Dear SIUC Industrial Management & Applied Engineering Student:

Welcome to Southern Illinois University-Carbondale. You are among hundreds of students, both on campus and at military installations throughout the country, who are pursuing the Bachelor of Science degree in Industrial Management and Applied Engineering (IMAE).

As you prepare toward graduation, there are a number of questions that will probably arise on a variety of different subjects associated with your education. The attached handout has been provided to answer many of your questions. However, if you have a question or a problem that is not addressed in the handout, please call us at (302) 734-7829 or stop by the SIU-C office. You can also check out our web page http://www.engr.siu.edu/tocdp.

We are here to provide guidance and assistance throughout your enrollment in the Industrial Management & Applied Engineering program. However, we also request that you become aware of your responsibilities for your education. All enrollment, financial aid, receiving of transcripts and Core requirement approvals are handled by the Dover AFB SIUC office.

Classes start at 8:00 a.m. sharp Saturday and Sunday on the weekends listed for each course.

We hope that your enrollment with us will be both rewarding and enjoyable for you.

Sincerely,

Karen M. Nagyiski
Program/Student Advisor
Technology Off-Campus Degree Programs
Southern Illinois University
ORIENTATION

I. Calculator needed
   A. Functions needed
      1. 4 Functions $N^2$ or $N^x$ – all classes
      2. Trig (sin, cos., tan), Log & Ln – IT 307 & IT 390
      3. Statistical, log, n! – IT 375 & IT 475
   B. Some recommended calculators
      1. Sharp EL 506
      2. LCD Scientific
      3. TI 89

II. Course Syllabus and Text
   A. Syllabus is available in the SIUC office two (2) weeks before the first weekend of class and SIU Online in your course tab.
   B. Textbooks are ordered any vendor (Amazon, Chegg, Allbookstores.com). See office for current semester list.
   C. Pre-class homework/assignments
      1. Reading
      2. Attempt all problems
         a. Do not dwell on ones you cannot do.

III. Methods of Study
   A. Different systems for each student
      1. Two hours a day
      2. Cram session
      3. Group study
      4. Individual study
   B. Get to know your classmates
      1. Help each other
      2. Exchange phone numbers
      3. Take turns organizing study groups

IV. Online Courses
   A. Different Types
      1. Text and assignments
      2. Research and projects
      3. Use of visual aids and computers

V. Capstone
   A. Must have an A.A.S. degree and a 2.0 GPA or better to qualify.
   B. Your A.A.S degree must be posted before the student earns more than 12 hours in their major with SIUC.
VI. Additional Credits  
A. Use DANTES and CLEP (See office for list)  
B. Based on individual needs

VII. Math Requirements  
A. College or Pre-Calculus I (3 semester hours)

VIII. Tuition Payments  
A. Due the first of each month  
   1. Check or money order only, pay online through Salukinet. NO CASH

IX. Classes held on Weekends  
A. Saturday and Sunday of scheduled weekends  
B. Eight hour class each day 8:00 a.m. – 4:30 p.m. (0800 – 1630)  
   1. Time includes breaks and lunch  
C. Instructor calls the shots!

X. Financial Aid  
A. Veterans Benefits (Post 9-11)  
B. Military Tuition Assistance  
C. Reserve Unit Educational Benefits  
D. PELL Grants  
E. Guaranteed Student Loans  
F. Corporate Educational Benefits

XI. Make SIUC office aware of any problems which effect on-time coursework completion,  
    class attendance, program progress, and tuition payments.  
A. We can probably help  
B. Read the newsletters

XII. Writing and Report Aid  
B. Dictionary

XIII. Bad-weather Policy  
A. If the instructor can be here, classes are held (providing DAFB is open)  
B. May call advisor at home, Karen M. Nagyiski (302) 242-8935 (unlisted)  
C. Call the office and leave a message on the answering machine if you cannot attend,  
   (302) 734-7829  
D. E-mail the SIUC office at DoverAFB@siu.edu or SIUC_Dover@comcast.net  
E. Listen to local T.V. and Radio Stations
CLASS CANCELATIONS DUE TO INCLEMENT WEATHER CONDITIONS

The Southern Illinois University courses at Dover Air Force Base will be canceled ONLY IF THE DOVER AIR FORCE BASE HAS BEEN CLOSED TO ALL NON-ESSENTIAL PERSONNEL (MEL Level 3) OR IF THE INSTRUCTOR HAS CHOSEN TO CANCEL. You can call the Base Weather Line at (302) 677-BASE (2273) for any updates and the 436 Air Wing Facebook page.

If a course has been canceled by and instructor, the instructor and/or the SIUC staff will call the students.

If all classes at the Dover AFB site are canceled due to the weather conditions, the following radio and television stations will broadcast the cancellations. The broadcast will state that the Dover Air Force Base is closed or Southern Illinois University at the base is closed.

PLEASE CALL THE OFFICE DURING NORMAL HOURS OF OPERATION REGARDING CANCELLATIONS OR DELAYS. IF I CANNOT BE REACHED AT THE OFFICE, YOU MAY CALL MY CELL PHONE NUMBER. A MESSAGE WILL BE LEFT ON THE OFFICE ANSWERING MACHINE IF POSSIBLE.

ALL CANCELLED CLASSES WILL BE MADE UP IN SOME WAY!!!

Karen M. Nagyiski          Dr. Michael F. Costello
E-mail: Nagyiski@siu.edu   E-mail: drmikecost@comcast.net
Cell Phone: (302) 242-8935   Home: (302) 678-2302
CLASSROOM AND BUILDING POLICY

TO: DAFB Faculty and Students

FROM: Education Services, Southern Illinois University, Wesley College, and Wilmington University Staff

It has been brought to our attention by our Military host that the classroom conditions must maintain a neat appearance since we share the classrooms and building with other tenants. Since our move to a new facility, food and beverages will no longer be permitted in the classrooms. Our offices have been notified of a number of violations concerning classroom and building policies. We find it necessary to remind all students and faculty of these policies and ask that you assist us in meeting them.

1. At the end of each day, desks must be in rows with the chairs pushed in properly. The desks and chairs must be lined up.

2. Please remove all trash from the floors, tables and chairs. Put the trash in the trashcans located in the classrooms. Do not throw trash on the hallway or restroom floors. **Do not put trash in the plastic and aluminum-recycling bins.**

3. Please **no food or drinks in the classrooms.** All beverages and food must be consumed and stored in the 3rd floor break room, Room 316.

4. All windows **must** be closed and locked before leaving the room.

5. You are required to clean any spills. The proper cleaning materials can be obtained from the weekend monitor located in the Wilmington University office, Room 301. Paper towels can also be obtained from the restrooms or the break room.

6. All smokers must utilize the designated smoking areas located adjacent to the West side of building 261, across the street on the concrete pad. **DO NOT USE THE ENTRANCE WAYS AS A SMOKING AREA or the picnic pavilion area due to the propane tanks.** Please deposit all smoking materials into the containers located in the smoking areas.

There is no janitorial service to this building or for the classrooms. However, it is still necessary to maintain neat and orderly classrooms.

Thank you for your assistance
Saluki Net

World Wide Web URL: https://salukinet.siu.edu/
Enter your Network ID & Password.

Click “Your Personal Records” to:

- View the **addresses** on file for you in student records
- Check the your **Admission Application Status** (for new students or those seeking readmission to the University)
- **Scholastic Information**
  - **Student Schedule** (for any semester you’ve been registered since Fall 1990)
  - **Transcript Unofficial** (if you have been enrolled at SIUC any semester since Fall 1990)
- **Grades & GPA** (only for the current and past two semesters)
- **Degree Progress Report**
  - An unofficial display of how the course work you have on record fulfills the requirements of your academic program.
  - “What if?” An opportunity to see how your course records might “fit” in another major or in another degree program.
  - An opportunity to see an organized presentation of how program requirements are defined.

- **Check Financial Aid Information**
  - **Has my Loan Check Arrived?**
  - **Is My Financial Aid Application on File?**
  - **Financial Aid Estimated Cost of Attendance**
  - **Status of Cancellation/Prepayment Waiver**

- **Bursar Information**
  - **Account Information**
  - **Amount of Financial Aid Credits Posted**

**Online/Independent Study Course materials:**

Can be obtained by logging into your student account at [https://online.siu.edu/](https://online.siu.edu/)
Important Documents:

Each year, an Undergraduate Catalog, which provides information about Southern Illinois University Carbondale, is published. Primary attention is given to its academic programs, rules and regulations and procedures. In addition, a Military Programs Supplement that addresses the conduct of programs at military bases in the United States is published.

These documents are available in the SIUC base/site office. Each student should become familiar with the contents of the catalog and supplement. For your convenience, several sections of these documents are reproduced here.

Student Conduct Code:

Southern Illinois University Carbondale is dedicated not only to learning, research, and the advancement of knowledge, but also to the development of ethically sensitive and responsible persons. The University seeks to achieve these goals through sound educational programs and policies governing individual conduct that encourage independence and maturity. By accepting membership in this University, and individual joins a community characterized by free expression, free inquiry, intellectual honesty, respect for others, and participation in constructive change. All rights and responsibilities exercised within this academic environment shall be compatible with these principles. Students must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited as part of any University activity. The entire SIUC Student Conduct Code is available to each student upon request or at www.siuc.edu/~policies/polices/conduct.html.

Attendance Policy:

Students may not miss more than one-third of the scheduled class time for courses conducted in the weekend format. Students who are dropped are still subject to the published refund policy. Exceptions to this attendance policy must be approved by the Dean, College of Engineering.

Transfer Credits:

The Office of Admissions and Records determines the acceptance of credit and its applicability toward University Core Curriculum requirements. The department directing the program determines the acceptance of credit toward specific program requirements. Transfer credit is accepted in all areas to include the major. (See Undergraduate Catalog.)
Professional Certification:

No attempt has been made to modify SIUC programs to meet professional certification or licensure requirements of any state. Students interested in professional certification of licensure should contact the appropriate state agency for specific information concerning certification or licensure.

Payment:

Payment is the responsibility of the student. SIUC will assist the student wherever possible to process the paperwork for the various financial assistance programs; however, the responsibility for payment rests with the student. (See Military Programs Supplement.)

Collection Agencies:

Following the end of each semester, students not registered for the next semester that have delinquent account balances will receive a series of itemized statements requesting payment. If payments or arrangements are not made on a timely basis, the account may be placed with a collection agency with a collection fee added to the account. Should it be necessary for an outside agency to effect a collection, reasonable collection costs shall be 33 1/3% of such amount and shall be paid by debtor. If SIUC obtains judgment from a court of competent jurisdiction, the debtor shall be liable for the collection agency fee as well as reasonable costs and attorney’s fees. (See Military Programs Supplement.)

Standards of Progress:

Students are expected to make satisfactory progress toward a degree, as an approved objective. When a student’s semester average and the cumulative SIUC average fall below a C average (2.0), the student will be placed on scholastic probation.

Students will be scholastically suspended if they fail to meet the requirements of their conditional or probation status.

Withdrawals:

Students who decide not to attend after registration must officially withdraw or be liable for payment of semester hour charges.

Students who officially register for a session may not withdraw merely by discontinuing attendance. Students officially withdraw from courses through the program change process, using the registration form. This process starts with the program representative and is completed by the Office of Admissions and Records. It is the student’s responsibility to ensure that the withdrawal process is officially completed. Students who stop attending, but do not officially withdraw will receive a grade of WF (failure). (See Military Programs Supplement.)
Warning:

To be eligible for the benefits of valid financial aid, the student must first be properly enrolled for at least the minimum number of semester hours for the term, and must continue to be reasonably participating for the full duration of each course. Students with financial aid who cease attending a class and do not officially drop or withdraw, may be assigned a “WF” (undergraduates) or “WU” (graduates). The “WF” or “WU” grades may impact the student’s eligibility for, or amount of financial aid for the semester; and, may result in the demand for repayment or part or even all of the financial aid for the semester.

Information about scholarships and grants may be obtained from Financial Aid.

Refund Policy:

The refund policy as approved by the Board of Trustees of Southern Illinois University applies only to students who withdraw from all classes. Students who reduce the number of credit hours for which they are enrolled, but who do not withdraw from the University are not eligible for a pro rata refund.

For a Military Program student, the pro rata refund is limited to tuition and program delivery charges only.

Enrolled students who reduce their credit hours shall receive a full refund (100%) through the deadline dates established by the Board of Trustees. Enrolled students are not eligible to receive a pro rata refund after the full refund period has expired.

An Administrative Fee shall be assessed to all students who withdraw from the University and receive a pro rata refund. This fee shall not exceed the lesser of five percent (5%) of assessed charges (tuition and program delivery) or $100.

The grading policy for military programs has been adjusted to accommodate the refund policy. The full refund period deadlines for withdrawals from the University will be used in assigning a grade for all courses shorter than 16 weeks, which are dropped by enrolled students.

The following is a summary of withdrawal (enrolled zero hours) and drop (reduced credit hours) information for a three-weekend course and a for a full semester course.
Tuition Refund Deadline Dates

<table>
<thead>
<tr>
<th>Drop (Reducing number of credit hours)</th>
<th>First Course</th>
<th>Second Course</th>
<th>Third Course</th>
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</thead>
<tbody>
<tr>
<td>Tuition Refund dates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100% refund</td>
<td>Before 11:59 pm 2nd date of class</td>
<td>Before 11:59 pm 2nd date of class</td>
<td>Before 11:59 pm 2nd date of class</td>
</tr>
<tr>
<td>0% refund</td>
<td>After 12:00 am 2nd date of class</td>
<td>After 12:00 am 2nd date of class</td>
<td>After 12:00 am 2nd date of class</td>
</tr>
</tbody>
</table>

Students should drop through SalukiNet if the course has not yet started.

Students should contact their advisor to drop after the class has started.

<table>
<thead>
<tr>
<th>Withdraw (Eliminating all credit hours)</th>
<th>First Course</th>
<th>Second Course</th>
<th>Third Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Refund dates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100% refund</td>
<td>Before 11:59 pm First date of class</td>
<td>Before 11:59 pm First date of class</td>
<td>Before 11:59 pm First date of class</td>
</tr>
<tr>
<td>50% refund</td>
<td>Before 11:59 pm 3rd date of class</td>
<td>Before 11:59 pm 3rd date of class</td>
<td>Before 11:59 pm 3rd date of class</td>
</tr>
<tr>
<td>0% refund</td>
<td>After 12:00 am 4th date of class</td>
<td>After 12:00 am 4th date of class</td>
<td>After 12:00 am 4th date of class</td>
</tr>
</tbody>
</table>

Students can withdraw through SalukiNet if the semester has not yet started.

Students must contact their advisor to withdraw after the semester has started.
**WHAT IS A SALUKI??**

The Saluki, “El Hor”, royal dog of Egypt, is the oldest known breed of domesticated dog, with findings of Saluki images dating as far back as 6000 – 7000 BC. Whenever one sees the ‘dog’ in the Bible, it means Saluki.

The Saluki was the only dog of the time allowed to sleep on the carpet of the Sheik’s tent. So great was its esteem that its body was often mummified like the bodies of the Pharaohs. The remains of numerous specimens have been found in the ancient tombs of the upper Nile.

Salukis were first brought to England in 1840 and were referred to as Persian Greyhounds. The Saluki was a well-established breed in England for a number of years before it began to come into its own in this country. It was not until November 1927 that the breed was officially recognized by the American Kennel Club. In July 1927, the Saluki Club of America was formed and drew up the breed standards for the Saluki.

Having tremendous speed, the Saluki was used by the Arabs in bringing down the gazelle, the fastest antelopes. The Saluki’s sight is remarkable, although it also has a fair nose. Its hereditary traits often crop out – it loves to lie on the sand and watch an eagle soar while paying no attention to the gull.

The Saluki has an exceptionally strong constitution and sturdy frame, enabling it to stand any climate. Its feet are hard and firm, allowing it to run over rocky, tough ground and never damage its pads.

Its beauty is that of the thoroughbred horse; grace and symmetry of form; clean-cut and graceful; short silky hair except on the ears, legs, and tail; slender, well-muscled neck, shoulders, and thighs; arched loins; long tail carried in a curve with silky hair hanging from the underside; the arched toes; the rather long head with deep, far seeing eyes - - an expression of dignity mixed with gentleness. In disposition, it shows great attachment to its master. It is affectionate without being demonstrative, a good watchdog, but not aggressive.

Salukis come in a variety of colors, including white, cream, fawn, golden, red, grizzle and tan, tri-color (white, black and tan), and black and tan.

Southern Illinois University adopted the Saluki as its mascot in 1951. The choice is quite appropriate since the southern portion of Illinois is known as “Little Egypt”, apparently because when drought struck the northern parts of the state, southern Illinois remained as fertile as ever, just as Egypt did in the days of old. Southern Illinois University at present has three (3) Salukis housed on the University Farms.

(Memo from Technology Off-Campus Degree Programs)