

Directory of Services

2011 - 2012



A listing of locations and phone numbers for services available to students at Northeastern Illinois University

Northeastern Illinois University

Directory of Services 2011-2012

This Directory belongs to:

Your Academic Advisor:

Location:

Phone:

E-mail:

Other:

Location:

Phone:

E-mail:

Quick Reference List

Academic Advisement and Testing, (for declared majors see appropriate department)	
LWH 0027.....	5470
Admissions Office, D 130.....	4050
Angelina Pedroso Center for Diversity and Intercultural Affairs, C 159.....	5449
Beck's Bookstore, Village Square, E 120.....	4990
Box Office, FA 107 (Stage Center Theater).....	4274
FA 158 (University Events).....	4636
Campus Recreation, Physical Education Complex, PE 1111.....	4135
Chicago Teachers' Center, 770 N. Halsted St., Suite 420.....	(312) 563-7330
Child Care Center, CH.....	4540
Counseling Office, D 024.....	4650
Dean of Students Office, B 119.....	4610
El Centro (EC), 3119 N. Pulaski Rd.....	4080
Information Center, Village Square, SU 105.....	4290
Jacob Carruthers Center for Inner City Studies (CCICS), 700 E. Oakwood Blvd.....	(773) 268-7500
Office of Enrollment Services, (for admissions or transcripts), D 101.....	4000
Office of Financial Aid, D 200.....	5000
Office of Health Services, E 051.....	5800
Ronald Williams Library, LIB 129.....	4400
Student Activities, SU 206.....	4660
Student Computing Services, B 107.....	4390
Transfer Center, D 130.....	4050
Tutoring, Learning Center, LIB 454.....	4568
University Emergency Closing, www.neiu.edu.....	(773) 583-4050
<i>Register for N-Alert@neiuport.neiu.edu</i>	
University Police, PF 104.....	4100
Veterans Services, D 130.....	4028

Campus Map

College of Business and Management.....	(CBM)
Building B	(B)
Building C	
Sachs Administration Building	(C)
Building D	(D)
Building E.....	(E)
Building F (Stage Center).....	(F)
Fine Arts Center	(FA)
Building H	(H)
Building I.....	(I)
Building J.....	(J)
Lech Walesa Hall.....	(LWH)
Student Union	(SU)
Bernard Brommel Hall	(BBH)
Ronald Williams Library	(LIB)
Grounds Maintenance	(GM)
Physical Education Complex	(PE)
Child Care Center	(CH)
Athletic Field	(AF)
Tennis Courts.....	(TC)
Daily Parking Permit Kiosk	(P)

Other Locations

Alumni Hall	(SU)
Auditorium	(E)
Bookstore	(E)
Cafeteria.....	(SU)
Golden Eagle Room.....	(SU)

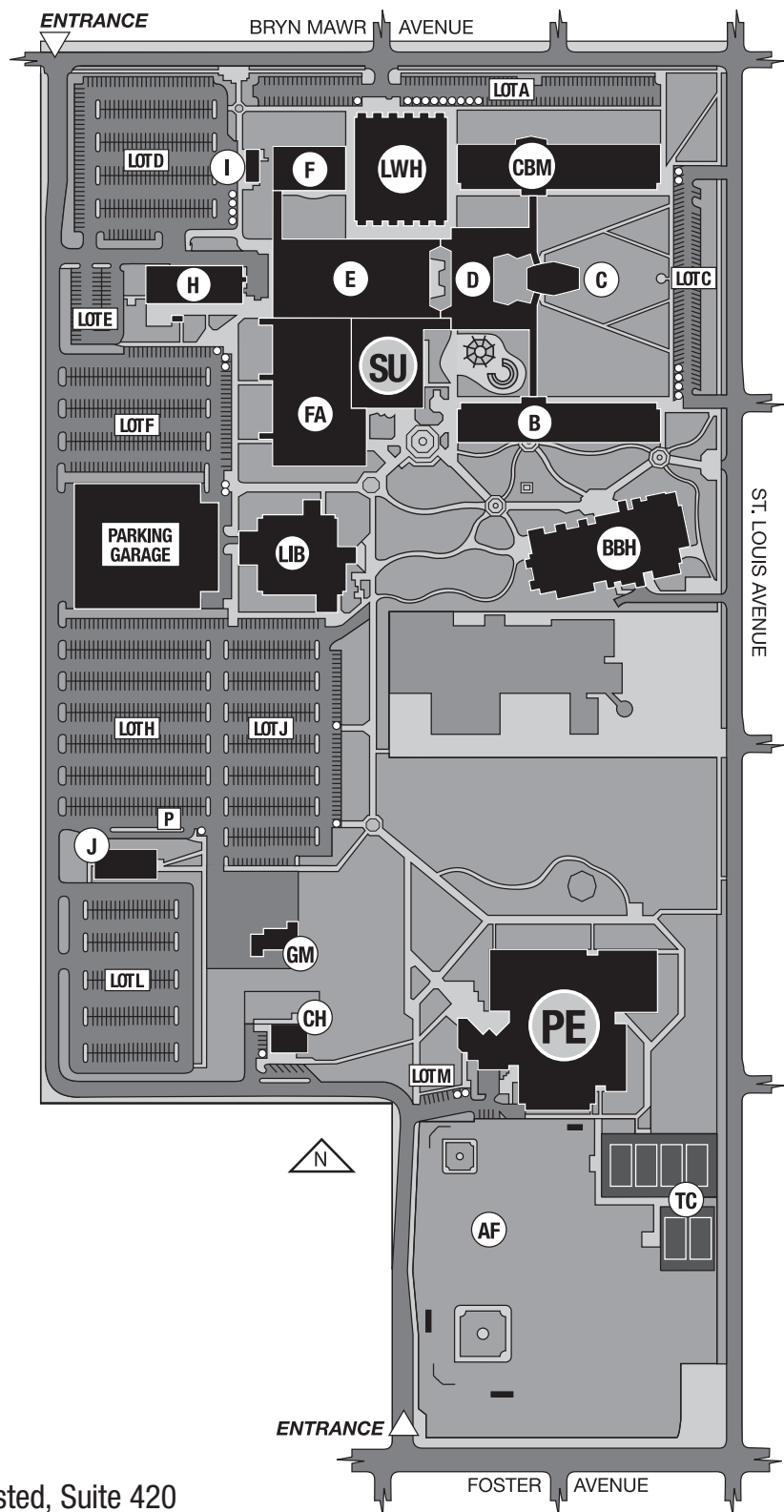
Off Campus Locations

Bernard Office Building, 5555 N. Bernard

Chicago Teachers' Center (CTC), 770 N. Halsted, Suite 420

El Centro (EC), 3119 N. Pulaski Road

Jacob Carruther's Center for Inner City Studies (CCICS), 700 East Oakwood Blvd



*Please visit **www.neiu.edu** to find Northeastern Illinois University:*

- Mission and Institutional Values
- Academic Calendar 2011-2012

*Please visit **www.neiu.edu/~deanstu/** to find:*

- Student Handbook of policy and procedures
 - Safety and Security Report
 - Dean of Students Office Programs and Services
-

This **Directory of Services** is a quick reference with selected topics designed to assist with finding information, resources, answers to questions, and locations of campus offices.

All numbers, unless otherwise indicated, may be accessed from either on-or off-campus. When calling from off-campus, dial (773) 442 plus the extension. When calling on-campus, dial only the extension. To reach a switchboard operator from off-campus, call (773) 583-4050.

Many of the offices listed also have evening hours. Please check with the appropriate office for hours of operation and the procedure for scheduling an appointment. Hours may vary each semester and during breaks.

For additional information about the university, programs, services, policies, or regulations, please browse Northeastern Illinois University's web site at **www.neiu.edu**.

Due to campus improvements, some offices may have relocated since the publishing of this directory. We apologize for any inconvenience that this may cause. Please call the number listed if you find the location incorrect.

A

Academic Advisement and Testing Center

www.neiu.edu/advisement

(undeclared majors) (for declared majors visit the appropriate academic department)

Academic Advisement, LWH 0027.....5470
Testing, LWH 0027.....5293

Academic Advising at CCICS, 700 E. Oakwood Blvd.

Room 304.....(773) 268-7500, ext. 126 and 133

Inner Center Studies Education (ICSE), Graduate Advising

Room 411.....(773) 268-7500, ext. 141, 145, and 149

Advising at El Centro

3119 N. Pulaski Road.....(773)442-4080

Advising Students Interested in

Business and Management Pre-major, LWH 0006.....6111

Education Pre-major, LWH 0022.....5473

Health Professions, BBH 158.....5706

Law Professions, BBH 158.....5706

Advising Students Enrolled in

Honors Program, B 141.....6044

McNair Scholars Program, B 141.....4254

Project Success, LWH 4029.....4980

Proyecto Pa'Lante, LWH 4029.....5460

Academic Departments/Majors

(See academic majors: departments and programs)

Academic Development, www.academicdevelopment@neiu.edu

C 509 4850

Accessibility Center, www.neiu.edu/~help/

D 104.....4595

Academic Services, D 104.....5495

TDD, Accessibility Center, D 104.....5499

Policy and Americans with Disabilities Act

(policy and act printed in Student Handbook & University Catalog)

Outreach and Equal Employment, C 218.....5416

Parking Permits, Medical Accommodations, Health Services, E051.....5800

Accounting, Business Law and Finance

CBM 178.....6140

Activity Fee (Student Activities Fee)

SU 206.....4660

Adding or Dropping Courses

Online at: neiuport.neiu.edu, D 101.....4000

Admissions (Office of Enrollment Services), www.admrec@neiu.edu

D 1304050

Affirmative Action Policy (policy available in Student Handbook)

Outreach and Equal Employment Office, C 218.....5416

African & African-American Studies (Department of Sociology, African &

African-American Studies, Latino & Latin American Studies and Women's Studies)

LWH 2096.....4797

Alcohol/Substance Abuse Policy (Counseling Office)

D 0244650

Dean of Students Office, B 119.....4610

(for policy, programming and Alcohol/Substance Abuse Support Groups

on-campus)

Alumni Information/Services, (Office of Alumni Relations)

C 600.....4205

Angela Pedrosa Center for Diversity and Intercultural Affairs

B 159.....5449

Anthropology (Department of Anthropology, Philosophy and
Teaching English as a Second/Foreign Language)

BBH 134.....5860

Appeals, General (Dean of Students Office)

B 1194610

Art (Department of Art)

FA 105B.....4910

Art Gallery

FA 156A.....4944

Asian Studies (Asian Studies Minor)

LWH 4082.....5627

ASK ME! Campaign (Dean of Students Office)

B 1194610

Auditing Classes (Office of Enrollment Services)

D 1014040

Auditorium and University Events

C 525.....4270

B

Bachelor of Arts in Interdisciplinary Studies (BAIS)

(Nontraditional Degree Programs)

B 1476030

Bilingual/Bicultural Advisor (Teacher Education)

LWH 0020.....5394

Beck's Bookstore (Village Square)

E 1204990

Behavioral Concerns Team.....www.neiu.edu/~bct

Bills, Payment/Confirmation.....neiuport.neiu.edu

Biology (Department of Biology)

BBH 358G.....5740

Blackboard Student Assistance

(see appropriate instructor or Help Desk).....neiuport.neiu.edu

Books and Supplies (Beck's Bookstore, Village Square)

E 1204990

Box Office (Stage Center Theater)

FA 107.....4274

Box Office (University Events Box Office)

FA 158.....4636

Buildings/Grounds Maintenance Assistance

Facilities Management Service Request

Building H.....5230

Bulletin Board Policy <i>(Student Activities)</i> <i>(Copies available in SU 206 and printed in the Use of Facilities Manual)</i> Student Activities Office, SU 206.....	4660
Bursar <i>(Office of the Bursar/Cashier)</i> D 107	4700
Business Law <i>(Accounting, Business Law and Finance)</i> CBM 0043.....	6141
C	
Campus Recreation <i>(Physical Education Complex)</i> PE 1111.....	4135
Caps and Gowns <i>(Beck's Bookstore, Village Square)</i> E 120	4990
Career Counseling <i>(Office of Career Services)</i> B 119	4680
Accessibility Center Career Counseling, D 104.....	5497
Career Services <i>(Office of Career Services)</i> www.neiu.edu/~ocs <i>(for graduating seniors, graduate students, and alumni)</i> B 119.....	4680
Cash Station (ATM) , South Corridor D 101	5120
Cashier <i>(Cashier's Office)</i> D 101A.....	5184
Center for Academic Writing LIB 467.....	4492
Center for Science Engagement BBH 225D.....	5636
Change of Personal Information <i>(Office of Enrollment Services)</i> D 101	4000
Change of Major Forms <i>(see appropriate academic department)</i>	
Check Cashing <i>(Beck's Bookstore, Village Square)</i> E 120	4990
Chemistry <i>(Department of Chemistry, Earth Science and Physics)</i> BBH 217E/221E.....	5670/6050
Chicago Teachers' Center (CTC) 770 N. Halsted St., Suite 420	(312) 563-7330
Child Care Center , www.neiu.edu/~neiuccc/ CH.....	4540
Clinical Experiences and Student Teaching (CEST) LWH 4023.....	5350
College of Arts and Sciences, BBH 158.....	5700
Business and Management, CBM 184.....	6100
Education, LWH 4044.....	5500
Commencement <i>(University Events)</i> FA 158.....	4270

Communication, Media and Theatre FA 240.....	5950
Complaints Academic Complaints <i>(see appropriate academic department chairperson)</i> Non-Academic Complaints <i>(Dean of Students Office)</i> B 119.....	4610
Affirmative Action Complaints, Outreach and Equal Employment C 218.....	5416
Sexual Harassment Complaints, Outreach and Equal Employment C 218.....	5416
Other Complaints <i>(Dean of Students Office)</i> B 119.....	4610
Computer Labs <i>(Public Use)</i> Building B, B 103	4359
College of Business and Management Building, CBM 119.....	6046
El Centro, 3119 N. Pulaski Road.....	4080
EC 105.....	4086
EC 121.....	4086
Jacob H. Carruthers Center for Inner City Studies, 700 E. Oakwood Blvd. CCICS 501 and 502.....	(773) 268-7500, ext. 158
Lach Walesa Hall LWH 0002.....	4647
LWH 2104 "Atrium".....	4390
Bernard Brommel Hall, BBH 208.....	4641
Computer Labs <i>(Scheduled Use)</i> Building B B 104.....	4642
B 105.....	4644
College of Business and Management Building CBM 114.....	6065
CBM 158.....	5603
Fine Arts Building FA 104.....	4649
FA 108.....	4646
Lach Walesa Hall LWH 2054.....	4166
LWH 2096 (Empowering Students Lab).....	4550
LWH 2108 (SCC)*.....	4643
El Centro, 3119 N. Pulaski Road.....	4080
EC 105.....	4086
EC 121.....	4086
Jacob H. Carruthers' Center for Inner City Studies 700 E. Oakwood Blvd, Rooms.....	(773) 268-7500, ext. 158
Bernard Brommel Hall BBH 208.....	4641
BBH 242 "TEC Lab".....	4398
*SCC = Scheduled Computer Classroom	
Computer Science <i>(Department of Computer Science)</i> LWH 3053.....	4720
Confirmation/Payment of Bills Cashier's Office, D 101A.....	5184
Copying Machines Copier Services Manager, C 415.....	4126
Library 2nd floor.....	5333
Student Lounge.....	5333
Bernard Brommel Hall.....	5333
North Corridor Building D.....	5333

Copying Machines *(continued)*

Building B.....	5333
Debit Copier Cards	
C 415.....	4126
C 416.....	4167

Regular Copying Machines *(accepts coins)*

A Wing	
Building J	
Fine Arts	
LIB Second Floor	
LWH Lower Level	
LWH Second Floor	
LWH Third Floor	
LWH Fourth Floor	
BBH Second Floor	
BBH Third Floor	
Student Activities, Student Union	

Tower Copying Machines *(accepts cards and coins)*

Building B	
CCICS Fifth Floor Hallway	
EI Centro	
LIB Second Floor	
North Hall D	
BBH First Floor	
Student Lounge	

Counseling Office, www.neiu.edu/~counoff

<i>(Psychological Counseling, Psychotherapy, Family or Couples Counseling)</i>	
D 024	4650
CCICS, Counseling Office, Room 201.....	(773) 268-7500, ext. 121

Counselor Education *(Department of Counselor Education)*

LWH 4073.....	5550
---------------	------

Course Overload *(see appropriate academic dean's office)*

Criminal Justice Program *(Justice Studies)*

LWH 4062A.....	4790
----------------	------

D

Dean of

Academic Development, C 519.....	5449
Arts and Sciences, BBH 158.....	5700
Business and Management, CBM 178.....	6140
Education, LWH 4044.....	5500
Graduate College, LWH 0006.....	6001/6005
Students, B 119.....	4610

Declaration of Pre-Major, Major or Minor *(see appropriate academic department or advising)*

Declaration of Pre-Major *(Office of Enrollment Services)*

D 111	4048
-------------	------

Demonstration Policy *(Dean of Students Office)*

B 119	4610
-------------	------

Distance Education Technical Support *(Media Services)*

LWH 0010.....	5890
---------------	------

Drug and Alcohol Abuse Policy *(Dean of Students Office)*

B 129	4618
-------------	------

E

Early Childhood Education Advisor *(Teacher Education)*

LWH 0020.....	5394
---------------	------

Earth Science

BBH 217E/221E.....	5670/6050
--------------------	-----------

Economics

BBH 346C.....	5690
---------------	------

Education, College of

LWH 4044.....	5500
---------------	------

Educational Leadership and Development

LWH 4010.....	5540
Educational Foundations Program (EDFN), LWH 4019.....	5540
Jacob H. Carruthers Center for Inner City Studies (CCICS)	
700 E. Oakwood Blvd.....	(773) 268-7500, ext 121
Human Resources Development (HRD), LWH 4019.....	5540
Leadership (Education), LWH 4019.....	5540

EI Centro (EC)

3119 N. Pulaski Rd.....	4080
-------------------------	------

Elementary Education Advisor *(Teacher Education)*

LWH 0021.....	5391
---------------	------

ELP Permits/Authorization *(Writing Lab)*

LWH 2046.....	5480
---------------	------

Emergency Assistance

Crisis Counseling, Counseling Office, D 024.....	4650
First Aid, Health Services, E 051.....	5800
Police/Fire (24/7), University Police, PF 104.....	5511
CCICS, University Police, 1st Floor.....	(773) 268-7500, ext. 175

Emergency Closings

Emergency Closing Center.....	(773) 583-4050
N-Alert.....	neiuport.neiu.edu

Enlace Partnership

C 626	4375
-------------	------

English *(Department of English)*

LWH 2011.....	5810
---------------	------

English Competency Exam

Testing <i>(Advisement and Testing Center)</i> , LWH 0027.....	5293
Testing at Jacob H. Carruthers' Center for Inner City Studies (CCICS)	
CCICS, English Competency Exam, 304...	(773) 268-7500, ext. 127

English Language Program

LWH 2046.....	5480
---------------	------

English Placement Test *(Advisement and Testing Center)*

LWH 0027.....	5293
CCICS, English Placement Test.....	(773) 268-7500, ext. 127

Enrollment Services *(Office of Enrollment Services)*

D 101	4000
-------------	------

Enrollment Verification *(Office of Enrollment Services)*

D 101	4035
-------------	------

Ensemble Español	
J 112	5930

Environmental Studies Program	
BBH 346A.....	5640

Escort Service <i>(University Police)</i>	
PF 104.....	4100

Evaluation of Transfer Credits <i>(Office of Enrollment Services)</i>	
D 101	4012

Event Information	
Student Activities Events, SU 206.....	4660
University Events and Tickets, University Box Office.....	442-INFO(4636)

Exercise Science <i>(Health, Physical Education, Recreation and Athletics)</i>	
PE 1145.....	5560

F

Fees and Fines <i>Payment of, online@neuport.neiu.edu</i>	
Cashier, Building D 101A.....	5184

Finance <i>(Accounting, Business Law, and Finance)</i>	
CBM 0043.....	6140

Financial Aid <i>(Office of Financial Aid)</i>	
D 200, Mezzanine	5000
CCICS, Financial Aid and Grants/Scholarships/Loans	
Room 202.....	(312) 268-7500, ext. 120

First Aid	
Health Services, E 051.....	5800
University Police, PF 104.....	5511

First Year Experience Program	
LWH 3026.....	4297

Food Service	
Golden Eagles' Nest	5335

Languages <i>(World Languages and Cultures)</i>	
LWH 2040.....	4740
Language Placement Exam, LWH 2040.....	4740

Fraternities and Sororities <i>(Student Activities Office)</i>	
SU 206.....	4660

Freedom of Information Act <i>(University Council)</i>	
C 219	5400

French <i>(World Languages and Cultures)</i>	
LWH 2040.....	4740

Fundraising Solicitation Policy <i>(printed in Use of Facilities Manual)</i>	
<i>(Student Activities Office)</i>	
SU 206.....	4660

G

General Education Program Appeals/Exceptions	
BBH 152.....	5708

Geography and Environmental Studies	
BBH 346A.....	5640

Gerontology Program <i>(Psychology)</i>	
BBH 313F.....	5840

Gifted Education Program <i>(Special Education)</i>	
LWH 4058.....	5594

Grades Appeal Policy <i>(policy available in Student Handbook)</i>	
Dean of Students Office, B 119.....	4610
Enrollment Services Center, D 101.....	4060
View Grades Online.....	neuport.neiu.edu

Graduate College	
LWH 006.....	6001/6005
Admissions and Graduation (Graduate College)	
LWH 006.....	6001/6005
Specific Graduate Programs <i>(see appropriate academic department)</i>	

Graduate Studies in Business <i>(College of Business and Management)</i>	
CMB 178.....	6140

Graduation Applications/Evaluations <i>(Undergraduate)</i>	
Enrollment Services, D 101.....	4203
Downloadable Forms.....	neuport.neiu.edu

Grants/Scholarships/Loans <i>(Financial Aid, Mezzanine)</i>	
D 200.....	5000

Great Black Music	
CCICS, 700 E. Oakwood Blvd.....	(773) 268-7500, ext.141

Grievance Policy <i>(Dean of Students Office)</i>	
<i>(policy available in Student Handbook)</i>	
B 119	4610

H

Health, Physical Education <i>(Recreation and Athletics)</i>	
PE 1145.....	5560

Health Services <i>(Office of Health Services), www.neiu.edu/~shs</i>	
E 051	5800
Student Health Insurance, E 051.....	5800
Student Health Insurance Waiver Forms, Cashier, D 101.....	5170

Hispanic Heritage Committee	
D 130	5435

History <i>(Department of History)</i>	
LWH 4086.....	5630

Honors Program <i>(University Honors Program)</i>	
B 141	6044

Human Resources Development <i>(Educational Leadership and Development)</i>	
LWH 4010.....	5540

I

Identification Cards (*Student IDs - Information Center, Village Square*)
SU 105.....4290

Illinois Regional Archives Depository (*Library*)
LIB 016.....4506

Incomplete Policy
(*policy printed in Schedule of Classes and University Catalog*)

Independent, The Student Newspaper (*Student Activities*)
E 0494577

Information Center (*Movie Tickets, Stamps & Vending Refunds*)
SU 105, Village Square4290
CCICS Information, 700 E. Oakwood Blvd.
1st Floor..... (773) 268-7500, ext.175

Inner City Studies Education (*Jacob H. Carruthers Center for Inner City Studies*)
700 E. Oakwood Blvd.....(773) 268-7500
Records.....ext. 121
Recruitment.....ext. 129
Retention.....ext. 130
Financial Aid, Grants/Scholarships/Loans.....ext. 120

Insurance – Health (*Health Services*)
E 0515800
Waiver Forms, Accounts Receivable, Building D.....5170
CCICS, Health Insurance Information and Forms.....ext. 120 or 134

International Programs (*Office of International Programs*)
LWH 0008B.....4796

Internships (*Office of Career Services*)
B 1194688
(*also see appropriate academic departments*)

Intramurals (*Recreation, Physical Education, Recreation, and Athletics*)
PE 1145.....5560

J

Jacob H. Carruthers Center for Inner City Studies (CCICS)
700 E. Oakwood Blvd.....(773) 268-7500
Financial Aid.....ext. 120
Records.....ext. 121
Recruitment.....ext. 129
Retention.....ext. 130
Student Life, Room 201.....(773) 268-7500, ext. 121

Job Placement
Full-Time (degree required), Career Services, B 119.....4680
Part-Time (non-degree required), Student Employment, D 012.....4695

Judicial Affairs (*Dean of Students Office*)
B 1274616

Jury Duty, Exception Request Letter (*Dean of Students Office*)
B 1194610

Justice Studies (*Department of Justice Studies*)
LWH 4062.....4790

L

Language Arts Graduate Program (*Teacher Education*)
LWH 3034.....5298

Latin American Literature and Cultures M.A. Program
LWH 2040.....4740

Latino and Latin-American Studies Program (*Department of Sociology, African & African American Studies, Latino & Latin-American Studies & Women's Studies*)
LWH 2096.....4793

Latino Film Festival (*Hispanic Heritage Committee*)
D 1305435

Learning Center, (Tutoring)
LIB 454.....4568

Library, <http://library.neiu.edu/>
Circulation Desk, LIB First Floor.....4400
Reference Desk, LIB First Floor.....4410
CCICS Library, 6th Floor.....(773) 268-7500, ext. 163

Linguistics
LWH 3062.....5871

Loans
Emergency Loan Office, Building D.....5171
Loan Programs, Financial Aid Office, Building D.....5000

Locker Rental
Information Center, Village Square, SU 105.....4290

Lost and Found
Information Center, Village Square, SU 105.....4290
University Police, PF 104.....4100

M

Major, Declaration of (*see appropriate academic department or Academic Advising*)

Management and Marketing
CBM 178.....6120

MAT/MSI Language Arts (*Teacher Education*)
LWH 3040.....5298

Mathematics Department
BBH 214C.....5760

Mathematics Registration Overrides (*Math Department*)
(*100-level and above*)
BBH 214B.....5776

Math Development Program (*Math 090, 091 and 092*)
BBH 204B.....5767
Math Development Program Registration Permissions, BBH 204B...5767

Math and Science Technology Minor for Quality Educators (MSTQE)
C 5225521

Mathematics Lab

LIB 454B.....5769

Middle Grades Teacher Education (MLED)

C 522.....5571

Mathematics Placement Test *(Advisement and Testing Center)*

LWH 00275293

CCICS Testing, 700 E. Oakwood, Room 304.....(773) 268-7500, ext. 127

McNair Scholars Program

B 1414254

Middle School Teacher Equality Enhancement Programs

(see Teacher Quality Enhancement Programs)

Minority Internship Program, Five University Consortium

(Office of Career Services)

B 1194680

Minority Student Mentoring Program, Partners for Success

(Dean of Students Office)

B 127.....4616

Music *(Department of Music)*

FA 128.....5900

N

NEUport Portal, Online Student Self Service.....neuport.neiu.edu

Nontraditional Degree Programs

B 1476030

Northeastern Programming Board (NPB)

E 041B.....4591

NPB Advisor, E 037.....4661

Notary Public

B 127 (Dean of Students Office)4610

E 212 (Controller's Office)5143

O

On-Campus Student Employment *(Student Employment Office)*

D 0124695

CCICS, On-Campus Employment Opportunities, 3rd Floor.....ext. 140

Online Registration, NEUport@neuport.neiu.edu.....4000

Organizations and Clubs *(Student Activities Office)*

SU 206.....4660

CCICS, Student Organizations and Clubs, Room 201.....ext. 121

Orientation Programs *(First Year, Transfer, & Family Orientation)*

Dean of Students Office, B 119.....4612

CCICS Student Orientation,

700 E. Oakwood Blvd.....(773)268-7500, ext. 133

Special Programs Orientation.....5449

Orientation Peer Leaders *(Dean of Students Office)*

B 1284612

Outreach and Equal Employment

C 2185416

Overload, Course *(see appropriate academic dean's office)*

P

Parking

Permits for Students with Disabilities, Health Services, E 051.....5800

Permits for all other Students

Cashier's Office, D 101A.....4700

Online Parking Registration Form@www.neiu.edu/~park/

Parking Waiver Form, D 101A.....5184

Parking Violations/Appeals, PF 126.....4114

Performing Arts *(College of Arts and Sciences)*

SCI 158.....5700

Permit for Student Organizations *(Student Activities Office)*

SU 206.....4660

Philosophy (Department of Anthropology, Philosophy and Teaching English as a Second/Foreign Language)

LWH 3062.....5795

Photo ID *(Information Desk, Village Square)*

SU 105.....4290

Photography

I 1024238

Physical Education *(Health, Physical Education, Recreation, and Athletics)*

PE 1145.....5560

Physics *(Department of Chemistry, Earth Science and Physics)*

BBH 217E/221E.....5670/6050

Placement Exams *(Advisement and Testing Center)*

LWH 00275293

CCICS Placement Exam, 700 E. Oakwood.....(773) 268-7500, ext. 127

Police *(University Police)*.....PF 104

Emergency.....5511

Non-Emergency.....4100

CCICS, University Police, 700 E. Oakwood, 1st Floor.....ext. 175

Policies and Procedures, General, *(Dean of Students Office)*

B 1194610

Political Science *(Department of Political Science)*

LWH 2080.....5660

Portal, NEIU.....neuport.neiu.edu

President's Office

C 2133380

Printing Services, Quartet *(Beck's Bookstore)*

E 120(773) 866-1327

Probation, Academic

Advising and Testing Center, LWH 0027.....5470

Counseling Office, D 024.....4650

CCICS, Room 304.....(773) 268-7500 ext. 130

Project Success

LWH 4029.....4980

Provost's Office

C 1025420

Proyecto Pa'Lante

LWH 4029.....5460

Psychological Counseling, *(Counseling Center psychotherapy, family or couples counseling)*

Counseling Office, D 024.....4650

Psychology *(Department of Psychology)*

BBH 313F.....5840

Q

Quartet Printing *(Beck's Bookstore)*

E 120(773) 866-1327

R

Radio Station *(Student-WZRD)*

E 058A.....4586, after hours 4578

Reading Department

LWH 2062.....5361

Reading Development Program

LIB 452.....4565

Reading Lab, LIB 452.....4565

El Centro Reading Lab, 3119 N. Pulaski Road.....(773) 442-4080

Reading Registration Overrides, LIB 452.....4565

Reading Placement Exam *(Advisement and Testing Center)*

LWH 0027.....5293

CCICS Reading Placement Exam.....(773) 268-7500, ext. 127

Reasonable Accommodation of Religious Observation Policy

Outreach and Equal Employment, C 2195416

Records, for students *(Office of Enrollment Services)*

D 1014060

Recreation *(Campus Recreation)*

Physical Education Complex.....4135

Registration, Online.....neiuport.neiu.edu

Enrollment Services, D 101J.....4040

El Centro Registration, 3119 N. Pulaski Road.....4080

CCICS Registration, 700 E. Oakwood Blvd.....(773) 268-7500

ext. 126, 129, 130

Release of Information Pertaining to Students

Enrollment Services, D 101.....4060

Repeat Policy *(policy available in university catalog)*

Enrollment Services, D 101.....4060

Resumes *(Career Services)*

B 1194680

S

Safety and Security Information Report *(University Police)*

PF 104.....4100

Schedule of Classes/Course Schedule

Enrollment Services, D 101E.....4040

Online Course Search.....neiuport.neiu.edu

Scholarships/Grants/Loans *(Office of Financial Aid)*

D 200.....5000

Scholarships Office

D 202.....4606

Secondary Education *(EICS)*

LWH 0018.....5387

Service Learning/Applied Learning *(Dean of Students Office)*

B 1194612

Sexual Assault

University Police *(for emergencies)*, PF 104.....5511

Counseling Office, D 024.....4650

Health Services, E 051.....5800

Office of the Dean of Students, B 119.....4610

Sexual Harassment *(Outreach and Equal Employment)*

C 2185416

Smoking Policy *(University Police)*

PF 104.....4100

Social Work

LWH 3077.....4760

Sociology

LWH 2090.....4770

Spanish

LWH 2040.....4740

Special Admission Programs *(Academic Development)*

C 5155449

Special Education

LWH 4058.....5580

Special Education Children's Clinic

LWH 4020.....5715

Stage Center Theatre

F 1074274

Student Activities, www.neiu.edu/studentactivities

SU 206.....4660

Student Center for Science Engagement

BBD 225D.....5636

Student Conduct Code *(Dean of Students Office)*

(policy available in Student Handbook)

B 1194610

Student Employment

D 0124695

Student Government Association (SGA) (*Student Senate*)
E 050B.....4970

Student Leadership Orientation
B 1194612

Student Leadership Skills Development (*Student Activities*)
E 047B.....4667

Student Life (*Division of Student Life*), neiu.edu/studentlife
C 3244600

Student Loans, Payment
D 101C.....5175/5176

Student Media Consultant
E 0384528

Student Media Organizations
Independent, E 049.....4577
Que Ondee Sola, E 041-A.....4583
Seeds, E 035 www.neiu.edu/~seeds/
WZRD, Radio 88.3 FM, E 059.....4578

Student Organizations and Clubs (*Student Activities Office*)
SU 206.....4660

Student Peer Mentors in Development
SCI 204B.....5767

Student Rights and Responsibilities (*Dean of Students Office*)
B 1194610

Student Teaching (*see Clinical Experiences and Student Teaching*)

Student Union
SU 207.....6099

Students With Disabilities (*Accessibility Center*)
Academic Services, D 104.....5495
TDD, Accessibility Center, D 104.....5499
Policy and Americans with Disabilities Act
(*policy and act printed in Student Handbook & University Catalog*)
Outreach and Equal Employment, C 218.....5416
Parking Permits, Medical Accommodations, Health Service
E 051.....5800

Study Abroad (*International Programs*)
B 1534796

Summer Transition Program
C 520 4850

T

Teacher Certification Program/Post B.A. (TCP) (*Teacher Education*)
LWH 0019.....5374

Teacher Education Administrative Office
LWH 3040.....5380

Teacher Education Departments/Programs (*College of Education*)
LWH 3040.....5298

Teacher Education Focus Programs (*additional certification*)
LWH 3040.....5380

Teacher Quality Enhancement Program (TQE)
C 552.....5571

Teaching English as a Second/Foreign Language
LWH 3062.....5872

Testing
Career Testing, Office of Career Services, B 119.....4680
English Placement and Competency / Mathematics Placement
Advisement and Testing Center, LWH 0027.....5293
Jacob H. Carruthers Center for Inner City Studies
700 E. Oakwood Blvd.....(773) 268-7500, ext. 127
Psychological Testing, Counseling Office, D 024.....4650

Theatre (*Stage Center Theatre*)
F 1074274

Transcripts, Online.....neiuport.neiu.edu
D 101.....4032

Transfer Center (*Office of Enrollment Services*)
D 130.....4050

TRIO Programs
CBM 140.....4971
TRIO Student Support Services-Achieve.....4971
TRIO Student Support Services-Access.....4981
TRIO Student Support Services-Teacher Preparation.....4971

Typewriter Telephone for the Hearing Impaired, TTY - TTD
Accessibility Center, D 104.....5497
Library, LIB 350.....4508
Telecommunications (incoming only), LWH 0004.....4300
Police (incoming only).....4100

Tuition
Payment and Confirmation, Online.....neiuport.neiu.edu
Cashier, D 101A.....5184
Unpaid Balances
Accounts Receivable, D 101B.....5170
Financial Aid Office, D 200.....5000

Tutoring
Learning Center, LIB 454.....4568
Study Skills Assistance.....4599
Mathematics Lab, LIB 454B.....5769
Reading Lab, LIB 450.....4565
Writing Lab, LWH 20465480
CCICS Math Lab, Room 401.....(773) 268-7500, ext. 175
CCICS Writing Lab, Room 522.....(773) 268-7500, ext. 175

U

University Closings (*Inclement Weather and/or Emergencies*)
Local Area Closing.....www.emergencyclosing.com
Radio Stations: WGN (AM 720) and WBBM (AM 780)
TV Stations: CBS, NBC, WGN, FOX, CLTV, ABC
University Switchboard.....(773) 583-4050
University Website.....www.neiu.edu
Register for N-Alert.....neiuport.neiu.edu

University Police
PF 104.....4100

University Without Walls Program (*Nontraditional Degree Programs*)
B 1476030

Use of Facilities Policy Manual (*Student Union*)
SU 207.....6099

V

Vending Services

Vending Services Manager, C 415.....4126
(*vending machine refunds paid at Information Center*)
Village Square.....4290
CCICS, Vending Services, 700 E. Oakwood.....ext. 175

Veterans Services Office

D 1084028

Vice President for

Academic Affairs/Provost, C 102.....5420
Finance and Administration, C 316.....5100
Institutional Advancement, C 633.....4200
Student Life, C 324.....4600

W

Weekend Institute

LWH 3016.....5532

William Itkin Children's Service Center

 (*Special Education*)

LWH 4020.....5715

Withdrawal from Courses or School

Online.....neiuport.neiu.edu

Women's Studies Program

 (*Department of Sociology, African & African-American Studies, Latino & Latin American Studies and Women's Studies*)

LWH 2096.....4550

Writing Lab

 (*English Language Program*) www.neiu.edu/~ewlab/

LWH 2046.....5480
CCICS, Writing Lab, Room 552.....ext. 127

Writing Placement Exam

 (*Advisement and Testing Center*)

LWH 00275293
CCICS, Writing Placement Exam, Room 304.....ext. 127

WZRD, Student Radio Station

 (*Student Activities*)

E 059.....4586

Academic Majors: Departments and Programs

■ College of Arts and Sciences

BBH 158.....5700

Undergraduate Major/Minor

African and African American Studies

Department of Sociology, African & African-American Studies, Latino & Latin American Studies and Women's Studies
LWH 2096.....4797

Anthropology

Department of Anthropology, Linguistics and Philosophy
BBH 134.....5860

Art, Department of Art

FA 105B.....4910

Asian Studies

LWH 4082.....5627

Biology, Department of Biology

BBH 358G.....5740

Chemistry, Department of Chemistry, Earth Science and Physics

BBH 217E & 221E.....5670/6050

Communication, Media and Theatre

Department of Communication, Media and Theatre
FA 240.....5950

Computer Science, Department of Computer Science

LWH 3053.....4720

Earth Science, Department of Chemistry, Earth Science & Physics

BBH 217E & 221E.....5670/6050

Economics, Department of Economics, Geography &

Environmental Studies,
SCI 346A.....5640

English, Department of English

LWH 2011.....5810

French, Department of World Languages and Cultures

LWH 2040.....4740

Geography and Environmental Studies

Department of Economics, Geography & Environmental Studies
BBH 346A.....5640

History, Department of History

LWH 4086.....5630

Justice Studies, Department of Justice Studies

LWH 4062.....4790

Latino & Latin American Studies, Department of Sociology,

Latino & Latin American Studies and Women's Studies
LWH 2096.....4793

Linguistics

LWH 3062.....5871

Mathematics, Department of Mathematics

BBH 214C.....5760

Music, Department of Music & the Dance Program

FA 1285900

Philosophy, Department of Anthropology, Linguistics & Philosophy

LWH 3062.....5795

Physics, Department of Chemistry, Earth Science & Physics

BBH 217E & 221E.....5670/6050

Political Science, Department of Political Science

LWH 2080.....5660

Psychology, Department of Psychology

BBH 313F.....5840

Social Work, Department of Social Work

LWH 3077.....4760

Sociology, Department of Sociology, African &

African-American Studies, Latino & Latin American Studies and Women's Studies

LWH 2090.....4770

Spanish, World Languages and Cultures

LWH 2040.....4740

Teaching English as a Second Language/Foreign Language

Department of Anthropology, Linguistics, Philosophy and Teaching English as a Second/Foreign Language

LWH 3062.....5872

Women's Studies, Department of Sociology, African &

African-American Studies, Latino & Latin American Studies and Women's Studies

LWH 2096.....4550

College of Business and Management

CBM 184.....6100

CBM Program Advisement (*Undergraduate*), CBM 159.....6111

Accounting / Business Law / Finance

Department of Accounting, Business Law and Finance

CBM 178.....6140

General Business Administration

Department of Management and Marketing

CBM 178.....6120

Graduate Studies in Business

CBM 178.....6107

Management / Marketing

Department of Management and Marketing

CBM 178.....6120

College of Education

LWH 4044.....5500

Pre-Major Advisor

LWH 0022.....5473

Bilingual/Bicultural, Teacher Education Department

LWH 3040.....5298

Program Advising, LWH 00205394

Early Childhood, Teacher Education Department

LWH 3040.....5398

Program Advisor, LWH 0020.....5394

Educational Foundations

LWH 4010.....5329

Elementary Education, Teacher Education Department

LWH 3040.....5298

Program Advisor, LWH 0021.....5391

Health and Wellness

Department of Health, Physical Education, Recreation, and Athletics

PE 1145.....5560

Program Advisor, PE 1131.....4159

Human Resource Development,

Department of Educational Leadership & Development

LWH 4010.....5540

Program Advisor, LWH 3019.....4554

Inner City Studies Education

Jacob H. Carruthers Center for Inner City Studies (CCICS)

700 East Oakwood Blvd.....(773)268-7500, Ext.126 or 145

Physical Education

Department of Health, Physical Education, Recreation, and Athletics

PE 1135.....5560

Program Advisor, PE 1131.....4159

Secondary Education, EICS (see University Catalog for Certification Areas)

LWH 4010.....5517

Program Advisor, LWH 0018.....5387

Special Education, Department of Special Education

LWH 4059.....5580

Program Advisor, LWH 4059.....5585

Teacher Certification Program, Teacher Education Department

LWH 3040.....5298

Program Advisor, LWH 0019.....5374

Nontraditional Degree Programs

Bachelor of Arts in Interdisciplinary Studies

University Without Walls (UWW)

B 1476030

Graduate Programs

(see website: www.neiu.edu/~gradcoll/)

Graduate College

LWH 006.....6001/6005

Degrees/Programs

Bilingual/Bicultural MAT Education Advisor

LWH 3024.....5381

Bilingual/Bicultural MSI Education Advisor

LWH 3017.....5378

Elementary Education (MAT) Language Arts Advisor

LWH 3091.....4557

Elementary Education (MSI) Language Arts Advisor

LWH 3089.....4574

MS Biology

BBH 358G.....5740

Graduate Programs in Business

CBM 178.....6107

MSA -Accounting

MBA - Business Administration

MS Chemistry

BBH 217E and BBH 221E.....5670

MA Communication, Media and Theatre

FA 240.....5950

MS Computer Science

LWH 3053.....4720

MA Counseling

LWH 4073.....5550

MA Community Counseling

MA School Counseling

MA Family Counseling

MA Rehabilitation Counseling

MA Educational Leadership

LWH 4010.....5540

School Leadership (Type 75 Certificate)

MA Higher Education Leadership

Inner City Studies

(Jacob H. Carruthers' Center for Inner City Studies)

Graduate Programs in English

BBH 2011.....5810

MA English Composition

MA English Literature

MS Exercise Science

PE 2117.....4801

MA Geography and Environmental Studies

BBH 346A.....5640

MA Gerontology

BBH 313F.....5840

MA History

LWH 4086.....5630

MA Human Resource Development

LWH 3016.....5532

MA, Programs at the Jacob H. Carruthers' Center for Inner City Studies

700 E. Oakwood Blvd.....(773) 268-7500

MA in Inner City Studies

MA in School Leadership (Type 75 Program)

Graduate Programs in Language Arts

MAT/MSI Language Arts-Elementary, LWH 3091.....4557

MAT/MSI Language Arts-Secondary, LWH 4010.....5329

MA Latin American Literature and Cultures

LWH 2040.....4740

MA Linguistics

LWH 3062.....5871

Graduate Programs in Mathematics

BBH 214C.....5760

MS Mathematics-Applied

MA Mathematics for Elementary Teachers

MS Mathematics-Secondary School Teachers

MA Music

FA 128.....5900

MA Political Science

LWH 2080.....5660

MA Reading

LWH 2062.....5361

Graduate Programs in Special Education

LWH 4058.....5580

MA Special Education-Gifted Education

MA LBS I

MS LBS II

MA Teaching English as a Second Language

LWH 3062.....5872

