

Each of these operations provides services and support to NIU students, commercial customers and other NIU departments. For more information please visit the [Bursar's website](#).



# GETTING INVOLVED



# GRADUATE COUNCIL

The Graduate Council shall have responsibility to:

- Establish general policies for graduate study, including policies applicable to students-at-large.
- Establish standards for admissions, retention and awarding graduate degrees by the Graduate School.
- Promote scholarship, research and artistic activities among faculty and graduate students and create an environment on campus which is conducive to the pursuit of research and graduate studies.
- Promote excellence in teaching among graduate faculty and encourage, where appropriate, the development of excellence in teaching among graduate students.
- Promote, where appropriate, the integration of professional practice, teaching and scholarly activity.
- Approve graduate curricular proposals, including changes in graduate curriculum, submitted by departments and colleges; and approve and recommend all new graduate programs.



## **Graduate Council Continued**

- Subject to approval by referendum of the graduate faculty, the Graduate Council shall determine criteria for recommendations by departments and other instructional units of the university for appointments to the graduate faculty.
- Request the college curriculum committees to report their decisions involving a duplication of courses for graduate credit to the chair of the council and to the vice president and provost.
- One graduate student member from each college shall serve a one-year, renewable term beginning at the start of the fall semester and ending at the start of the succeeding fall semester. Each graduate degree-granting department shall nominate one graduate student to the college student advisory committee which shall select the college representative.



# **COLLEGE STUDENT ADVISORY COMMITTEE (CSAC)**

Once a month, students on CSAC meet with the dean of the college to discuss all matters of direct concerns to students. This provides great opportunity to advocate on behalf of students and to promote change, as well as further professional growth and development.



# **CLUBS AND ORGANIZATIONS**

Getting involved is important. Be sure to check out all the [clubs and organizations](#) NIU has to offer.

The COE also values student involvement and has developed some [student organizations](#) to help professional growth. Be sure to check those out as well.



# LICENSURE RESOURCES



# UNIVERSITY OFFICE OF EDUCATOR LICENSURE AND PREPARATION

## Illinois Licensure Requirements

For comprehensive information about state of Illinois licensure requirements, please visit the licensure website for the [Illinois State Board of Education](#) and/or your local Regional Office of Education.

## Questions

Specific questions should be addressed to the advisor for the area in which you are interested.

General questions may be addressed to [TeacherCertification@niu.edu](mailto:TeacherCertification@niu.edu) at the [University Office of Educator Licensure and Preparation](#).



# Illinois State Board of Education (ISBE)

The [ISBE](#) website has many resources you may find helpful.

## Illinois State Board of Education (ISBE) Standards

Please familiarize yourself with the ISBE [standards](#).





# Maps and Off Campus Locations



# NIU MAPS

Feeling lost?

NIU offers a website with directions and maps to help locate what you are looking for.



# **NIU-Hoffman Estates**

**NIU-Hoffman Estates offers more than 80 classes per semester. Most classes are offered during the evening and on Saturdays. Both credit courses, toward a degree, and non-credit professional development courses are available.**

**During the day, NIU-Hoffman Estates serves as a professional development, training, meeting and conference facility.**

**NIU-Hoffman Estates offers full educational resources:**

- Multimedia learning environments.**
- On-site technological assistance.**
- Library.**
- Food and beverage services.**
- Free parking.**



# Map for NIU-Hoffman Estates

## Contact Information:

NIU-Hoffman Estates

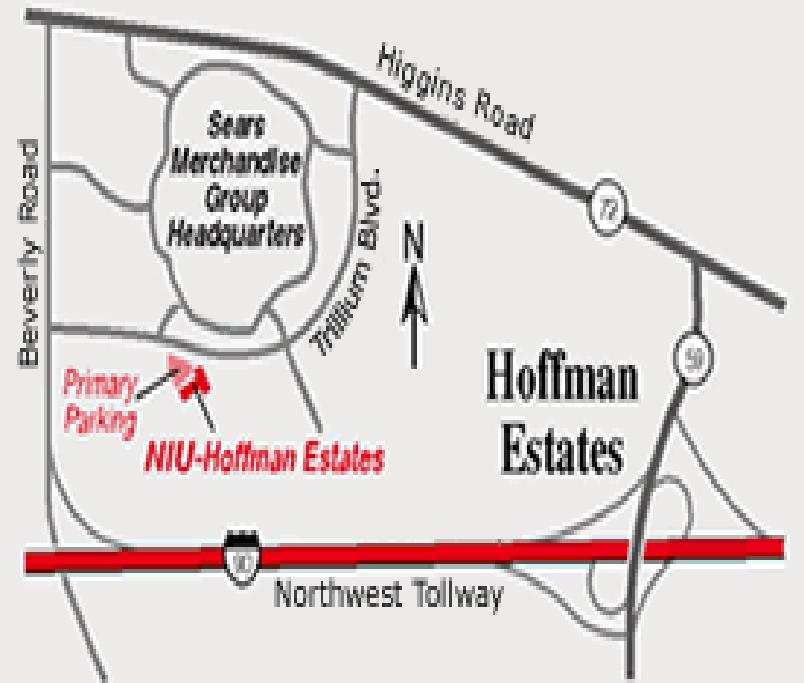
5555 Trillium Blvd.

Hoffman Estates, IL 60192

Phone: 847-645-3000 or 815-753-8850

Email: [niuhoffmanestates@niu.edu](mailto:niuhoffmanestates@niu.edu)

Further information can be found at the  
NIU [regional website](#) for Hoffman  
Estates.



# **NIU-Naperville**

**NIU-Naperville provides continuing education and accreditation classes in a variety of academic programs, as well as training and conference facilities for suburban businesses and organizations.**

**Most classes are offered during the evenings and on Saturdays. Both credit courses, toward a degree, and noncredit professional development courses are available.**

**During the day, NIU-Naperville's meeting spaces and events rooms serve as a professional development, training, meeting and conference facility.**

**NIU-Naperville offers full educational resources:**

- Multimedia learning environments.**
- On-site technological assistance.**
- Library.**
- Food and beverage services.**
- Free parking.**



# Map for NIU-Naperville

## Contact Information:

NIU-Naperville  
1120 E. Diehl Road  
Naperville, IL 60563

Phone: 630-577-9101 or 815-753-8975

Email: [niunaperville@niu.edu](mailto:niunaperville@niu.edu)

Further information can be found at the  
[NIU regional website](#) for Naperville.



# **NIU-Rockford**

**NIU-Rockford provides continuing education and accreditation classes in a variety of academic programs, as well as training and conference facilities for suburban businesses and organizations.**

**Most classes are offered during the evening and on Saturdays. Both credit courses, toward a degree, and noncredit professional development courses are available.**

**During the day, NIU-Rockford serves as a professional development, training, meeting and conference facility.**

**NIU-Rockford offers full educational resources:**

- Multimedia learning environments.**
- On-site technological assistance.**
- Library.**
- Food and beverage services.**
- Free parking.**



# Map For NIU-Rockford

## Contact Information:

NIU-Rockford  
8500 E. State St.  
Rockford, IL 61108

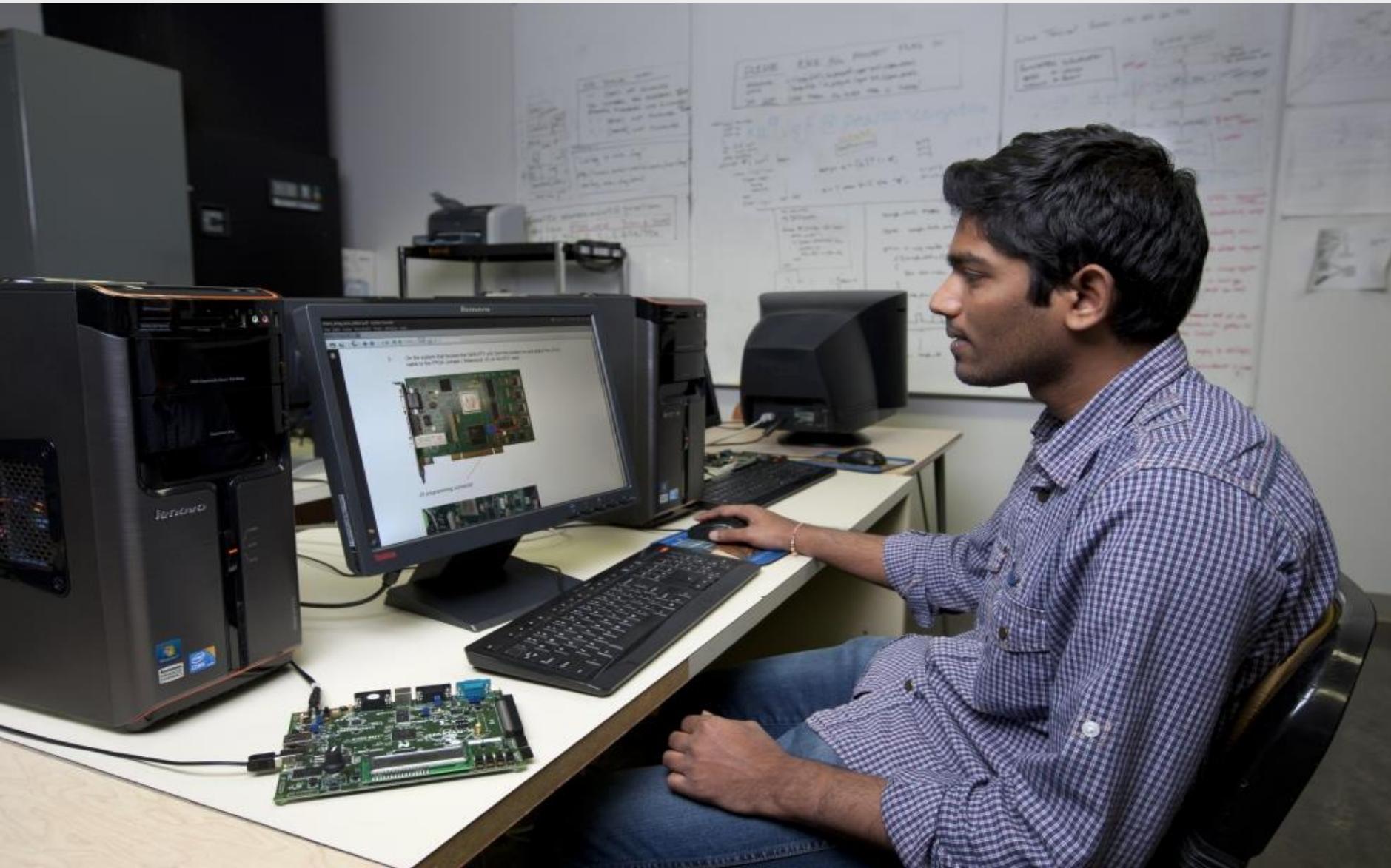
Phone: 815-332-7339 or 815-753-8740

Email: [niurockford@niu.edu](mailto:niurockford@niu.edu)

Further information can be found at the  
[NIU regional website](#) for Rockford.



# RESEARCH



# Responsible Conduct of Research

NORTHERN ILLINOIS UNIVERSITY

Academic Policies and Procedures Manual

## Section I. Item 2.

Research at Northern Illinois University has traditionally and routinely been performed at a high level of quality and scholarly integrity. In order to continue this tradition, it is necessary faculty, staff and students participate in continuous Responsible Conduct of Research (RCR) training and compliance with [NIU's RCR Policy](#).

- RCR is composed of the following topics:
- Research Misconduct
- Data Acquisition and Management
- Responsible Authorship and Publication
- Peer Review
- Mentoring
- Conflicts of Interest
- Collaborative Research
- Animal Care and Use
- Laboratory Safety
- Human Subjects Research

The research community has recognized personal and professional rewards from training in the Responsible Conduct of Research. All [National Science Foundation](#) and [National Institute of Health Training](#) grants require RCR training. Even researchers who do not have the requirement will benefit from the training, which strengthens and broadens the ethical awareness surrounding research. While online training is always available, NIU also offers in-person training from the RCR Forum Series to better serve the community and meet the increased demand for training.

For more information please visit the [Provost's website](#).



# INSTITUTIONAL REVIEW

The Institutional Review Board (IRB) reviews research proposals that involve human participants. Even projects that involve minimal involvement of human participants, such as surveys or questionnaires, require some procedural IRB review. Your department chair or director of graduate studies should have specific procedures in place for your department.

Please note, if you are continuing to analyze identifiable data that were collected at your previous institution, you are required to maintain approval at the original institution until all identifiers have been removed from the data.

In addition, ALL researchers must complete CITI training prior to beginning a study that includes human participants.

For more information visit [IRB](#) website.



# ACADEMIC INTEGRITY

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.

Information obtained from the Graduate Catalog.



# **PLAGIARISM**

**PLAGIARISM, SIMPLY DEFINED, IS TAKING SOMEONE ELSE'S WORDS OR IDEAS AND REPRESENTING THEM AS BEING YOUR OWN.**

**It is specifically prohibited by university regulations.**

**It's simple - DO NOT plagiarize!**



# TECHNOLOGY



# COMPUTER ACCESS

The Division of Information Technology Services has many [computer labs](#) on the DeKalb campus.

Labs run Windows 10 and general productivity software such as word processing and spreadsheets. Students can use the labs to read and send email and browse the web.

You may be required to show your OneCard and you are required to adhere to the NIU Acceptable Use Policy.

There are also [AnywhereApps](#), [AnywherePrinting](#) and [Office 365](#) capabilities available to all students.

You will need your Z-ID and password.



# TECHNOLOGY OASIS

The Technology Oasis is the place in the College of Education for students, faculty and staff to receive service, support and training for all types of technology.

Come to the Oasis:

- If you need help with your laptop, tablet or smartphone.
- If you need help learning a new piece of software for a project or class assignment.
- If you need assistance providing technology support for students in your classes.
- Even if you just have a general technology question and don't know where to get an answer.

The Technology Oasis is located on the south side of the Learning Center in Gable Hall near the Blackwell History of Education Museum.

For more information, please go to the [Technology Oasis](#) website.



# COE LEARNING CENTER

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

Resources are available primarily for the use of College of Education faculty and students, however, non-CoE faculty can borrow select equipment for a modest fee.

Some of the center's resources and benefits include:

- Audio and graphics production labs.
- Media production materials available for purchase at cost.
- Extensive video library related to a range of topics in education.
- Large collection of education and school texts.
- Instructional equipment rentals.
- Satellite reception capability for teleconferences.
- Video conference classrooms and support.
- Courteous, helpful staff.

For more information, call 815-753-1241, email [learningcenter@niu.edu](mailto:learningcenter@niu.edu) or check out the [Learning Center website](#).



# DolT Service DESK

The Service Desk provides customer support, Monday – Friday, 7 am to 10 pm to the NIU community. It also monitors the applications running on DolT servers and contacts technicians when issues arise. The Service Desk phone number is 815-753-8100.

The [Technology Support Desk](#) provides face-to-face IT support for students, faculty, staff, retirees and prospective students visiting campus, Monday - Thursday, 8 a.m. to 8 p.m., and Friday, 8 a.m. to 6 p.m.

Services offered: Blackboard help, connecting to the NIU network, copier services, document services, email, forms and rates for services, information security, trainings and much more.

To learn more visit the [DolT](#) website or email  
[servicedesk@niu.edu](mailto:servicedesk@niu.edu).



# University Resources



# OFFICE OF THE OMBUDSPERSON

An Ombudsperson is a designated neutral who provides confidential and informal assistance for resolving university-related concerns. The Ombudsperson is independent of the university's formal administrative structure and will consider all sides of an issue in an impartial and objective manner. The Ombudsperson cannot impose solutions, but will identify options and strategies for resolution.

The Ombudsperson can advise you of your rights and responsibilities within the university, but cannot provide legal advice. The Ombudsperson does not advocate for any side in a conflict and may not participate in any formal investigation, hearing or process.

**The Office of the Ombudsperson offers a safe place for any member of the university community to discuss university-related issues or conflicts.** They listen to your concerns, provide information about university policies and procedures, help you to assess your situation and suggest options that may help you to resolve the matter.



# CAREER SERVICES

Career Services 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. They utilize the “shared governance” approach to decision making by including students in assessing their expectations, experiences and learning outcomes.

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.



# Counseling and Consultation Services

The mission of [Counseling & Consultation Services](#) is to support the academic, emotional, social and cultural development of students. The student-centered programs include counseling, assessment, psychiatric treatment, crisis response, outreach, consultation, training and educational services. This office helps students address personal challenges and develop the skills, abilities and knowledge to empower them to take full advantage of their college experience.

Counseling and Consultations Services values an atmosphere that is welcoming for all individuals. Embracing all diversity including age, race, ethnicity, religion, gender, gender identity/expression, sexual orientation, socioeconomic status, citizenship and ability; while also promoting awareness, empathy and cultural competence within a diverse environment.



# **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.

**Students with a disability have the right to request disability-related accommodations.**



# **BOOKSTORE**

**For all your textbook needs visit the NIU Bookstore.**

**The NIU Bookstore also allows students to rent textbooks.**

**You can buy online or in store. NIU Bookstore is located on 340 Carroll Ave.**



# HEALTH SERVICES

NIU [Health Services](#) provides ambulatory medical and psychiatric health care for NIU students to support them in their academic pursuits.

NIU Health Services is nationally accredited by the Accreditation Association for Ambulatory Health Care Inc. (AAAHC).

Health Services is available to all students, full or parttime, who are registered and have been assessed on-campus tuition and fees. Students may use Health Services whether or not they are enrolled in the NIU Student Health Insurance Plan.

Students, including graduate students taking 9 or more credit hours on NIU DeKalb campus automatically get charged with NIU Health Insurance. However, you can waive this by filling out a form.



# LIBRARY

The [University Libraries](#) contain over 2 million volumes as well as periodicals, government publications, microforms, maps, recordings, audiovisual materials and electronic databases.

NIU Libraries are participants in the I-Share Online Catalog System, a network involving over 90 academic institutions throughout Illinois. Using computer workstations in the libraries, users may immediately determine which libraries own desired research materials. Materials not owned by NIU can be obtained quickly from other I-Share member libraries.

This is a great place to explore articles!



# MILITARY and POST-TRADITIONAL STUDENT SERVICES

MPTSS is a resource center and lounge space for NIU students. Although they welcome anyone to their office and lounge space, MPTSS is focused on students who live off campus, commute from home, have children, are military students, are online learners and/or over the age of 24.

The staff is dedicated to helping you find the resources to be successful in your NIU studies. From locating housing options to computer access and even free coffee, MPTSS invites you to visit their office in the Campus Life Building, room 240.

- Call-815-753-9999
- Email: [ocntss@niu.edu](mailto:ocntss@niu.edu)



# UNIVERSITY WRITING CENTER

The [University Writing Center](#) is a place for all writers at Northern Illinois University, undergraduates, graduates, staff and even faculty to talk about their writing with trained consultants, one-on-one.

**When you work with the consultants, you can:**

- Discuss topics and ideas.
- Develop strategies in planning, organizing, and developing drafts.
- Discover effective uses of sources and correct documentation.
- Understand your professors' writing assignments more clearly.
- Identify better ways to use language.
- Learn appropriate methods of persuading readers.
- Integrate critical reading and thinking skills in your written work.
- Become more aware of the different types of writing that various disciplines require.
- Prepare résumés and applications for internships, scholarships or jobs.



# PARKING SERVICES

All Students need a parking permit to park at NIU's main campus.

For your convenience, they offer several [Online Services](#) including online permit sales, online citation payment and online appeals.

To learn more on what parking permit is right for you please visit the [Parking Services](#) website.



# RECREATION AND WELLNESS

**Recreation and Wellness** 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, outdoor recreation fields and a swimming pool.

Open Recreation, Fitness and Wellness, Outdoor Adventures, Intramural Sports, Sport Clubs, and Huskie Pup Summer Camp programs occur in these facilities, enabling patrons to engage in activities and learning opportunities that enhance personal health and well-being.



# ONECARD ID SERVICES

It is important to get a NIU OneCard. The OneCard office provides identification card service for the NIU community and issues the official IDs for students and NIU personnel.

The OneCard ID is an important all-in-one access card. Below are the primary uses and privileges assigned to most OneCards:

- Athletic Events.
- AnywherePrinting.
- Huskie Bucks.
- NIU Bus Transportation.
- Recreation Center.
- University Library.
- and much more.

Go to the website to learn more on the [OneCard](#) and on how to obtain one.

