

# Illinois State University Graduate School

## Orientation for New Graduate Students



Today graduate students' lives are more tightly scheduled than ever before, which can make it difficult to find time to attend conventional orientation sessions on campus. Illinois State's online Graduate School orientation is designed to provide an overview of campus and community

resources at any hour that is convenient to you. We recommend that you read this online orientation before the start of your first term of study. For further information about any of the services or resources mentioned here, please see their individual pages at the university's web site.

If you are still thinking about applying to a graduate program, the Graduate School web site section on Considering Graduate School is designed to address some commonly asked questions, but please feel free to read this online orientation as well.

The general orientation to Graduate School does not replace the program orientation in your own department. If you have not yet received information about an orientation in your department, contact your graduate coordinator.



# Welcome from Dr. Kimberly Nance, Director of the Graduate School

On behalf of the Graduate School administration and staff, welcome to Illinois State University. In all of our programs, students, faculty, and staff work together each day to promote the core values of Illinois State: individualized attention, public opportunity, active pursuit of learning and scholarship, diversity, and innovation.

Graduate study is not just more years of college; it is qualitatively different from undergraduate education. To begin with, there is no general education component to graduate study; you will focus closely on your own field. Another difference is the caliber of the students. Since graduate students typically choose the field in which they did best as undergraduates, graduate programs are composed of top performers. These differences are reflected in the university's expectations for grades. Undergraduates remain in good academic standing with a C average. For graduate students, the minimum average for good standing is a B.

Graduate students are a select group in other ways as well. In the United States, as of the 2000 Census approximately 16% of people 25 years or older had earned bachelor's degrees, 6% had earned master's, 2% had earned professional degrees, and 1% had earned doctorates. In the global context access to college is a rare opportunity, and graduate school an elite privilege.

As recognized in the mission statement of the Graduate School, individuals who have the opportunity for graduate education should be prepared to take on a concomitant set of obligations, the "professional and scholarly responsibilities of educated persons in a free society."

As you prepare to take your place in our academic community, I wish you every success.



# Graduate Education at Illinois State



Graduate School 309 Hovey Hall  
Illinois State University  
Normal IL 61790-4040

## Mission of the Graduate School

The Graduate School shall contribute to the advancement of knowledge through research and instruction. The Graduate School shall encourage qualified undergraduates to pursue graduate study, shall seek to foster in each graduate student a spirit of inquiry and a quality of scholarship or artistic excellence consistent with the highest traditions in graduate work, and shall prepare graduates who are able to assume the professional and scholarly responsibilities of educated persons in a free society.

Article  
II, *Graduate  
School Bylaws*

# Graduate School Staff

## Graduate School staff members and areas of responsibility

All staff members have offices in 309 Hovey. You can contact any staff member directly or make an appointment by calling or e-mailing. If you are not certain to whom you should direct your question, please call the Graduate School Front Desk at 309/438-2583. The Graduate School fax number is 309-438-7912.

**Judy Keenan** 438-3006 [jlkeena@ilstu.edu](mailto:jlkeena@ilstu.edu)

Secretary to Associate Vice President & Director of Graduate Studies, Minority Tuition Waivers, Probationary Admissions, Scholarships

**Mary Stack** 438-2597 [mastack@ilstu.edu](mailto:mastack@ilstu.edu)

Graduate Council/Coordinator Support, Satisfactory Progress, Regulations & Procedures, Symposia, DFI Fellowships, Graduate Assistantships

**Patricia Schnitker** 438-2109 [plschnit@ilstu.edu](mailto:plschnit@ilstu.edu)

Dissertation Examiner, Students at Large

**Sunny Portree** 438-2597 [sdportr@ilstu.edu](mailto:sdportr@ilstu.edu)

Thesis Examiner, Curriculum Support, Graduate Catalog

**Kim Shennett** 438-2585 [keshenne@ilstu.edu](mailto:keshenne@ilstu.edu)

Plans of Study, Transfer of Credit, Degree Audit, Graduation, Web site manager



# Graduate programs and graduate coordinators

If you are a new graduate student at Illinois State, you will be joining the 3,000 current graduate students who made the decision to enter one of our master's, certificate, specialist, doctoral, or integrated degree programs. Whether you are entering graduate school immediately after your undergraduate degree, or whether you waited a few years or more than a few, you will be in good company.

Unlike most undergraduate programs, where students are admitted directly to the university, graduate students are admitted to a specific program. While you may request a different program within your own department by speaking to your graduate coordinator, if at some time you wish to change to a program in another department you will need to submit a new admission application for consideration by the new department. Admission to another graduate program is not guaranteed; each program has its own admissions requirements and priorities.

Admission to a certificate program is requested by filling out a form available at the Graduate School web site.

Each graduate program is administered by a Graduate Coordinator (in some departments/schools they are known as Graduate Directors, and in large programs they may be assisted by other faculty members.)

Graduate coordinators are responsible for maintaining the overall integrity of the graduate program in the department or school, as well as promoting the educational success of individual graduate students.

## Coordinators

- Assure clear communication between the degree program, the department/ school/college, the Graduate School, Admissions, and the graduate student
- Foster recruitment, admission and degree completion for a diverse group of highly talented students

- Monitor and report progress (or lack of progress) of students
- With graduate faculty/chair/director, assist in developing learning outcomes, placement, and program assessments
- Model and encourage excellence in scholarship and teaching
- Provide leadership in review of curriculum and design of professional development opportunities for graduate students
- Supervise comprehensive exams, assuring consonance with regulations and requirements of the Graduate School and the program and submitting reports within
- Monitor theses and dissertations and submit required forms
- Monitor degree completion and requests to participate in Commencement
- Advise chair/director on allocation of departmental/school Graduate Assistantships and Tuition Waivers
- Assist students in securing Research Symposia Travel Support
- Assist students in securing Scholarships/Fellowships/Grants

In addition to other duties, coordinators serve as graduate students' academic advisors. They will help you decide which classes to take and will assist you in filing your Plan of Study, a form that details all of the courses that you plan to use in fulfilling degree requirements.

Most graduate programs also have their own Graduate Handbooks detailing policies and procedures that are specific to that program; check your program website or ask your coordinator.



## Registration



Registration for summer and fall classes begins mid-spring, for spring classes, mid-fall. Students are advised to register as soon as possible, both to assure the best choice of classes and to help programs determine demand for sections.

Registration takes place on-line through I-Campus, your personalized web portal. If a class is full, you may be able to arrange an override by contacting the department or school. It is also essential to keep your campus account current, otherwise your classes for next semester may be dropped for non-payment of a bill, and those courses may be full when you try to re-register.



## Financial Aid



Economic issues can make it difficult to concentrate on graduate courses. The Financial Aid office can inform you about your options. For immediate need, small emergency loans and grants may be available through the university.

At the Financial Aid office, Shawn Rigsby [scrigsb@ilstu.edu](mailto:scrigsb@ilstu.edu) specializes in graduate student financial aid questions. Shawn can help you assess your eligibility for loans and other forms of financial aid. The number for Financial Aid is (309) 438-2231. Hours are 8 a.m. - 4:30 p.m., Monday through Friday. Financial Aid is located in [231 Fell Hall](#).



## Assistantships

Graduate assistantships are available in many academic departments, and also in some non-academic offices on campus. Some assistants teach under the supervision of a professor, others work on research projects, and still others assist with a variety of administrative tasks. All assistantships are posted at the university's Human Resources web site, and applications are all on-line. Policies and procedures for assistantships can be found online in the Graduate Assistant Handbook.

Illinois State University Office of Human Resources  
Campus Box 1300 Normal, IL 61790-1300

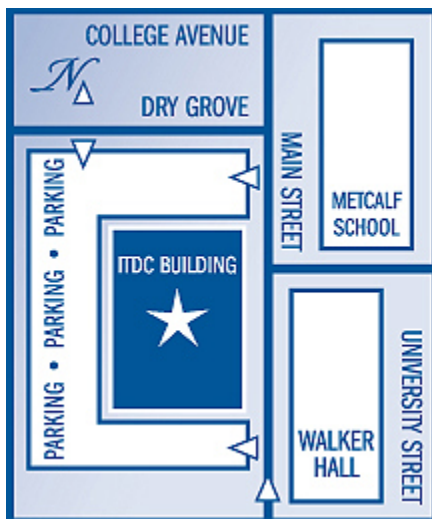
Campus location: Nelson Smith Building 101

Phone: (309) 438-8311

Email: [hr@IllinoisState.edu](mailto:hr@IllinoisState.edu)



## Center for Teaching, Learning & Technology (CTLT.)



If you have a teaching assistantship, you can expect your department or school to provide orientation and training. Additional resources are available through the university's CTLT which offers teaching workshops, some of which include a small stipend for participation,

as well as small grant programs, resource materials, and expert advice.

Center for Teaching, Learning & Technology © 2007

Instructional Technology & Development Center

301 S. Main St. • Campus Box 6370 • Normal, IL 61790-6370

Phone: (309) 438-2542 • Fax: (309) 438-8788 • E-mail: [teachtech@ilstu.edu](mailto:teachtech@ilstu.edu)

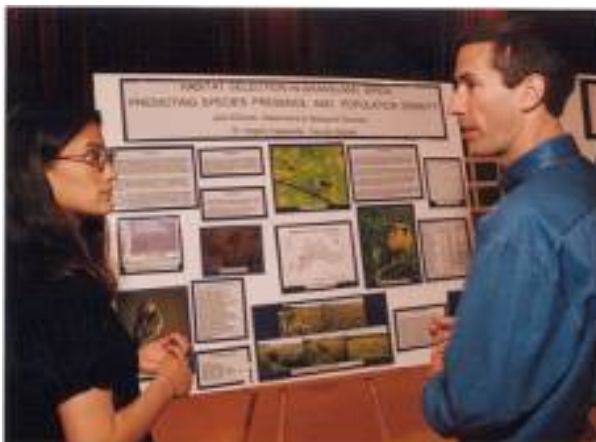


## Center for the Integration of Research, Teaching and Learning (CIRTL) online

A helpful online resource for any teaching assistant new to the classroom is CIRTL, the NSF-funded Center for the Integration of Research, Teaching and Learning at <http://cirtl.wceruw.org/> First developed to assist new TAs in the sciences and technology, but including information that is applicable to all disciplines, the site offers free full-text guidebooks, digests of articles on teaching, and classroom case studies (with answer keys) that provide practical guidance on a wide variety of common situations encountered by beginning TAs in any discipline, including a section on cultural differences that international instructors may encounter in US classrooms. This is a good resource for all TAs to read before they teach, as well as a good source of advice if you experience difficulties in your classroom during the semester.



## Graduate Research Symposium



Each spring the Graduate School hosts a campus research symposium at which graduate students are invited to present their latest research and creative projects.

Graduate students are encouraged to use those presentations as rehearsals for later presentation at conferences and exhibitions in their own disciplines. Students whose symposium project is later accepted for presentation elsewhere may apply for up to \$125 in matching funds to help with their expenses for travel or exhibition.

For more information, visit the Symposium web site.



## Responsible Conduct of Research



Most graduate students engage in some form of research, whether as part of a class assignment, in a lab, as a research assistant to a faculty member, or in the preparation of a thesis or dissertation.

It is critical that all graduate students familiarize themselves with the university's guidelines for research. Students are sometimes surprised to learn that they need formal permission "just to give a quick survey," but often that is the case. Always check with your department or school's Institutional Review Board (IRB) representative to see what permission forms you need to file.

Not only is knowledge of those guidelines essential to your success as a student and to your professional development, failure to follow them can jeopardize your own funding, funding of the project you work on and other research projects at the university, and may even result in criminal charges.

Take time now to review the Research Policy and Compliance information at the website of Research and Sponsored Programs (RSP) and be certain to obtain the appropriate permissions before beginning any project. If you complete research without the appropriate permissions, there is no way to obtain those permissions retroactively. You will have violated university regulations and you will not be permitted to use the data you collected.



# University Library

Milner Library • Campus Box 8900 • 201 North School St. • Normal, IL  
61790-8900 Phone: 309-438-3451 • Fax: 309-438-3676

Milner Library will offer a special introduction to the library for graduate students on Saturday, August 18 from 10:00 to



11:00 and  
11:00 to 12:00  
in Milner  
Library, room  
164d.

Milner Library provides research materials, advice, and assistance both in the building and online. You can also use the Milner

web site to order materials via interlibrary loan from a large network of college and university libraries. Research help is available in person, over the phone and by e-mail. During the academic year you can also contact a librarian via instant messenger 24 hours a day.

A personal appointment with your subject area librarian is an excellent start for any research project. These expert researchers can help you focus your topic, determine appropriate keywords, and conduct more effective searches. Not only can they help you locate all of the standard sources for your discipline, they can show you new sources that you may not have been aware of.

Librarians in Milner are assigned specific disciplines and subjects in which they specialize for purposes of book selection, specialized reference, bibliographic instruction and maintaining relations with the colleges and schools. The subject list below indicates the librarian assigned to the respective subject area. If a particular subject librarian is not available or if you

have questions on library collection development policy, feel free to contact Chad Buckley (cebuckle@ilstu.edu).

Subject	Specialist
Accounting	<a href="#">Weir, Kay</a>
Agriculture	<a href="#">Williams, Sarah</a>
Anthropology	<a href="#">Ward, Dane</a>
Architecture	<a href="#">Lonbom, Kathleen</a>
Archives	<a href="#">Rayfield, Jo Ann</a>
Art	<a href="#">Lonbom, Kathleen</a>
Biological Sciences	<a href="#">Buckley, Chad</a>
Botany	<a href="#">Buckley, Chad</a>
Business	<a href="#">Palmer, George</a>
Business	<a href="#">Weir, Kay</a>
Chemistry	<a href="#">Buckley, Chad</a>
Communication	<a href="#">Van Der Laan, Sharon</a>
Criminal Justice	<a href="#">Bonnell, Angela</a>
Dance	<a href="#">Meckstroth, Patricia</a>
Ecology	<a href="#">Buckley, Chad</a>
Economics	<a href="#">Palmer, George</a>
Education Administration and Foundations	<a href="#">Naylor, Sharon</a>
English	<a href="#">Meckstroth, Patricia</a>
Environmental Science	<a href="#">Williams, Sarah</a>
Family and Consumer Sciences	<a href="#">Mather, Diane</a>
Film	<a href="#">Lonbom, Kathleen</a>
Finance	<a href="#">Palmer, George</a>
Foreign Languages	<a href="#">Meckstroth, Patricia</a>
Geography	<a href="#">Rhue, Deborah</a>

Geology	<a href="#">Rhue, Deborah</a>
Government Documents	<a href="#">Bonnell, Angela</a>
Health Sciences	<a href="#">Mather, Diane</a>
History	<a href="#">Schwartz, Vanette</a>
Information Technology	<a href="#">Williams, Sarah</a>
Insurance	<a href="#">Palmer, George</a>
Kinesiology	<a href="#">Naylor, Sharon</a>
Law	<a href="#">Palmer, George</a>
Literature	<a href="#">Meckstroth, Patricia</a>
Management and Quantitative Methods	<a href="#">Palmer, George</a>
Maps	<a href="#">Schwartz, Vanette</a>
Marketing	<a href="#">Weir, Kay</a>
Mathematics	<a href="#">Kahl, Chad</a>
Media Resource Center	<a href="#">Kubiak, Christine</a>
Media Resource Center	<a href="#">Siebert, Sheryl</a>
Military Science	<a href="#">Kahl, Chad</a>
Music	<a href="#">Kubiak, Christine</a>
Nursing	<a href="#">Mather, Diane</a>
Philosophy	<a href="#">Stoffel, Bruce</a>
Photography	<a href="#">Lonbom, Kathleen</a>
Physical Education	<a href="#">Naylor, Sharon</a>
Physics	<a href="#">Williams, Sarah</a>
Politics and Government	<a href="#">James, Kate</a>
Politics and Government	<a href="#">Kahl, Chad</a>
Psychology	<a href="#">Stoffel, Bruce</a>
Recreation and Park Administration	<a href="#">Naylor, Sharon</a>
Social Work	<a href="#">Schwartz, Vanette</a>
Sociology	<a href="#">Schwartz, Vanette</a>

Special Education	<a href="#">Naylor, Sharon</a>
Speech Pathology and Audiology	<a href="#">Mather, Diane</a>
Sports Medicine	<a href="#">Naylor, Sharon</a>
Technology	<a href="#">Lonbom, Kathleen</a>
Theatre	<a href="#">Meckstroth, Patricia</a>
Women's Studies	<a href="#">Schwartz, Vanette</a>
Zoology	<a href="#">Buckley, Chad</a>



## Information Technology



The Campus Technology web site offers information on all of the tech resources on campus, including e-mail and computer-use policies, classes and training materials, academic pricing on computers and accessories, and site-licenses for download

or purchase of software.

University policy is that all students are expected to have access to a computer, and President Bowman has gone on record that the computer is considered to be as essential as a textbook. All registration for classes takes place on-line, and in many classes it is impossible to complete and submit assignments without ready access to a computer every day.

Your university assigned e-mail account is the only official line of communication from the university. Requests to send official communications to other e-mail addresses cannot be accommodated. All students are expected to check their university e-mail accounts daily, and to

use I-Campus to check their schedules, university accounts, and other records.

The university provides ResNet computer connections in university housing, as well as outlets and wireless hotspots at many points on campus.



## ID Cards, UID numbers and ULIDS

A university ID card is required for access to the library and other campus services. To get yours, go to the Redbird Card Office in the Bone Student Center during business hours. (Hours are 9 a.m. - 5:30 p.m., Monday - Friday, closed on weekends. Summer hours are 9 a.m. - 5 p.m., M-F, closed on weekends.) The first I.D. card is free. To receive your first I.D. Card, you must be registered for at least one class for the current or upcoming semester. A photo I.D. must be presented when you obtain your I.D. (i.e. Driver's License, State I.D., passport, or military I.D.). Your photo will be taken.

Your UID, a unique number assigned to each student by the university (not related to the social security number) is available from a link on the Welcome2ISU website.

All students of Illinois State University are given a ULID (University Logon Identification) account. A ULID is derived from the affiliate's name, is always in lowercase letters, and is the first part of the affiliate's University e-mail address (i.e. [ULID@ilstu.edu](mailto:ULID@ilstu.edu)). Your ULID account is used to access Illinois State University electronic resources. With your ULID and password you will be able to access your ISU e-mail, Datastore01 network shares, ResNet, and ADSL services. You will also be able to log onto ISUNET. To activate your account, go to the Campus Technology web site.



## Textbook Lists

A personalized list of textbooks ordered by your professors for the courses in which you are registered is provided on your I-Campus portal. There are two campus bookstores, Barnes & Noble in the Student Center and Alamo II across from Hovey Hall. Those stores make an effort to stock all books

ordered for classes, but texts may be available from other bookstores or online.



## Academic Honesty & Integrity

Honesty and integrity are expected of all members of the campus community. Each year some graduate students face disciplinary action because they have violated the Student Code of Conduct.

All students are advised to take time now to read the entire code, with special attention to the passages reproduced below.

Violations of the conduct code are taken very seriously, and may result in a failing grade on an assignment, an automatic F for the course, disciplinary probation, additional assignments to increase the student's awareness of the importance of honesty and integrity, suspension, or expulsion from the university. For the rest of the code, and for more information about the procedures for reporting violations, see the web site of Community Rights and Responsibilities.

### **Protecting the rights of the University and the educational process**

Illinois State University recognizes that it must create an environment where each student will be free to pursue her or his academic interests without interference from others. This includes upholding the integrity of the academic process as well as providing a community free of disruptions. The following restrictions are designed to foster a healthy and peaceful learning community. Their violation will result in disciplinary action.

#### **1. Academic Dishonesty. Including but not limited to:**

Students are expected to be honest in all academic work. A student's placement of his or her name on any academic exercise shall be regarded as assurance that the work is the result of the student's own thought, effort, and study.

Students shall not:

- a. possess or utilize any means of assistance (books, notes, papers, articles, etc.) in an attempt to succeed at any quiz or examination unless specifically authorized by the instructor.
- b. take any action with intent to deceive the person in charge as to the student's acting without honesty to complete an assignment, such as falsifying data or sources, providing false information, etc. Students are prohibited from conversation or other communication in examinations except as authorized by the instructor.
- c. appropriate without acknowledgement and authorization another's computer program, or the results of the program (in whole or part) for a computer-related exercise or assignment.
- d. plagiarize. For the purpose of this policy, plagiarism is the unacknowledged appropriation of another's work, words, or ideas in any themes, outlines, papers, reports, speeches, or other academic work. Students must ascertain from the instructor in each course the appropriate means of documentation.
- e. submit the same paper for more than one University course without the prior approval of the instructors.
- f. willfully give or receive unauthorized or unacknowledged assistance on any assignment. This may include the reproduction and/or dissemination of test materials. Both parties to such collusion are considered responsible.
- g. substitute for another student in any quiz or examination.
- h. be involved in the advertisement, solicitation, or sale of term papers or research papers.



## Conduct on Campus

Everyone in the campus community is expected to treat others with respect and civility at all times. Should you encounter an exception to that rule, the Office of Community Rights & Responsibilities can work with you to resolve all types of conflict, including conflicts between students and faculty/staff/other students, disruptive or disrespectful behavior in classrooms, labs, or anywhere else on campus.

## Community Rights and Responsibilities

120 Student Services Building  
Campus Box 2440  
Normal, IL 61790-2440  
Phone: (309) 438-8621  
Facsimile: (309) 438-7560  
Email: [crr@ilstu.edu](mailto:crr@ilstu.edu)

### Hours of Operation

Monday: 8 a.m.-6 p.m.

Tuesday-Thursday: 8 a.m.- 9 p.m.

Friday: 8 a.m -4:30 p.m.

CRR's support ranges from simple offers of voluntary mediation to formal and mandatory disciplinary hearings. Complaints can be filed online, and staff members are available to discuss university rules and options. CRR is a confidential setting, and the Graduate School encourages use of its resources. Prompt attention to an issue when it first emerges can often help to avoid escalation. The CRR website also offers a helpful summary of university policy on classroom behavior that all teaching assistants should read before the semester begins.

If a conflict touches on issues of race, color, national origin, religion, gender, sexual orientation, age, disability or veteran status, students should contact the Office for Diversity and Affirmative Action (ODAA).



# Campus Police 911

All members of the campus community are urged to call 911 at any time if a person appears to pose a danger to him/herself or to others. Campus police officers will evaluate the situation and make other referrals as appropriate. As President Bowman urged in a recent address “If you witness behavior that you consider suspicious or worrisome—report it. The slight embarrassment you may suffer for overreacting is a very small price to pay when compared to the potential outcome.”

## Mailing Address

Illinois State University Police  
Department  
718 West College Avenue  
Campus Box 9240  
Normal, Illinois 61790-9240

## Street Address

Illinois State University Police  
Department  
718 West College Avenue  
Nelson Smith Building, Room 105  
Normal, Illinois 61790-9240

## Telephone (non-emergency)

(309)438-8631



# Student Legal Services

Legal Services, offered through Community Rights and Responsibilities, a unit of the Dean of Students Office, provides students with the legal information and guidance they need to help resolve their concerns and focus on what's most important — their education.

Legal Services provides students with:

- Expert advice from a licensed attorney to provide help with filing claims, managing settlements, and accessing legal resources
- Free consultation that provides input, answers questions, and helps to facilitate the legal process
- Help with identifying the most appropriate legal representation

Legal Services  
Community Rights and Responsibilities  
120 Student Services Building  
Campus Box 2440  
Normal, IL 61790-2440  
Phone: (309) 438-2571  
Facsimile: (309) 438-7560



## Diversity, Equal Opportunity & Affirmative Action

The Illinois State University Office for Diversity and Affirmative Action (ODAA) is committed to promoting a working and learning environment free of discrimination on the basis of race, color, national origin, religion, gender, sexual orientation, age, disability or veteran status. To this end, the ODAA is responsible for ensuring the University's compliance with all applicable federal and state nondiscrimination requirements and serves as the institution's official liaison with governmental civil rights enforcement agencies. The director reports directly to the University President and is responsible for the development and execution of the University's Affirmative Action Plan. In addition, the ODAA provides leadership and support toward developing a comprehensive and institution-wide approach to achieving and sustaining a diverse and pluralistic community of students, faculty and staff.

Office for Diversity and Affirmative Action

Hovey Hall 208  
Campus Box 1280  
Normal, IL 61790-1280  
Telephone: (309) 438-3383

TTY: (309) 438-2554

Fax: (309) 438-7395.

## OFFICE HOURS

8 a.m. - 4:30 p.m., Monday - Friday



# International Student & Scholar Services



The mission of International Student and Scholar Services is to attend to the needs of international students and scholars. The unit's assistance encompasses personal, social, educational, and immigration issues. The unit is also engaged in outreach through community-based groups.

Your immigration advisors are:

Betsy Drillon for F-1s

[bdrillon@ilstu.edu](mailto:bdrillon@ilstu.edu)

Stephanie Gonzalez for J-1s

[sgonzal@ilstu.edu](mailto:sgonzal@ilstu.edu)

Sarah Jome for everybody

[sjjome@ilstu.edu](mailto:sjjome@ilstu.edu)

To seek advisement, you must make an appointment to see an advisor in the International Studies Office by calling 438-5276.

Office of International Studies and Programs

Illinois State University,

308 Fell Hall, Campus Box 6120,

Normal, IL 61790-6120

Fax (309) 438-3987 Tel (309) 438-5365/5276

Email: [oispp@ilstu.edu](mailto:oispp@ilstu.edu)

The Office of International Studies & Programs offers orientation sessions and online information for international students. Topics on that site include...

### Immigration

[Getting Your Visa](#)

[Entering the U.S.](#)

### Getting ready to come here

[Welcome](#)

[Exchange Students - Nondegree](#)

[Transportation to ISU](#)

[Bringing Your Family](#)

### Orientation Issues

[Orientation Program](#)

[Academic Advising](#)

[Course Registration](#)

[Housing and Food](#)

[Health Care and Insurance](#)

[Money](#)

[Employment on Campus](#)

[Athletes](#)

[Safety](#)

[American Culture](#)



## Disability Concerns



Disability Concerns provides accommodation services that support persons with disabilities in:

- The realization of academic goals
- Reaching professional goals
- Becoming contributing members of society and lifelong learners

In addition to providing direct support to students, Disability Concerns also advises faculty and teaching assistants regarding university policies on how to respond when students in their classes request accommodations for a disability.

Telephone                    309.438.5853 (Voice)                    309.438.8620 (TTY)

Facsimile                    309.438.7713

E-mail [ableisu@ilstu.edu](mailto:ableisu@ilstu.edu)

350 Fell Hall   Campus Box 1290   Normal, Illinois   61790-1290

Office Hours   8:00 a.m. - 4:30 p.m.   Monday - Friday



## Student Health & Counseling Services



Student health fees support a campus health center to provide health care and prevention services to students enrolled at Illinois State University. All of the center's physicians and nurse practitioners are board certified in family practice, internal medicine, or women's health. Lab, x-ray, and pharmacy services are available onsite. In addition to medical services, Student Health Services provides health education, wellness, and prevention services.

The Student Health Service is located in the Student Services Building, at the

Student Services Building Student Health Service Campus box 2540 Normal,  
IL 61790-2540

Student Health Service.....	(voice) (309) 438-8655 (TDD) (309) 438-2498
Appointments.....	(309) 438-APPT / 438-2778
Appointment cancellations.....	(309) 438-CNCL / 438-2625
Nurse Consult.....	(309) 438-RNRN / 438-7676
Business Office.....	(309) 438-8793
Clinical Fax.....	(309) 438-5205
Health Promotion Office.....	(309) 438-5948
Health Stop Resource Center.....	(309) 438-5613
Medical Records.....	(309) 438-7559
Pharmacy.....	(309) 438-8713
Preventive Medicine.....	(309) 438-8560

Graduate students can encounter a number of difficult situations while at Illinois State: the break up of an important relationship, confusion about career choices, difficulty managing stress, and conflict with family. For these and many other reasons, each year many Illinois State students turn to the staff at Student Counseling Services (SCS) to help them talk through their feelings and thoughts about difficult situations, learn new coping strategies, and/or make decisions about what to do. The staff at SCS is well trained to help students with a variety of issues: from dealing with homesickness to managing complex mental health issues. If you want to talk to someone about counseling services, call 438-3655 or go directly to Room 320 of the Student Services Building to make an initial appointment. During this first appointment, a professional counselor will work to help you clarify your concerns and develop solutions. If ongoing counseling or other services are needed, they may be arranged at that time. All personal counseling at the center is provided without charge.

Student Counseling Services    320 Student Services Building

Phone: 309-438-3655 (Voice)    309-438-5489 (TDD)

E-mail:    [counseling@IllinoisState.edu](mailto:counseling@IllinoisState.edu)

Mailing Address:

Student Counseling Services

Campus Box - 2420

Illinois State University

Normal, IL 61790-2420

### **Psychological Emergency Services**

Between 8 a.m. and 4:30 p.m., (Monday through Friday)

Student Counseling Services (SCS) has an emergency walk-in service from 8 a.m. to 4:30 p.m., Monday through Friday (no appointment is needed). To access this service go to Room 320 of the Student Services Building between 8 a.m. and 4:30 p.m. and tell them you need to see the Emergency Counselor.

After 4:30 p.m. or on weekends

If you have an emergency during a time when Student Counseling Services is closed, CALL the Providing Access to Help (PATH) line at 827-4005. PATH can provide information, support, referrals, and, if needed, will transfer your

call to the SCS professional staff member on call who can provide emergency consultation. If PATH is unavailable, you can call 911, go to the emergency room at BroMenn Regional Medical Center or call them at 454-0743.

If you need emergency medical intervention, please contact 911, and arrange transportation to the nearest hospital emergency room.

To obtain up-to-date information about Emergency Services after hours and on weekends, call the Student Counseling Services at 438-3655. A recorded message will give you up-to-date information on accessing crisis services for psychological emergencies.



## The Campus Community: Bloomington-Normal & Beyond

The university is located in Normal, but Bloomington starts only a mile south of campus. The main business areas of Normal are located in uptown (just east of campus), and along Main Street (west of campus.) Bloomington has its own historic downtown centered along Main Street, about 2 miles south of campus.

### **Books, groceries and other necessities**

#### **Within walking distance**

The nearest grocery store to campus is the Kroger on Main, about a mile south of the Quad, and there is a Walgreens drug store just south of the Kroger.

There are two bookstores on campus, Alamo and Barnes & Noble. Babbitt's Used Books is just east of campus on North Street.

Anderson Park, which offers an outdoor swimming pool, is about a mile east of the Quad on College Avenue.

The Normal Theater, east of campus on North Street, has been renovated by the city to match its original 1937 décor and shows popular, international and documentary films.

Tuesday evenings from 4:30-6:30 local farmers sell fresh produce, meat, flowers and baked goods near the Children's Museum east of campus on North Street.

### **A short bus ride from campus**

Nearly all of the grocery stores, including Aldi, Cub, Kroger, Jewel, Schnucks and Wal-Mart, are on the city bus lines.

Borders and Barnes & Noble bookstores are located on Veterans Parkway.

Downtown Bloomington has a historical museum in the old courthouse, as well as many restaurants and shops. Saturday mornings local farmers sell fresh produce, meat, flowers and baked goods in the courthouse square.

The two large shopping malls in town are College Hills, on College and Veteran's Parkway, and Eastland, on Empire and Veterans.

Fairview Park in North Normal has a large outdoor pool with waterslides and other attractions.

Miller Park, in Bloomington, features a small municipal zoo that includes seals, wallabies and eagles, among other animals. The park also has a lake with beaches and paddleboat rentals.

### **Transportation**

Illinois State University's campus is in the twin-city community of Bloomington-Normal near the geographic center of the state, 137 miles southwest of Chicago and 164 miles northeast of St. Louis. Interstate highways 74, 55, and 39, U.S. Route 150, and Illinois Route 9 intersect in Bloomington-Normal, creating a transportation hub. The local airport is served by five scheduled airlines, one charter air service, and three rental car agencies.

For walking, biking, skating, and, in the winter, cross-country skiing, the Constitution Trail offers many miles of tree-lined paved pathways throughout the cities. The trail passes through uptown Normal near the Amtrak station, a few blocks from the university. The Campus Recreation Center rents skis and skates.

**Bloomington-Normal Public Transit** buses run throughout campus and the twin cities, including late-night service on some routes. All city buses are free

to university students at all times—just show your university ID card to the driver.

**The Amtrak train station** is located just two blocks from the University in uptown Normal. Trains run between Normal and Chicago or Saint Louis 5 times each day, connecting to cities throughout the United States and Canada. In Chicago, the train station is located on Canal and Adams streets, an easy walk from the Art Institute and Millennium Park. Amtrak often runs sales on tickets, and discounts can be as much as 80% (look at the Amtrak website under “hot deals” or “weekly specials.”)

**Peoria Charter** offers multiple buses each day to and from O’Hare and Midway airports.

**Central Illinois Regional Airport** is a short cab ride from campus.



## Preparing for Success in Graduate School

There is no one formula for success in Graduate School. Each program is different, as is each student. Nevertheless, conversations with successful graduates do present some common threads in terms of attitudes and actions. Beyond obvious advice like managing time carefully and working hard, outstanding graduate students usually have three other traits in common: confidence, curiosity, and an enthusiasm for conversation about their chosen fields.

### Confidence

You have reason to be confident. By admitting you to their graduate program, your department or school is betting on your success. This does not mean that things will always go smoothly. In fact, one of the hallmarks of confident students is their willingness to ask questions and seek help whenever they need it. Like professors, confident students view questions as a normal part of the learning process, and not as a sign of trouble. They ask right away, and get the answers they need so that they can go on to do well on projects and exams. In contrast, students who lack confidence tend to avoid asking questions until after they have turned in a sub-standard assignment or earned a low grade.

## **Curiosity**

Successful students do not limit their reading to course assignments. They ask their professors and subject librarians for recommendations on key journals and read them regularly in order to learn more about the field. They also seek to be well informed on current events, reading national papers online and listening to daily newscasts (WGLT, the campus radio station, is a good start.)

## **Conversation**

Another good predictor of graduate success is how much time a student spends talking with professors and other students outside class about topics related to the field of study. Talking with others not only offers opportunities to learn from them, it also permits you to organize and articulate your own knowledge of the subject before you sit down to write an assignment or take an exam.



# **Best wishes on your graduate program.**

If you have suggestions for other topics to be included in this orientation,  
please send them to  
Orientation Suggestions, Graduate School, Campus Box 4040.