Industrial Management & Applied Engineering

The IMAE major has as its objective the training of qualified personnel who can develop and direct the production and distribution of products and services. The major is designed to prepare management-oriented technical professionals in the economic-enterprise system. Industrial Management & Applied Engineering professionals will be involved with:

1. The application of significant knowledge of theories, concepts, and principles found in the humanities and the social and behavioral sciences, including a thorough grounding in communication skills.

2. The understanding and ability to apply principles and concepts of mathematical and physical sciences.

3. The application of concepts derived from, and current skills developed in, a variety of technical disciplines including, but not limited to, robotics, processes, computer-aided manufacturing, supply chain, plant layout, facilities planning, industrial safety, production and inventory control, human relations, and robotics. The IMAE curriculum is flexible enough to provide the means whereby graduates of two-year occupational programs may obtain a Bachelor of Science degree. A graduate of a two-year industrially-oriented occupational program, such as aviation, construction, drafting, data processing, electronics, machine tool, mechanical, and mining may have an appropriate preparation to pursue a Bachelor of Science degree with a major in Industrial Management & Applied Engineering.


QUALITY MANAGEMENT SPECIALIZATION

The quality management specialization is designed to prepare graduates for supervisory and technical management positions in manufacturing. Curriculum requirements are broad-based to enable the graduate to obtain employment in manufacturing areas such as quality control, processes, safety, methods analysis, and computer-aided manufacturing/robotics.
ADMISSION

There are some documents required before the end of your first semester:

- Official transcripts from all colleges you have attended with grades for all courses completed recorded.
- Military transcripts and Member 4 copy of DD214

The transcripts must not be more than 30 days old. Transcripts must include grades for all completed courses.

All transfer work is calculated according to the SIUC regulations rather than those of institutions students have previously attended. The GPA is calculated using all grades for all courses listed on your transcripts. This includes repeated courses and F grades.

Students with an Associate degree in a baccalaureate-oriented program (A.A or A.S.) from an accredited Illinois public two-year institution will be admitted with junior standing and be considered to have completed the University Core Curriculum requirements required for general graduation purposes.

The university accepts credit earned through extension, off-campus, or correspondence programs toward the bachelor’s degree. No more than 30 semester hours may be taken in correspondence work. The grades must be a C or better.

Military Experience: Students who have served one or more years of active duty and received an honorable discharge may receive two hours of military studies credit, two hours of physical education credit, and two hours of health education credit. Completion of basic training will result in an award of two hours of physical education credit. To receive this credit, students must submit military transcripts or the member 4 copy of the DD214 document.

Credit will be accepted for DANTES subject standardized courses as long as the scores are acceptable. To receive credit for military service, veterans must present a copy of discharge separation papers, JST transcripts or transcripts from Community College of the Air Force.

To request military transcripts: https://jst.doded.mil/smart/signIn.do

ACADEMIC ADVISEMENT

Academic advisement is administered by the program. The advising of individual students as to their progress is a service provided to the students. It does not relieve the students of the responsibility to assure that they are meeting the requirements they need for graduation. The students should check with their advisor whenever there is a question as to how they are progressing.

Feel free to ask your advisor for a blank check sheet so that you can follow along as well with your progress.
REMAINING REQUIREMENTS/DEGREE PLAN

Once your official transcripts have been evaluated, your advisor will work up a “remaining requirements” list with degree plan and email this to you. It will show the places where the transfer credit was applied and what requirements need to be completed for the degree. The degree plan shows a “schedule” of what courses you will be taking each semester until the IMAE courses are completed. It also shows technical electives, senior institution hours, and total hours.

COURSE INFORMATION

Our semester schedules for the off-campus weekend and online courses are posted to our TOCDP website: http://engineering.siu.edu/tech/undergraduate/Industrial-Management-and-Applied-Engineering/tocdp/semester-schedule/

You will need to pick which applies to you: online, weekend (military), or weekend (industrial). The schedules show the dates of class and usually the classroom for the industrial sites. For the off-campus sites, class starts at 8 am. Each course meets for 3 weekends, usually every other weekend. The online courses meet as outlined in the course syllabus by each instructor and run for 12 weeks.

CRNs & RUNs

A CRN is Course Registration Number. Each course at SIUC has a CRN. A RUN is a Registration User Number. It is a number assigned specifically for each student. It is required in order to register for classes. CRNs and RUNs change for each semester. Your advisor will email this information to you prior to the start of each semester.

REGISTRATION FOR COURSES

Registration for any session with the University is contingent upon being eligible for registration. A student may not attend a class for which he/she is not officially registered. Students must meet registration criteria before classes begin.

Students are expected to self-register though SalukiNet. You need a network ID (siu+dawg tag) and dawg tag number (Student ID). Your advisor will provide you with the required Registration Unit Number (RUN) and Course Registration Number (CRN) prior to each registration period.

There are several HOLDs that will prevent a student from being able to register for classes. A BH hold – Bursar Hold – is placed on a student’s record when their tuition account is $200 or more.
An A3 hold means that the student needs to submit current transcripts. Usually the previous transcripts that were submitted had grades that not been posted for courses the student was currently registered for. SIU will want a second set of transcripts with grades posted for those courses.

If you see a hold on your account that you are unfamiliar with, please ask your advisor about this.

If you decide to take for a math course offered at SIU, you must contact the Math Department for approval to register first.  618-453-5302.

DROPPING / WITHDRAWING

If you need to drop a course that you have registered for, please notify your advisor of your plans. DO NOT DROP A COURSE YOURSELF THROUGH SALUKINET UNLESS THE COURSE HAS NOT YET STARTED. Dropping a course and receiving a full refund can be tricky due to the short drop deadline. Please contact your advisor on how to proceed.

If you need to withdraw from the university, please notify your advisor who will start the paperwork necessary for this process. Do not withdraw online through the SIU Registrar’s website. When you do so, it date/time stamps your withdrawal. This is irreversible.

REFUND POLICY/DEADLINES

Since our program courses are only 3 weekends in length, the deadline to drop an IMAE course for a refund is before midnight on Sunday of the first weekend of class. Drop dates for a full refund for other SIU courses are listed in the Schedule of Classes site which can be accessed through SalukiNet. Our deadlines are not the same as for the on-campus courses.

The drop deadline for the IMAE online courses is before midnight on the second Sunday of the course.

EMAIL ADDRESS

After you have registered for classes, and SIU email account will be created for you. The format is firstname.lastname@siu.edu.

Once the account has been created, you can access it through the Webmail link at siu.edu. It is a link located just above the link to SalukiNet. All notifications from/to SIUC will be done through your siu.edu email. You can have your SIU emails forwarded to the email account that you prefer to use. Please also include your Dawg Tag in all correspondence to your advisor and SIUC.
ATTENDANCE

The faculty of SIU affirms the importance of prompt and regular attendance on the part of all undergraduate students. Quality instruction clearly depends upon active student participation in the classroom or its equivalent learning environment. Personal success is directly related to good attendance.

Students in the Technology Off-Campus Degree Program are expected to be in attendance for all class meeting times. Officially registered students may not miss more than one-third of the scheduled classes without an approved absence.

Absences should be based on such things as sickness, work schedule, or emergencies, and not on things such as vacation or personal reasons. Students are to give prior notification to the instructor for any expected or unexpected excuses.

WEATHER RELATED CLASS CANCELLATION

In inclement weather students should check the website of the college where you are attending our courses for any school closing notification during any weekend of class before attempting to travel to that site. If that college is closed due to weather or other events, we will not hold class on those dates. If there is no school closing notification, class will be in session unless you hear otherwise from the instructor.

Instructors will notify their students by email of any class cancellation or delayed start time for class due to the weather. The notifications will be sent before class start time. The email will also include the instructor’s plan on how and when the class time and missed work will be made up.

Military site students will follow instructions given by their advisor.

TUITION

SIUC does not have a tuition deferment policy. Tuition is due when billed. If your employer offers tuition reimbursement, please do not wait until you have received the reimbursement to pay for your tuition. If your account is not kept current, you will be blocked from accessing your SalukiNet account. If you have a balance due of more than $200.00 after the end of the semester, you will not be able to register for the following semester’s courses.

Tuition bills will be available for viewing in your SalukiNet account on or around the 15th of each month. A notification will be sent to your SIU email account to let you know that you bill is ready. You can pay online with a credit card, you can mail in a payment, or you can pay over the phone. The Bursar’s phone number is 618-453-2221.
There is an Installment Plan available through the Bursar’s office. For more information visit: http://bursar.siu.edu/account_services/installment_plan.html

Failure to receive a bill does not relieve students of the responsibility for prompt payment of amounts due. Tuition is payable when due or by installments. For any questions regarding payment of tuition, please contact the Bursars office at 618-453-2221.

ACTIVE MILITARY STUDENTS

Active military (full time army, navy, marine, air force, national guard, reserves), will need to verify your active duty status for your educational benefits certification process. Please provide a copy of your Geneva Conventions Identification card, front and back to tuitionassistance@siu.edu
If you do not have a Geneva Conventions ID card, you can submit a copy of your Statement of Service. Please also include your name, dawg tag and date of birth. This information will be needed within the first two weeks of your admission.

The University is pleased to offer military scholarships to Active Duty service members, in all branches, and including Active Guard and Reserve (AGR) and Guard and Reserve members called to Active Duty. This scholarship is $59.00 per credit hour.
For more information regarding this scholarship please visit this website: https://siu.academicworks.com/

Active Duty service members who are utilizing Federal Tuition Assistance (TA), Illinois Veteran Grant (IVG), or who are self-pay must complete the application each semester before their class start date: https://cteapps.siu.edu/limesurvey/index.php/374714?lang=en

There is also an Extended Campus scholarship. There are two scholarships awarded each semester at each SIU off-campus location. http://extendedcampus.siu.edu/scholarships/extended-campus-scholarships.php

FINANCIAL AID

Off-campus and online students are eligible for financial aid. If you need financial aid, please go to the Financial Aid office website for more information: http://www.siuc.edu/~fao/. The Financial Aid office direct line number is 618-453-4334.

Be mindful of your total credit hours. If you are receiving federally funded aid, you must be enrolled for at least 6 credit hours during the spring and fall semesters, and 3 credit hours during the summer. If you drop below these credit hours, you will become ineligible for the financial aid and you will be billed the total cost of the courses.
If you are a military veteran and using the GI Bill, IVG or other funding for veterans contact ecvets@siu.edu
*Active military students using TA:*
If you are taking classes at one of our military sites or online please submit your TA form to your advisor.

MEETING UNIVERSITY CORE REQUIREMENTS

University core requirements can be fulfilled by transfer of credit from any accredited junior or community college. Please ask your advisor for the link to the Transfer Information site. Official transcripts need to be sent periodically for transfer of credit to your SIUC record. University core classes are also available online at SIUC. Taking 300 and 400 level classes through SIUC will not only earn you credit toward your degree but also give you senior institution hours. [http://registrar.siu.edu/schedclass/index.html](http://registrar.siu.edu/schedclass/index.html)

CREDIT HOUR REQUIREMENTS

Each student must have earned a minimum of 120 semester hours of credit. Of the 120 hours, at least 42 must be earned at a senior-level institution (4-year college or university 300 and 400 level courses). Completing all 300 & 400 level IMAE courses will give you 42 Senior Institution hours.

RESIDENCY REQUIREMENTS

Students enrolled in an approved program delivered off-campus will have completed the residence requirement for the University upon completion of all courses required by the program (48 credit hours). Off-campus and online students will not need to come to campus to put in any time for residency credit.

TEST PROCTORS

A proctor is required for IMAE 340, 305, and 445 online courses. Examples of suitable proctors would be: a supervisor at work or someone in the Human Resources department, a local librarian, a counselor at a local junior college, or your advisor. Once you have obtained a proctor, fill out the TOCDP proctor form and submit it to your advisor who will vet the proctor. Once your proctor has been approved, they will be sent the test or the test passwords with instructions. You will then need to schedule your test taking with them within the deadlines for the tests as specified in the course syllabus. The proctor form and information is provided at the back of this booklet.
GRADES

Grades are submitted to SalukiNet by the instructor within a 2 week deadline after the end of the course. You will be able to view them in your SalukiNet account. Your advisor will email a grade letter to students who request one. The grade letters show the breakdown of charges for the course and can be used to submit for tuition reimbursement purposes.

DEAN’S LIST

To be recognized as being on the dean’s list, a student must have been in attendance full-time (at least 12 credit hours for fall and spring, and 6 credit hours for summer), and must have earned the SIUC average for the semester which is specified by the academic unit; the College of Engineering requires a 3.35. The dean’s list is recognition for a particular semester. It does not take into consideration your complete record. The student’s terms on the Dean’s List will be noted in their transcripts.

SCHOLASTIC HONORS

Recognition will be accorded to a full- or part-time student who has attained an undergraduate grade point average at SIUC of 3.5 or better and a 3.5 average or better in all undergraduate work (Institution and Cumulative GPAs) recognized by SIUC.

- Summa cum laude - Graduating students with scholastic averages for SIUC work and cumulative GPAs of 3.900 – 4.0
- Magna cum laude - Graduating students with scholastic averages for SIUC work and cumulative GPAs of 3.750 – 3.899.
- Cum laude - Graduating students with scholastic averages for SIUC work and cumulative GPAs of 3.50 – 3.749.

University Honors Program designation is also posted to the undergraduate student’s transcript.

STUDENT ID CARDS

Any SIUC student can obtain a student ID card. To obtain one, you need to email a digital photo of yourself, waist up is preferable, to your advisor. Your advisor will forward that photo and your information to the Student ID office. Once the ID card is ready, it will be sent back to your advisor in the Technology Off-Campus Degree Programs’ office. Your advisor will mail your card to your home address. There is a fee that will be billed to your Bursar account.

SALUKINET

SalukiNet is our student portal at SIUC and your lifeline. You will be able to register for classes, access your unofficial transcripts, degree progress, view your bursar account and financial aid status. Please be
sure you have your dawg tag number as this will be necessary to access your records and to register yourself for classes. Your network ID is siu+your dawg tag.

**DEGREE WORKS**

Degree Works is a new software platform tool available to advisors and students to enable both to monitor students’ degree completion progress. Since you are an off-campus student, there may be some inaccuracies noticed compared to your personal records. If you have any concerns, please notify your advisor. They will look into this further for you and either provide an explanation or possibly need to notify the Degree Works staff to have your record corrected.

**DESIRE2LEARN**

Students will access D2L (SIU Online) for online courses. Some in-class instructors will also require you to access D2L. The course opens on day the course is scheduled to start. Some instructors may open their courses earlier. Please do not be alarmed if you do not see the course in the listing to pin to your schedule.

**Syllabus**

A course syllabus is provided by the instructor for each course. Your advisor will provide you with the course syllabus 1-2 weeks prior to the start date of the course. The syllabus for the online courses will be in D2L.

**Textbooks**

Our textbooks are not available for purchase locally. You will need to purchase them through an online vendor or through the University Book Store on campus. Please see the Textbook list on our website for the title and ISBN number for each textbook: [http://engineering.siu.edu/tech/_common/documents/military_industrial_content/textbook-info.pdf](http://engineering.siu.edu/tech/_common/documents/military_industrial_content/textbook-info.pdf)

Please be sure you have the textbook for the first day of class.

Please make sure take into account the delivery time when ordering. Reading assignments are almost always required for the first day of class.

**Do not purchase International versions as they usually have missing content.**

**Transfer Credit**

Since our program does not provide the general education or departmental required courses, you will need to complete them at a local college or online at SIUC. We have a website that you can use to find courses that will transfer to SIUC in each area required: [http://tss.siu.edu/PROD/campus/articulation/articulation/](http://tss.siu.edu/PROD/campus/articulation/articulation/)
If you have trouble finding a course or the college you wish to take a course from, please contact your advisor for assistance.

TRANSCRIPTS

We will need an official copy of your transcripts periodically to have any completed requirements transfer credits in to your SIU record. Please have the colleges you have attended mail them to the Transfer Student Services office:

SIUC
Registrar - Articulation & Evaluation
1263 Lincoln Drive Mail Code 4725
Carbondale, IL 62901

Or electronically to transferservices@siu.edu

If the initial transcripts had courses listed but no grades posted, another set of transcripts will need to be sent after the semester is completed and grades are recorded.

To order your SIUC transcripts, please visit this site: http://registrar.siuc.edu/alumni/transcripts.html

WORK EXPERIENCE

Your industry related work experience may give you credit toward lacking technical electives or senior institution hours. Work experience cannot substitute for coursework. In special circumstances, it may be used to substitute for certain lower level IMAE courses. This is explained in more detail at the end of this booklet. For course substitution, this is a case by case situation only, and must be reviewed and approved by the Technology Department chair via your advisor.

LEAN SIX SIGMA CERTIFICATE

The certificate is awarded to students when all four of the required IMAE courses are completed (IMAE 450, IMAE 465, IMAE 470a, IMAE 470b). The certificate is not to imply any form of certification. It is a professional development sequence certificate only. Once the last of all courses have been completed, your advisor will submit your name and a certificate will be printed and sent to you.

GRADUATION PROCEDURES

All graduating students need to apply to graduate whether you plan to attend commencement or not.

Graduation ceremonies are held at the end of spring and fall semesters. Degree candidates must apply for graduation through SalukiNet at the beginning of their final semester. Summer graduates who wish to attend commencement on the Carbondale campus can choose either the spring or the fall graduation
but their name will be published in the fall commencement program only. Currently active students should apply for graduation through SalukiNet. There is a graduation fee and a deadline to apply for the semester desired. Ask your advisor for information. If you are ready to graduate and not actively taking classes with SIU, you will need to use a paper graduation application.

Cap and gown rental information is provided through the University Book Store (link to Herff-Jones). For more information, please visit: commencement.siu.edu. Deadlines to order caps and gowns for May is March 28 and October 28 for December graduations.

In addition to completing the steps for application for graduation, students are responsible for determining that they are meeting all graduation requirements and have no outstanding financial obligation to the University.

To assure that students are meeting the academic requirements, the Technology Off-Campus Program provides a graduation check-up service by which satisfaction of academic requirements can be verified. The advising of individual students as to their progress is a service provided to them and does not relieve students of their responsibility to make certain they are meeting the requirements. Students should check with their advisor as to the procedures they should follow in this matter as they approach graduation.

Applicants who do not complete their degree requirements for the commencement date they first apply, the application will be voided and the student will be required to submit a new application for a subsequent graduation date, and will be assessed another graduation application fee.

Graduating students who have outstanding financial obligations or delinquent accounts with the University will not receive either the diploma or transcripts until their accounts are paid.

Attendance at commencement is not compulsory. If you do not plan to attend, please let your advisor know. This information is needed for seating arrangements and mailing purposes. If you do plan to attend, the off-campus programs will usually host a reception prior to commencement. Information is sent in October after the final graduation application deadline.

The University has a Graduation Appeals Committee whose function is to hear student’s petitions to be permitted to graduate even though they have not satisfied all University graduation requirements. The Graduation Appeals Committee will give consideration to an appeal if there is tangible evidence that the matter at issue is of an unusual nature and that it has resulted due to conditions beyond control of the student.

TECHNOLOGY OFF-CAMPUS DEGREE PROGRAMS WEBSITE

The Technology Off-Campus Degree Programs’ website is a wealth of information necessary for class. It contains contact information, information for each class’s textbook, location, instructor, class dates and
times, class room, and semester schedule. It also has many useful links. Please check the website often for updates and revisions:  [www.engr.siu.edu/tocdp](http://www.engr.siu.edu/tocdp)

You will access SalukiNet to register for classes, accept financial aid package, view your records, view your tuition bill, etc.

You will access the TOCDP website to view the semester schedule, textbook list, Student handbook, refund deadline information, military site information, etc.

WORK EXPERIENCE

For credit toward technical electives or senior institution hours

I. General Information

Credit for prior work experience is established by a thorough evaluation of a student's resume which describes those activities related to the Industrial Management & Applied Engineering educational objective.

To be eligible for any consideration, the student must be admitted to SIUC and enrolled in the IMAE program. Evaluation of credit may be performed at any time, but no credit will be granted unless the student has earned at least a 2.0 average on a 4.0 scale and have completed twelve calculated semester hours at the University.

Work experience credit and proficiency credit (CLEP, DANTES, etc.) cannot exceed forty (40) semester hours. Either work experience credit or proficiency credit may total 30 hours each, but the combined total may not exceed the previously mentioned total. The work experience must be industry related and cannot substitute for any coursework. Work experience can be used for credit toward lacking technical electives and/or senior institution hours as needed. Only the amount of credit needed will be awarded.

II. Procedures for Evaluation of Work Experience

A. The student will develop a typed resume that describes all prior work experience. This resume will include the following for each activity. An activity is defined as a particular job classification; therefore, a student may have had more than one activity per employer.
   1. Employer and location
   2. Dates of employment and indicate part time or full time
   3. Job title
   4. Detailed job description
B. The advisor will review the resume for possible credit and ask the student to provide verification letters for the qualifying positions. The letters must be on company letterhead, verify the dates of employment, job title and duties for the qualifying positions with signature of your supervisor or HR director. The letters need to be forwarded directly to your advisor.

C. Upon receipt of all materials, the advisor will request approval from the TOCDP Director. Once approved, it will be submitted to the Registrar’s office for final approval and post credit to the student’s records.

D. The advisor will make his/her recommendation for work experience credit for each activity based on the following guidelines:

<table>
<thead>
<tr>
<th>No. of Years</th>
<th>Management or Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2 hrs.</td>
</tr>
<tr>
<td>2</td>
<td>1 additional hrs</td>
</tr>
<tr>
<td>3-8</td>
<td>0 additional hrs</td>
</tr>
<tr>
<td>Max.</td>
<td>3 hrs. total</td>
</tr>
</tbody>
</table>

Credit can be divided into quarters such as 2 1/4 years. It also can be prorated for part-time experience.

Guidelines for Verification Letters

The following guidelines are helpful when obtaining letters from supervisors.

1. The individual writing the letter must know the student and have first-hand knowledge of the activity which the student has cited.
2. The individual should state clearly the nature of the relationship between him/her and the student.
3. Letter should be written on the official letterhead stationery of the company or organization.
4. The content of the letter should focus on the duties, responsibilities, tasks, or activities which were inherent in the activity under consideration. The job title must be specified.
5. Most of all, the student should make it clear to the author that the letter to be written is one of verification, not recommendation.

Verification letters should be mailed or emailed to your advisor.
Registering for Other SIU Online Courses

http://tuition.siuc.edu/pdf/fl16online.pdf

click on Open at the bottom of the page

The codes in the UCC column conversion:

- 1A Composition
- 1B Math
- 1C Speech
- 2A Fine Arts
- 2B Human Health
- 2C Humanities
- 2E Science Group 2- Life Science
- 2F Social Science
- 3A Multicultural
- 3B Interdisciplinary

Once you pick a course or courses you are interested in taking, you will need to go to the Schedule of Classes Search for additional information on the courses.
https://ssb.siu.edu/prod/bwckschd.p_disp_dyn_sched

Once the course is displayed on the page, click on the course title. It will take you to a page that shows the registration availability (whether the class is closed or not). You can return to the previous page to view the textbook information and get the course CRN for registration purposes.

You should be able to register for these courses without an advisor.

The only courses that you will need approval for are the math courses. You will need to contact the Math Dept for approval and overrides. 618-453-5302.

You will still need your RUN for registration. You can get this from your advisor.

If you should receive any registration errors, please notify your advisor along with the registration error message for assistance.
EXPLANATION OF THE DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>University Core Curriculum</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>English Composition II</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>Speech</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>Math *</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>Biology</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>Physical Science</td>
<td>4 sem hrs</td>
</tr>
<tr>
<td>Social Science</td>
<td>6 sem hrs</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>Humanities</td>
<td>6 sem hrs</td>
</tr>
<tr>
<td>Health</td>
<td>2 sem hrs</td>
</tr>
<tr>
<td>Multicultural</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>UCOL</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

This is the University Core Curriculum requirements. These are also referred to as “general education” requirements. All students working toward a degree from SIU are required to have all of these requirements. An AS or AA degree from an Illinois community college will fulfill these requirements in full if the school is part of the IAI (Illinois Articulation Initiative) agreement.

Students in our off-campus and online program are exempt from the UCOL requirement. These courses are not offered through the off-campus degree program. They must be obtained either from a local community college or online through SIU, if available. This portion of the degree does not need to be fulfilled before entering our off-campus program. They do, however, need to be completed for the degree. Students have 7 years to complete this portion of the degree requirements before any changes to the UCC requirements will be applied to you.

<table>
<thead>
<tr>
<th>Departmental Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 108 College Algebra *</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>Physics I + lab (Physics 203A/253A) *</td>
<td>4 sem hrs</td>
</tr>
<tr>
<td>Physics II + lab (Physics 203B/253B)</td>
<td>4 sem hrs</td>
</tr>
<tr>
<td>IMAE 340 Introduction to Supervision</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 307 Applied Calculus</td>
<td>3 sem hrs</td>
</tr>
</tbody>
</table>

The Departmental Requirements is the second portion to the degree requirements. These courses are required by the Technology Department for the degree. Math 108 is required to be completed before a student enters our off-campus program. Be mindful that each community college may require a math placement test and their own prerequisites be met for the math courses. The math and the two physics courses are, again, not offered by the off-campus program. They must be obtained from a local community college. These courses are specific and not open to any college algebra or physics courses offered by the local community college. The off-campus advisor can assist you in determining which courses will transfer to fulfill these requirements. IMAE 340 and IMAE 307 are part of the off-campus program and included in the rotation of classes specific for each site and online.
Quality Management Specialization

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMAE 110 Geometric Dimensioning &amp; Tolerancing</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 208 Manufacturing Processes</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 305 Industrial Safety</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 376 Supply Chain Operations &amp; Logistics</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 390 Cost Estimating</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 392 Facilities Planning &amp; Workplace Design</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 445 Computer-Aided Manufacturing</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 450 Project Management</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 442 Fundamentals of Leadership</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 465 Lean Manufacturing</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 470A Six Sigma Green Belt I</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 470B Six Sigma Green Belt II</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 476 Supply Chain Design &amp; Strategy</td>
<td>3 sem hrs</td>
</tr>
</tbody>
</table>

This portion of the degree requirements is called the major concentration. They are the IMAE courses that we offer at our off-campus sites and online. These are SIUC courses. Our program is offered by the Technology Department that is part of the College of Engineering.

Technical Electives

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMAE 494b IMAE 390 Project</td>
<td>1 sem hr</td>
</tr>
<tr>
<td>IMAE 494c IMAE 392 Project</td>
<td>1 sem hr</td>
</tr>
<tr>
<td>IMAE 494f IMAE 376 Project</td>
<td>1 sem hr</td>
</tr>
<tr>
<td>IMAE 395 Technology Design*</td>
<td>3 sem hrs</td>
</tr>
</tbody>
</table>

Technical Electives are the fourth portion of the requirements for the degree. This makes up 3 credits of the required 26 technical elective credits. This is required for the off-campus sites students only.

*The online and military site students will need to complete IMAE 395 in place of the 3 projects. This course can also be substituted with IMAE 455 Industrial Robotics or IMAE 480 Six Sigma Black Belt.

Additional Technical Electives

The remaining 19 technical/free electives are usually received from any technology related course. Many students have these transferred in from prior coursework. Students with an AAS (Associates in Applied Science) degree usually have this area fulfilled from the course work required for that particular degree. Students with technical electives lacking may use work experience to be applied toward this requirement. Only industrial/manufacturing related work experience is considered. The amount of credit available is dependent upon the nature of the work experience and the number of years worked. If needed, this is usually initiated by sending your resume to your advisor for review.

Senior Institution Hours

Senior Institution Hours is the final portion that makes up the total sections of the degree requirements. This is credit received from completing course work from an accredited 4-year college or university. Our 300 and 400 level IMAE courses will fulfill the 42 senior institution hours required.

Lacking senior institution hours may be received from supervisory/managerial type work experience. Again, a resume is sent to your advisor for review.
A student must have a minimum to 120 total credit hours to qualify for graduation. If a student has met all other requirements and does not have at least 120 total credit hours, that student cannot graduate until the 120 minimum is met.

In summary, the Bachelor of Science degree in Industrial Management & Applied Engineering is achieved by completing all of the requirements:
1. University Core Curriculum
2. Departmental Requirements
3. Major Specialization courses
4. Technical electives
5. Senior Institution Hours
6. Total Credit Hours

---

**Student to Student Grant**

The Student-to-Student (STS) grant is a grant awarded in part by the state of Illinois, through the Illinois Student Assistance Commission (ISAC), to undergraduate students. Voluntary student contributions are matched, dollar-for-dollar, by ISAC and paid to Illinois public institutions to award to needy students. An STS grant does not have to be repaid.

The student must complete and submit the Free Application for Federal Student Aid (FAFSA) for the academic year he or she plans to attend as soon as possible after January 1. Awards are made until funds are depleted.

An undergraduate student is eligible to be considered for the STS grant if they have a valid EFC on file in the Financial Aid Office, are determined to have financial need, and have a SIUC GPA greater than or equal to 2.00 at the time the student is packaged. STS awards at SIUC generally range from $200 to $1,000. Half of the award is provided in the fall semester and half in the spring semester.

If a student wants to refuse participation of contribution to this grant, there is a Refund Request form that needs to be filled out and submitted to the Registrar’s office no later than the first week of the semester.

To access the form go to [http://registrar.siu.edu](http://registrar.siu.edu). On the left-hand side of the page under Quick Links, click on Office Forms, Choose Request for Refund of Student-to-Student Grant Fee; Print and complete form; Mail or fax the form (address and fax number on form).
**Desire2Learn (SIUOnline)**

You will also need to learn how to use Desire2Learn or (SIU Online). This is a tool that some of the instructors use to provide course materials such as the syllabus, class notes, power-points, etc. to the student. There is a Desire2Learn link in SalukiNet. For training go to [http://cte.siuc.edu/d2lhelp/](http://cte.siuc.edu/d2lhelp/) You will find tutorials and Helpdesk information: See below!

On this site you will find information about functionality and best practices when using SIU Online, “how-to” tutorials, and training opportunities. If you can’t find what you’re looking for, you can contact the D2L Helpdesk during SIU business hours, Monday-Friday, 8:00 a.m. to 5:00 p.m.

Phone: 618-453-1024
Email: mycourse@siu.edu

---

**Who to Contact**

For Advisement questions ................. Contact your advisor

If you need a RUN number .................. Contact your advisor

If you get a registration error message ....If you believe that you should be permitted to register for that specific course, see your program advisor (they can supply an override that will allow you to successfully register for that class)

If you have a Bursar hold .................... Contact the Bursar’s Office at 618-453-2221

If you have some other hold ................. Contact your advisor for additional details (the type of hold should be noted when you select **View Holds** in SalukiNet Self-Service)

For other registration issues ............... Contact your advisor for assistance

For Network ID and password issues ...... Contact the I.T. “Help Desk”, Mon-Fri 8:00-4:30,
1-866-718-4357 or salukitech@siu.edu

D2L Assistance 618-453-1024 or mycourse@siu.edu

Financial Aid Office 618-453-4334 fao@siu.edu
Veterans Center:  Paul Copeland  618-453-1335
                paul.copeland@siu.edu
VA submission and billing  Christina Lawrence  ecvets@siu.edu
TA submission and billing  Sharon Hagene  ecutionassistance@siu.edu

Math Department  618-453-5302

Math Placement website:  Accessed at MyRecords tab after you log into SalukiNet

Transfer Guides website:  http://tss.siu.edu/PROD/campus/articulation/articulation/
Scholarships

All scholarships available through Extended Campus are now available at
https://siu.academicworks.com/. Students will need to fill out the general scholarship
application each semester and will be auto-matched to other scholarships available to them.
That's right – one application for all scholarships. To complete the required general scholarship application:

1. Visit https://siu.academicworks.com/
2. Click on “Sign In” near top right corner
3. Click on “Sign In With Your Institution” in middle of webpage
4. Fill out the application
5. Click on “Submit” near bottom right corner

This will complete the general scholarship application, and students who qualify will be auto-
matched to the following, so there is no need to fill out the general application for each that
they may qualify for. One application, one time, for all of these:

- Active Duty Military Scholarship
- Active Duty Spouse Scholarship
- Extended Campus Scholarship
- TRM at John A Logan Scholarship, and
- any additional scholarships that do not require supplemental information

To view the list of other scholarships that are available, but require supplemental information,
follow these steps after completion and submission of the general scholarship application:

1. Click on “Opportunities” in the maroon menu bar near the top
2. Select “Ours” to view the list of all scholarships (any w/o an apply button use the auto-
matching feature and no additional action is required)
   a. By selecting “External” instead of “Ours,” students will be provided with a list of
      all external scholarships and will be redirected to an outside webpage where they
      will be asked to complete a separate application
3. Browse the available scholarships (any w/o an apply button use the auto-matching
   feature and no additional action is required)
4. Click “Apply” next to the additional scholarships
5. Answer supplemental questions
6. Click on “Submit” near bottom right corner

Note: These six steps are optional and only needed if the student wants to apply for specific
scholarships that require supplemental information.
Technology Off-Campus Degree Programs

Proctor Information Form

If you are enrolled in an online IMAE course and are unable to come to the SIU IMAE office during regular business hours to test, you will need to obtain an exam proctor. Examples of suitable proctors would be: a supervisor at work or someone in the Human Resources department, a local librarian, or a counselor at a local junior college. See your advisor for additional information.

Exam information will be faxed or emailed to them prior to the first test due date. You will then schedule a mutually convenient time for testing, and they will, in turn, return the test in a similar manner, if applicable.

You must complete the information below, and return the form to your advisor. Please allow at least two weeks for the approval process.

=================================================================================

SECTION I – STUDENT INFORMATION

Name _______________________________ Dawg Tag# ____________________________
E-mail Address _________________________________________________________________
Base or Off-Campus Location: _________________________________________________
Course: ____________________________________________________________
Semester: _______________________

SECTION II – PROCTOR INFORMATION

Print Proctor’s Name ____________________________________________________________
Job Title _________________________________________________________________
Relationship to student (i.e. supervisor, employer) ________________________________
Business Phone _________________ Fax _________________________________
E-mail Address ____________________________________________________________
Would you prefer information be sent via Fax ____ or Email ____?
Do you have a computer with internet available for online testing? Yes ____ No ____

SECTION III – PROCTOR AGREEMENT

Once you have been approved as this student’s proctor we will forward exam information to you via fax or email prior to the completion due date. The student will contact you to set a date/time convenient to you both. Exams must be administered and supervised by you in your place of business.

I agree to personally administer the test(s) to the above student and I will not leave him/ her unsupervised during the exam administration. I further understand that this is a voluntary nonpaying position unless arrangements are made between the student and proctor. Thank you for your assistance.

Proctor’s Signature _________________________________________________________ Date ________________________
Some of our online courses require proctored exams. The proctor's role is to verify the identity of the student taking the exam and supervise to ensure that the instructions specified by the instructor are carried out.

Who can be a Proctor?
The following are eligible for approval:
- Local College/professional testing center (proctor fee may assessed)
- Full-time school or public librarian
- School Superintendent, Principal, vice Principal or other administrator
- Guidance counselor/counseling staff/advisor
- Military base/station education officer
- Human Resource director where you are employed

The following individuals are ineligible for approval:
- Relative or friend with whom you have a personal relationship outside of school or business
- Employer or Supervisor
- Tutor
- Ecclesiastical leader
- Athletic Coach, including assistant coaches
- Previous or Current SIU students

Policies and Procedures:
1. Student must first find an appropriate proctor that fits the approved description above. Proctors must be found and forms filled out at least 2 weeks prior to the date of the first test.
2. Student will then request potential proctor to fill out the Proctor Certification Form.
3. After the proctor has filled out the form, they can fax the form to TOCDP at 618-453-3200. Once the proctor has been verified and approved, they will receive exam instructions and you will receive an email stating that your proctor was approved and sent the instructions.
4. Please allow at least 2 business days for proctors to be approved and exam information sent out.
5. The course instructor has the right to refuse any proctor they feel does not fall within the Proctor guidelines for approval.

The cost of Proctor services is not covered by the university or TOCDP and is the sole responsibility of the student.