History of SIU

Founded in 1869 as the state’s second teachers college – with a dozen academic departments and an inaugural class of 143 – SIU Carbondale is the flagship campus of the Southern Illinois University System. It is a strong, diverse, student-centered research-intensive and comprehensive university that recently earned the prestigious 2015 community engagement classification from the Carnegie Foundation for the Advancement of Teaching. That designation reflects our longstanding commitment to service and outreach; in 2013 alone, 237,000 residents of central and southern Illinois benefited from 578 initiatives with more than 3,000 community partners.

Diversity is an integral part of our legacy, dating to the inaugural class of 143 that included two African American students. Today, minority students make up 29 percent of our total enrollment, and SIU Carbondale continues to rank among the nation’s top colleges and universities in the number of degrees awarded to students in ethnic and racial minority groups. The physical beauty of the region is a major attraction to students, faculty and visitors. Sixty miles to the south of Carbondale is the historic confluence of the Ohio and Mississippi rivers, the two forming the border of the southern tip of Illinois. Situated within 10 miles of the campus are two state parks, the Crab Orchard National Wildlife Refuge and four large recreational lakes. Much of the area is a part of the 240,000-acre Shawnee National Forest.

SIU Mission Statement

SIU embraces a unique tradition of access and opportunity, inclusive excellence, innovation in research and creativity, and outstanding teaching focused on nurturing student success. As a nationally ranked public research university and regional economic catalyst, we create and exchange knowledge to shape future leaders, improve our communities, and transform lives.
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 documents required to be sent directly to campus 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/proficiency 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 meet SIU requirement.

To request military transcripts: https://jst.doded.mil/smart/signIn.do
To request CCAF transcripts: http://www.airuniversity.af.mil/Barnes/CCAF/

PREREQUISITE – Math 108 College Algebra

The IMAE degree program requires students to have Math 108 College Algebra, or an approved equivalent, completed prior to starting the program. If you prefer to take Math 108 online with SIU, you will need to take the two math placement tests with SIU with passing scores in order to be able to register for the course. Please ask your advisor for more information.

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.
It is imperative that students also keep track of their completion progress as well and check with their advisor on a regular basis to make sure that both are in agreement as to the status of the student’s progress.

We strive to be accurate with the information given but mistakes can be made, so it is helpful to both the student and the advisor when both are working together toward the student’s successful degree completion.

It is highly recommended to communicate with your advisor by email so that there is documentation of the communication and the information provided by both parties.

DEGREE PLAN

After admission and official evaluation of your transcripts, your advisor will provide you with a degree plan. This outlines the courses you will take each semester until the requirements are completed. The degree plan also shows the courses that have been completed from your transfer credits. We usually include the UCC courses in the degree plan as these can be taken online through SIU. If you prefer, these courses can also be taken through your local community college, if the approved equivalents are available. Your advisor can assist you with this.

Please also be sure to discuss any changes or revisions in this plan with your advisor.

CAPSTONE OPTION

The Capstone Option at SIU Carbondale puts you in the fast lane to a bachelor’s degree in Capstone-approved majors if you already hold an Associate in Applied Science (AAS) degree, Associate in Engineering Science (AES) degree, or equivalent certification. Capstone will reduce the University Core Curriculum credits from 41 down to 30 credit hours by eliminating English Comp II, 3 cr hrs of Humanities, and Human Health requirements.

In order to qualify for Capstone you must earn your AAS/AES degree or equivalent certification with a minimum of 60 semester hours and before you complete 12 credits hours with SIU.

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. 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 absences, when possible. Having more than two unapproved absences will result in a failing grade for the course.
COURSE SCHEDULES

Our semester schedules for the off-campus weekend and online courses are posted to our TOCDP website: http://engineering.si.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.

EMAIL ADDRESS

After you have registered for classes, an 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 Office 365 link at siu.edu. It is a link located left of 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.
It is highly suggested to communicate with your advisor by email so that there is documentation of the communication and the information provided by both parties.

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 federal student loans, 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.

Summer Semesters
Also be aware that there is a special financial aid form you will need to fill out and submit for the summer semester. You can find this form at fao.siu.edu and click on the Forms tab and then its under the Summer Financial Aid Forms as Undergraduate application.
https://fao.siu.edu/forms/financial-aid-forms.php

*Active military students using TA:
If you are a student at one of our military base sites, please submit your TA form to our advisor. Please also remember to register for classes as well. The TA form submission will not register you for classes.
If you are a student at one of our non-military base sites or online, please submit your TA form to
ectuitionassistance@siu.edu. Please include your dawg tag in the email.

If you are a military veteran and using the GI Bill, IVG or other funding for veterans your contact person is Christina Lawrence in the Extended Campus office 618-453-5664 ecvets@siu.edu.

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 provide 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 a math course offered at SIU, you must take the SIU math placement tests and receive scores needed to register. Please work with your advisor for this.

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. SalukiNet will not allow you to drop all of your courses. Do not withdraw online through the SIU Registrar’s website. When you do so, it date/time stamps your withdrawal. This is irreversible.
Be sure to keep track of your credit hours if you are using federal student loans, as you will need to be registered for at least 6 credit hours per semester to stay qualified for this funding.
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 that 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.

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 the 15th of each month with payment due by the 10th of the following 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.

The university charges a 1.5% interest on the unpaid balance. 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 your advisor. 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 the Extended Campus website: http://extendedcampus.siu.edu/scholarships/active-duty-scholarship.php.

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

STUDENT CONDUCT

In order to ensure all members of the university community the freedom to pursue their goals and uphold the mission of the university, every member must assume responsibility for their actions, choices and decisions and must also respect the rights of others. Therefore, SIU expects and requires all of its students, upon admission to the university, to develop, adhere to, and maintain high standards of conduct. The Student Conduct Code is the primary document governing SIU student conduct and sets forth the rights afforded to, and responsibilities incumbent upon, each student at the university. You can find the Student Conduct Code here: http://srr.siu.edu/_common/documents/scc.pdf. A copy of a shortened version is included in this packet.

Any form of bullying, harassment, violence, disrespect, academic dishonesty, etc. will not be tolerated.

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
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. Off-campus and online students will not need to come to campus to put in any time for residency credit.

TEST PROCTORS

Test proctoring for online IMAE courses will be done through Respondus Monitor and lockdown browser. Many in seat course instructors will also be using this for test proctoring as well. Students will need an external USB webcam (a built-in camera is not sufficient) and download the proctoring software the first time an exam is taken.

A system check will be performed to ensure the microphone, camera, and internet speed are adequate. The process will also prompt for a photo to be taken of the student and their driver’s license. The student will use the webcam to scan the room and area including the desk/table, chair, walls, ceiling and floor.

During the exam, the webcam will be placed to the left of the keyboard to capture the top of the keyboard and provide of the test-taker. The camera will record activity in the room, and the microphone will record noise in the room. In addition, the software locks down your computer to prevent other activity on your computer (web searches, opening of documents, etc.) during the exam. The file created by the proctoring software will be uploaded after the exam is completed. Do not turn off your computer for about 30 minutes after the exam so the video has time to upload.

Here is a link to a brief tutorial on using Respondus Monitor and Lockdown browser:
www.youtube.com/watch?time_continue=139&v=XuX8WieAycs

One modification from the video: go to your browser and open the quiz. Launch Respondus lockdown from within your browser, not by launching it from your desktop.

Step 1. Log into D2L and select the course
Step 2. Click on Assignment
Step 3. From the drop down menu select Quizzes
        Click on the link for the Mid Term
Here is a link to download the Respondus Monitor. You will need this for the tests. You won’t be allowed to take the test if this is not installed on your computer.

[www.resondus.com/lockdown/download.pho?id=845215623](http://www.resondus.com/lockdown/download.pho?id=845215623)

While taking the exams, eliminate noise from the room (talking, TV, radio, phone usage, pets, etc) and prevent others from entering the room. Make certain that the room is well lit, but avoid bright light directly behind you. Remain in the room during the exam.

The camera will record activity in the room, and the microphone will record noise in the room. In addition, the software locks down your computer to prevent other activity on your computer (web searches, opening of documents, etc.) during the exam.

Students are expected to conduct themselves in accordance with SIU’s honor policy on all graded work whether proctored or not.

**Please check your SIU email account for additional notes/instructions for testing requirements by the instructor.**

**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 the following Monday after grade submission.

Your advisor can 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.

If you are active military, [ecuptionassistance@siu.edu](mailto:ecuptionassistance@siu.edu) will submit your grades for you.

**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 on 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 3.90 - 4.0.
• Magna cum laude - Graduating students with scholastic averages for SIUC work and cumulative GPAs of 3.75 – 3.899 or higher.
• Cum laude - Graduating students with scholastic averages for SIUC work and cumulative GPAs of 3.50 – 3.899 or higher.

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.

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. Please be sure to read the syllabus thoroughly. Instructions and policy are stated in the course syllabus.

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 Please be sure you have the textbook prior to the first day of class.
Please make sure to take into account the delivery time when ordering. Reading assignments are usually 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:


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

To order your SIUC transcripts, please visit this site: [http://registrar.siu.edu/alumni/transcripts.html](http://registrar.siu.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 (100 or 200) 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 after all four of the required IMAE courses are completed successfully (IMAE 450, IMAE 465, IMAE 470a, and IMAE 470b). The certificate does not imply any form of certification. It is a professional development sequence certificate issued by the Technology Department only. Once the last of all courses have been completed, your advisor will submit your name and a certificate will be printed and mailed to you.
GRADUATION PROCEDURES

All students are required to apply to graduate whether you plan to attend commencement or not. Your application for graduation starts the graduation process which includes the recording of the degree on your transcripts and the issue of a diploma to you.

*Commencement* is the campus-wide ceremony recognizing academic achievement.

*Graduation* is the official act of awarding a degree to students who have successfully completed, to the satisfaction of the college or school, the academic requirements necessary to the award of a degree by the University. Participation in commencement does not constitute the award of a degree (graduation) or guarantee thereof.

Students who are in their last semester of completing the degree should apply to graduate during the first week of the semester. If you are an active student (enrolled in SIU courses) you can apply through SalukiNet. If you are not a currently active student, please contact your advisor for a paper copy of the graduation application. If you miss that deadline, there is a final deadline 3 weeks later but the application fee increases. If your application is received after that final deadline, your graduation will be automatically moved to the following semester. The completed application with a check or money order should be sent to: Graduation Office, Student Services Building, Room 0251, Mail Code 4701, Carbondale, IL 62901.

There is a fee required at the time of application. Final transcripts (those with grades for courses registered for during the semester you will graduate) are due within 5 weeks after graduation date.

To assure that students are meeting the academic requirements, the Technology Off-Campus Program advisors provide 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.

COMMENCEMENT

Commencement ceremonies are held at the end of spring and fall semesters. Summer graduates who wish to attend commencement on the Carbondale campus can choose either the spring or the fall commencement. If summer grads wish to participate in the spring commencement, they must apply for graduation during the spring application period. Summer graduates will be printed in the following fall commencement program. Summer graduates who choose to walk in the Spring commencement
ceremony may request a copy of the December commencement program. https://docs.google.com/forms/d/e/1FAIpQLSfEkSkd6_0DdGBgZv5KegZwxZ0X0MsykF92H8-LfrvemqlhBQ/viewform Grads can request up to 5 printed copies of the program.

Cap and gown rental information is provided through the University Book Store (link to Herff-Jones). For more information, please visit: www.commencement.siu.edu.
Deadlines to order caps and gowns for May is April 1 and November 1 for December graduations.

Business or business-casual attire is appropriate under your academic regalia (cap and gown). The Commencement Team requests your help in upholding the dignity and tradition of our Commencement by avoiding any action that may be distracting or inappropriate to other graduates or guests.

SIU Commencement permits active duty military, police officers and firefighters to wear their dress uniforms instead of traditional cap and gown regalia.

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.

Processional line-up will begin 45 minutes before the ceremony.
- Undergraduate and Master’s candidates will report to the northeast parking lot (Lot 89) of the Banterra Center (SIU Arena) to line up. Staff will be there for assistance.
- Graduates arriving late may not be seated on the floor with their college or degree. Late arrivals may be seated to the side of the stage.

Graduate seating will be on the floor of the Banterra Center (SIU Arena). All colleges will sit together, but there will not be a certain order on the floor within each college. Students will not line up alphabetically, but will line up with their college. Graduates arriving late may not be seated on the floor with their college or degree. Late arrivals may be seated to the side of the stage.

SIU does not provide a secure location for graduates to leave purses, bags, jackets, and other personal items and is not responsible for items left unattended. Given the seating arrangement, you may not be seated in the same chair after receiving your scroll or diploma, so do not plan to leave personal items under your chair. Please make arrangements beforehand for a friend or family member to care for your belongings during the ceremony.

To be mindful of other guests attending commencement, balloons, balloon bouquets, signs or anything that obstructs the view are discouraged in the Arena as they may obstruct the view of other guests. Please leave these items in your car.

You will need to pick up your name card that will be used during the commencement when the reader announces your name and will be provided by the University Bookstore when you pick up your regalia. It is important to bring them with you the day of commencement.

The Commencement ceremony is an important occasion not only for the candidate, but also important for other graduates, families, and friends. Although it is a happy time, it should not be a time of revelry. Conduct by all at the ceremony should be dignified. Alcoholic beverages may not be brought into the ceremony facilities by degree candidates or by guests. Security personnel will be on hand to deal with alcohol or other distracting objects.
Due to the large crowd anticipated for commencement, we encourage you to arrive early. We will be utilizing lots 18 and 56 and lots 52 and 37. Lot 52 will be ADA parking only. 

For additional commencement information, please use this link: https://commencement.siu.edu/

POET The Professional Order of Engineering Technology

The Technology Department conducts an induction ceremony prior to the commencement ceremony. All students graduating with degrees from the Technology Department (IMAE and EET) are invited to join and attend. There is a reception following the ceremony. This is located in the College of Engineering.

What is POET? POET recognizes achievements and successful completion of education by students in the engineering technology programs at institutions of higher education (this includes graduates in Industrial Technology). It promotes and acknowledges entry into the engineering technology profession and engenders desirable qualities of personality and character among its inductees.

POET is not a membership organization that provides benefits, per se. Induction into the society means that you are promising to uphold a lifelong pledge to fulfilling the professional expectations of the order.

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

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
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.

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 to include:
   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.

C. Upon receipt of all materials, the advisor will request approval from the TOCDP Director.

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>Routine Wk.</th>
<th>Complex Wk.</th>
<th>Management or Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2 hrs.</td>
<td>4 hrs.</td>
<td>6 hrs</td>
</tr>
<tr>
<td>2</td>
<td>1 additional hrs</td>
<td>2 additional hrs</td>
<td>4 additional hrs</td>
</tr>
<tr>
<td>3-8</td>
<td>0 additional hrs</td>
<td>1 additional hr</td>
<td>2 additional hrs</td>
</tr>
<tr>
<td>Max.</td>
<td>3 hrs. total</td>
<td>12 hrs total</td>
<td>22 hrs total</td>
</tr>
</tbody>
</table>

Guidelines on 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 that the student has cited.
2. Letter should be written on the official letterhead stationery of the company or organization.
3. The content of the letter should focus on the duties, responsibilities, tasks, or activities that were inherent in the activity under consideration. The job title must be specified.
4. Most of all, the student should make it clear to the author that the letter to be written is one of verification, not recommendation.

Please be sure to check with your advisor for any questions you may have.
Registering for other SIU Online Courses

http://registrar.siu.edu/schedclass/index.php

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

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.

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.

To find the textbooks required for these courses, visit the University Book Store’s website. https://www.bkstr.com/southernillinoisstore/home
Taking Math 108 online with SIU

PLACEMENT
One important step on your educational journey is completing the Math requirement for your chosen major. While college and major requirements vary, all students at SIUC must successfully complete a Math course to receive a degree. Our Math Placement System, described below, will help you find the best course for you and your program. **Even if you have a high Math ACT score, you must take a Math placement test in order to register for Math classes at SIUC!!**

**Please note:** In order to use the Math Placement System, you must have a Network ID (siu and your dawg tag). Once you have your Network ID, go to https://salukinet.siu.edu and log in using your Network ID (siu85xxxxxxx) and password. Then click on the Pearson My Labs Plus under the Most Popular category. Some transfer students might not automatically have the link.

If you need to take an introductory level math course and do not have the link, contact Thara Lowndes, Director of Computer Based Learning, tlowndes@siu.edu 618.453.6561

FAQ
**Why do I need to take a math placement test?** The course you will be allowed to register for is based on your score on the Math placement, Math requirements for your major, and in some cases, your prior math courses in college.

**Should I register for the highest class I place into?** The class you register for depends on two main factors: Your Major and your Placement Test Scores. The most important thing to do is to **consult with your advisor about what Math class is required for your major.**

**When can I take a test?** We recommend that you take the test at least one week before your first class starts. We strongly recommend you do some test preparation before your first attempt, particularly if you are used to using a calculator for computations involving fractions, signed numbers, etc. Everything you need to practice is in the Study Plan. Questions in the Study Plan are free response. That means you will have to work out the problem on paper and enter the answer (in the stated form). Learning aids appear alongside each problem. When you need assistance, help is just a click away.

**Why do I need to run the Browser Check?** The Browser Check walks you through installing the players you need to take your placement tests and access the multimedia learning resources in your study plan. If you already have Flash and QuickTime installed, the Browser Check will ensure you have the most current versions. At a minimum, you must have Flash installed so you can take your placement tests. You will also need to allow pop-ups and enable cookies in your browser. For more information about preparing your computer to access the Math Placement site go to the Support link on the navigation bar. **What format should I expect?** Each test consists of 20 problems, some multiple choice and some free response. You are expected to do all calculations by hand. No calculators please! There is a 75-minute time limit to complete and submit your test. You can move freely from problem to problem, just like you would on a paper exam. Have scratch paper handy...multiple choice does not mean multiple guess! **Warning: Do not open any additional windows while taking the test. If you do, the test will immediately close and you will lose your attempt.**

**What will happen after I submit Test 1?** The test will be graded instantly. Your score will appear on the screen along with a message explaining what the score means. In addition, an email will immediately be sent to you that contains more detailed course and registration information If your score is 12 (60%) or higher, you will be directed to take Test 2. If you wish, you may retake Test 1 to get a higher score. Only 2 retakes are allowed.
How long do I have to wait before retaking Test 1 or moving on to Test 2?
We will answer the easy question first. Test 2 can be taken immediately (provided your Test 1 score is 60% or higher). As for the retake.... that is up to you but you will probably do better if you wait a reasonable length of time --- at least a few days. Use that time to review your test results and go over the study plan. Test questions are regenerated and pooled from a large test bank. Don't expect to see the same 20 questions you saw on your first attempt.

Why take Test 2?
Test 2 is for placement in College Algebra (Math 108). Take this test after successfully completing Test 1. It has the same format as Test 1: 20 questions in 75 minutes; instant messaging after test is submitted; if necessary, 3 attempts to achieve your desired score (at least 13). If you have not taken an Algebra course recently, you should do some preparation work.

How many tests will I take before I am placed?
That depends on the Math requirements of your major and the highest score earned on a given test.

Now that I've been placed, is there anything else I can do to get better prepared for my first day of class?
We don't mean to be repetitive but "study plan, Study Plan, STUDY PLAN"! There is no such thing as being over prepared. If you have placed into Math 106, 107 or 108, be aware of the "No Calculator" policy. Make sure you can do computations involving fractions, decimals, basic roots, etc. without the aid of a calculator!
## University Core Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</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 Exempt</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.

## Departmental Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</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. 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 Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMAE 110</td>
<td>Geometric Dimensioning &amp; Tolerancing</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 208</td>
<td>Manufacturing Processes</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 305</td>
<td>Industrial Safety</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 376</td>
<td>Supply Chain Operations &amp; Logistics</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 390</td>
<td>Cost Estimating</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 392</td>
<td>Facilities Planning &amp; Workplace Design</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 445</td>
<td>Computer-Integrated Manufacturing</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 450</td>
<td>Project Management</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 442</td>
<td>Fundamentals of Leadership</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 465</td>
<td>Lean Manufacturing</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 470A</td>
<td>Six Sigma Green Belt I</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 470B</td>
<td>Six Sigma Green Belt II</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 476</td>
<td>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 Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMAE 494b</td>
<td>IMAE 390 Project</td>
<td>1 sem hr</td>
</tr>
<tr>
<td>IMAE 494c</td>
<td>IMAE 392 Project</td>
<td>1 sem hr</td>
</tr>
<tr>
<td>IMAE 494f</td>
<td>IMAE 376 Project</td>
<td>1 sem hr</td>
</tr>
</tbody>
</table>

Technical Electives are the fourth portion of the requirements for the degree. This makes up 3 credits of the required 27 technical elective credits. This is required for the off-campus sites students only.

**The online and military site students will need to complete IMAE 455 in place of these projects.**

### Additional Technical Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>19</td>
</tr>
</tbody>
</table>

The remaining 19 technical 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>42</td>
</tr>
</tbody>
</table>

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.

### Total Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>120</td>
</tr>
</tbody>
</table>

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 (MyCourses)**

You will also need to learn how to use Desire2Learn or (MyCourses). 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/ 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 cannot find what you are 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

Whom to Contact

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

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

If you get a registration error message .... Contact your advisor

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 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

Transfer Guides website: http://tss.siu.edu/PROD/campus/articulation/articulation/
Included in the welcome packet is a graduation check sheet for you to use to track your progress through the IMAE degree requirements. This is the sheet your advisor uses as well. This is a useful tool to assist you with making sure that all your requirements are being completed and that you and your advisor have the same information.

It is imperative that students also keep track of their completion progress as well and check with their advisor on a regular basis to make sure that both are in agreement as to the status of the student’s progress.

On Line Testing Information and Test Requirements using Respondus LockDown Browser and Respondus Monitor

Section 1: Familiarize yourself with the LockDown Browser & Download Software

Follow the link below and watch the provided videos to better familiarize yourself with the software: http://www.respondus.com/about/inquiry-student.shtml

The student must download Respondus4Campus in order to take an exam that requires LockDown Browser. To download the software:

- Click on “Download Respondus4Campus” on the D2L home page.
- OR
- Click on the following link: https://www.respondus.com/lockdown/download.php?id=845215623

Once Respondus is installed on your computer, any time you access a quiz that requires Respondus LockDown Browser there will be additional instructions on how to activate the software.

Student Supplied Webcam Required:
The student must supply a stand-alone camera (webcam) that is compatible with the student’s computer and with the Respondus Monitor LockDown Browser. A built-in camera on a laptop is not acceptable.

Set up your webcam using the installation instructions provided with the camera.

Section 2: Taking Quizzes in D2L using Respondus LockDown Browser and Respondus Monitor.
A sample quiz has been loaded into your D2L course so you can test Respondus LockDown Browser and Respondus Monitor prior to your first exam. You may access the quiz an unlimited number of times in order to be proficient with the use of the webcam and the software.
The following steps will allow you to take the sample quiz:

1. Log in to D2L by clicking on MyCourses in the SIU homepage or via SalukiNet. Choose your course to access the course home page.
2. Click on “Assessments” at the top of the navigation bar and select “Quizzes”. Click on the sample quiz that will be listed as shown below:

   ![Sample Quiz Screenshot]

   **How well do you know SIU? - Requires Respondus LockDown Browser + Webcam**

   **Availability:** always available

   **Note:** If you have not downloaded the Respondus software or if there is a newer version click “Download and Install the latest version of LockDown Browser” to update your software or click “Launch LockDown Browser”.

3. Click on “Open LockDown Browser”.

   ![Open LockDown Browser Screenshot]

   OR in some cases a dialog box may appear asking you to select Respondus by opening the link.

4. Click “Yes” to allow your computer to access Respondus:
By clicking “Yes” Respondus will disable all other software on the computer. You will be unable to print, copy, access another URL or other applications until the quiz is submitted for grading. Respondus allows test integrity to be maintained and it will not harm the computer or modify any software. Once the test is finished all software is restored.

5. The system will take you through a series of steps to set up the webcam as follows:

Step 1. TERM OF USE – Click “Agree”

Step 2. WEBCAM CHECK - Follow the instructions on screen to check audio and video. Both audio and video are required for testing.

Step 3. STUDENT PHOTO - Follow the instructions on screen to take your photo. Move your camera as needed to get a good photo of your face. **Required to be done prior to testing.**

Step 4. SHOW ID - Follow the instructions on screen. **Required to be done prior to testing**

Step 5. ENVIRONMENT CHECK - Using your external camera, scan the room (360°): walls, floor, top of desk or table, and your lap and area around your chair. Required – video should be about 1 minute in
length. Test area should be clear of books, notes, phone, calculator, etc. **unless** allowed by the instructor. **Required to be done prior to testing.**

Step 6. **ADDITIONAL INSTRUCTIONS** – These are provided by your instructor and should be read through carefully.

**NOTE:** Failure to follow any of the above requirements will result in a grade of **zero** for the test.

6. If you have any issues with Respondus LockDown Browser or Monitor when attempting the practice quiz, please contact our Center for Teaching Excellence help desk at (618) 453-1024.
Respondus Monitor and Webcam Tips

How Respondus works:
During test-taking Respondus records everything in the frame of the webcam and all audio noises. If there is unusual activity within the webcam frame or additional noises, Respondus will “flag” the time stamp of the video/audio digital record of the occurrence (i.e. record the time and date of the activity). Once the test is completed the instructor can review thumbnails (or the entire video) of the webcam recording including audio to ascertain what occurred to initiate the “incident” in Respondus.

Unusual Activity can be any of the following and will result in an incident review of the video:
a) Repeated eye movements up, down, to either side
b) Unnecessary arm or body movements
c) Unnecessary movement away from the desk/table
d) Leaving the room or webcam frame for more than a few seconds during the exam
e) Talking to other individuals
f) Using any materials (books, notes, electronics) not specifically permitted by the instructor

Helpful Hint: Should a student encounter any unusual circumstances during the test (technical difficulty, interruptions, etc.), the student should talk into the audio mic and explain what happened. This will explain to the instructor why Respondus flagged the video segment and prevent any negative consequences from being imposed on the student.

Examples of thumbnail sequences supplied to the Instructor by Respondus are shown below:

[Image of thumbnail sequences]

Webcam Suggestions:
The student should keep in mind that Respondus Monitor records both audio and video. If the student is concerned about privacy issues the webcam can be disconnected (unplugged) when the student is not testing. The student needs to ensure that there is a microphone activated within the computer available to record the test session **AND** the volume is turned up high enough to sufficiently record environmental noise of the testing space. It is recommended that you review and test this prior to accessing the quiz.

Purchase an external camera (webcam) for your desk (a camera built into your computer is NOT sufficient). Place the camera on your desk at least 2 feet from your keyboard. The camera should capture the keyboard, the area around your computer, **AND** your profile.

Webcams are generally inexpensive and available online or from various stores. Make certain the webcam you purchase is compatible with your computer PRIOR to accessing the test.

[Image of webcam placement instructions]
Webcam Placement Examples:

WRONG does not show the work area.

WRONG
Does not show the work area

WRONG
Does not show the student.

*Also note that only one screen can be utilized while testing

Correct Webcam Placement Examples

Additional Suggestions:

- Ensure you're in a location where you won't be interrupted and identify the time available for the test so that you have allotted sufficient time to complete it and remain at your computer for the duration of the test.
- Turn off all other devices (tablets, phones, second computers) and place them outside of your reach or away from the work space area where the test is being taken.
- Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.
- Clear your desk of all external materials not permitted — books, notebooks, etc.
- Avoid wearing baseball caps or hats with brims.
- Talking or focusing on an item or person outside the webcam frame will change the facial expression identified in the “picture” taken in Step 1 above and will result in an “incident” being recorded and identified by Respondus.
Since Respondus records both audio and video it is suggested that background noise be kept to a minimum (i.e. no TV, loud music or people talking).

- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

**Student Acknowledgement Statement (copy/paste into email)**

ACKNOWLEDGEMENT: I have read the instructions for the use of Respondus LockDown Browser and Respondus Monitor provided by the instructor, I have installed the required software and purchased a stand-alone webcam, and I am proficient in the use of Respondus as demonstrated by the successful completion of the sample quiz. I agrees to comply with the pre-test requirements outlined in the instructions and understand the potential of earning a zero (0) on the test/quiz if I do not comply with the instructions or if the instructor determines that inappropriate activity occurred during the test after reviewing the video/audio file.

Signed:

Date:
In order to ensure all members of the university community the freedom to pursue their goals and uphold the mission of the university, every member must assume responsibility for their actions, choices and decisions and must also respect the rights of others. Therefore, SIU expects and requires all of its students, upon admission to the university, to develop, adhere to, and maintain high standards of conduct. The Student Conduct Code is the primary document governing SIU student conduct and sets forth the rights afforded to, and responsibilities incumbent upon, each student at the university.

You can find the entire Student Conduct Code here: [http://srr.siu.edu/_common/documents/scc.pdf](http://srr.siu.edu/_common/documents/scc.pdf)

All students are responsible for knowing and complying with the Code as well as all local, state and federal laws, and other university standards, policies and procedures.

All students have the responsibility to recognize the ways in which their actions reflect upon and affect the university and every member of the university community.

All students have the responsibility to respect and protect the rights of every other member of the university community.

All students are personally responsible for their actions, choices and decisions.

The Student Conduct Code will be applied without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, marital status, age, physical or mental disability, or military or veteran status. Any adjudication will be based solely on the conduct for which charges were brought against the student.

The Student Conduct Code will be applied in compliance with Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students will be afforded all of the rights established under the Student Conduct Code without regard to the student’s disability status, and any sanctions imposed will be based solely on the conduct for which charges were brought against the student regardless of whether the student has a disability.

The university shall have the right to adjudicate any alleged violation of any provision of the Student Conduct Code, without regard for the geographic location of the alleged violation, at the discretion of the Vice Chancellor of Student Affairs. This may include violations which occur partly or entirely through electronic means.

Disciplinary actions by the university are independent of any criminal or civil proceedings and the university will not consider any decision, settlement, judgment, or other outcome of a criminal or civil proceeding in the adjudication of alleged violations of this Code. The disciplinary process will not be delayed pending the outcome of any legal proceedings.
Standards of Conduct

2.1. Offenses Related to Academic Misconduct

2.1.1. Plagiarism

2.1.1.1. Submitting the work of another person or entity as your own.

2.1.1.2. Failing to cite the work or data of another person or entity.

2.1.1.3. Improperly citing the work or data of another person or entity.

2.1.1.4. Submitting work which has been previously submitted for credit or evaluation without instructor approval.

2.1.2. Preparing work with the knowledge or intention that it may be represented as the work of another.

2.1.3. Sharing or disseminating tests, notes, slides, presentations, recordings or any other material which is the intellectual property of an instructor or of the university without prior approval. This does not prohibit a student from sharing his or her own papers, notes, or other written works in accordance with Article 2.1.2.

2.1.4. Knowingly falsifying scientific or educational data or representing falsified scientific or educational data as the result of scientific or scholarly experimentation or research.

2.1.5. Violating any restriction on collaboration which has been duly communicated by an instructor, via a syllabus, or otherwise in writing or orally in the course of instruction.

2.1.6. Attempting to obtain a grade or other academic credit through improper means, or otherwise subverting the educational process by any means whatsoever.

2.1.7. Soliciting, aiding, abetting, concealing, or attempting any act of academic misconduct.

2.2. Offenses Relating to Sexual Misconduct

2.2.1. Sexual Assault – Any sexual act directed against another person forcibly and/or against a person’s will or where the person in question does not or is unable to give consent, as defined in Article 1.7.14, for any reason.

2.2.2. Sexual Harassment – Any unwelcome sexual advance, request for sexual favors, or any conduct of a sexual nature which has the purpose or effect of: a) substantially interfering with a student’s academic performance, ability to participate or benefit from any of the academic, athletic, educational, employment, extra-curricular or other programs of the university or, b) creating an intimidating, hostile or offensive environment. The official definition shall be that most recently adopted by the Board of Trustees.

2.2.3. Forcible Fondling – Intentional or attempted contact with the private body parts of another person without the consent of that person.

2.2.4. Indecent Exposure – Intentional display of a person’s genital area, buttocks or other area as specified by local, state or federal law, with the intent or foreseeable consequence of causing or forcing another person to observe said area against said person’s will.

2.2.5. Other Acts of Sexual Misconduct – Any other act of a sexual nature which disrupts or negatively impacts the educational mission of the university, including but not limited to public displays of pornography; possession, creation or distribution of child pornography; the exchange of money, goods or services in exchange for any sexual activity; causing another person to witness or observe any sexual act without clear, voluntary consent; videotaping, photographing or otherwise recording
sex acts without the clear, voluntary consent of all individuals involved; or sexual contact between individuals who are legally prohibited from marrying due to a familial relationship.

2.2.6. Retaliation – Any act of reprisal, including negative or otherwise unwarranted treatment, related to the reporting of, or participation in, any complaint or adjudication of alleged sexual misconduct.

2.3. Offenses Related to Persons

2.3.1. Acts of Violence

2.3.1.1. Intentional, Negligent or Attempted Homicide – Any intentional or negligent action which results in the death of another person or any attempted action which, if successful, would be likely to have resulted in the death of another person.

2.3.1.2. Physical Assault or Abuse – Any action which serves to cause physical harm to another person or which may reasonably be expected to cause physical harm to another person or which causes reasonable fear that physical harm will be done to another person.

2.3.1.3. Dating and Domestic Violence – Any action which serves to cause harm to another person or which may reasonably be expected to cause harm to another person which is committed against: a current or former spouse; a family member; an individual with whom they share a child; an individual with whom they are, or previously have been, engaged in a romantic or intimate relationship; or an individual with whom they share, or previously have shared, a residence.

2.3.1.4. Violent Disruption – Any violent action taken with the intent of disrupting any university function, action, or operation. This policy shall be applied in accordance with the SIU policy on Demonstrations: Regulations and Procedures and shall not be construed to restrict any right listed in that policy except as otherwise stated in this Code.

2.3.1.5. Violent Behavior – Any action, behavior, or statement which carries with it a substantial risk that one or more persons may be physically harmed.

2.3.1.6. Inciting Violence – Knowingly or intentionally directing, encouraging, supporting or otherwise motivating another person or group to take violent action, whether or not violence results.

2.3.2. Threatening Behaviors

2.3.2.1. Direct Threat – Any statement or action which clearly communicates a threat of, or intent to commit, an act of violence.

2.3.2.2. Indirect Threat – Any statement or action which a reasonable person would interpret as threat of, or intent to commit, an act of violence or any threat or communication of intent to commit an act of violence communicated through a third person, intermediary or via a public forum.

2.3.3. Stalking – Engaging in a course of conduct, involving two or more independent actions, which threatens or endangers the health, safety, emotional welfare, or access to academic resources or employment of another person or which would cause a reasonable person to be fearful for his or her safety, health or emotional well-being and which does cause another person to be fearful for his or her health, safety or emotional well-being. This section shall not be applied to limit any lawful exercise of the right to free speech or assembly.

2.3.4. Hazing – Any action required of, suggested to, or imposed upon current or potential members of a group which produces, or is reasonably likely to produce, bodily harm, humiliation, ridicule, substantial interference of academic efforts, significant impairment, or endangerment of physical, mental or emotional well-being, regardless of the consent of the participants.
2.3.5. Harassment

2.3.5.1. Unreasonable Conduct – Intentional conduct, without a legitimate purpose, which both does cause a person distress or fear and would cause a reasonable person distress or fear. No threat or overt act of violence is required for conduct to be unreasonable.

2.3.5.2. Bullying – Any intentional, repeated and aggressive act, whether physical, verbal or otherwise communicated with the intent to cause another person physical, mental, or emotional harm or which is intended to coerce an individual to act or refrain from acting.

2.3.5.3. Obstruction or Intimidation – Any intentional act which limits any person’s attendance or participation in any academic activity, employment or university event, or function.

2.3.5.4. Harassment via Technology – Use of electronic or other technology, without a valid purpose, to intentionally intimidate, embarrass, ridicule, or humiliate another person. This includes the creation or distribution of video, audio, or photographic files without the consent of all parties recorded or photographed which could foreseeably intimidate, embarrass, ridicule or humiliate and does cause another person to be intimidated, embarrassed, ridiculed or humiliated.

2.3.6. Fighting

2.3.6.1. Mutual Fighting – Any incident between two or more individuals in which violence or the threat of violence is mutual.

2.3.6.2. Group Actions – Any incident in which a group of two or more individuals engage in violence or the threat of violence against an individual or group of individuals.

2.3.6.3. Inciting a Fight – Any intentional act which encourages others to engage in or continue a mutual fight or group action.

2.3.7. Reckless Disregard – Any act taken without regard for the risk it presents to others.

2.4. Offenses Related to Property

2.4.1. Willful or Malicious Damage or Destruction of Property – Any intentional or reckless action which results in the damage or destruction of property owned by another person, entity or the university.

2.4.2. Arson – Any intentional or negligent action which causes or is likely to cause a fire in any building, area or open space not specifically designed or intended for that purpose regardless of the extent or lack of damage to buildings, grounds or property.

2.4.3. Reckless Conduct Presenting a Danger to Property – Any intentional act which presents a significant risk of damage to property.

2.4.4. Trespassing – Entry into any location, space, building or room where entry is prohibited, either by posted sign, locked door, written or oral directive or other clear restriction.

2.4.5. Unauthorized Entry – Entry into any building, room, location, or space where a person does not have a reasonable expectation of access or right of entry or where the conditions of authorized entry, such as payment or presentation of proper identification, have not been met.

2.4.6. Theft
2.4.6.1. Stealing – Taking property which belongs to another person or entity without authorization, payment or other explicit permission.

2.4.6.2. Fraud – Attempting to defraud by means of deception, bad checks, forged or stolen credit or ID cards, possession or use of counterfeit currency or other means.

2.4.6.3. Identity Theft – Using the identity of another person or entity, including the use of state identification, with the intent of misrepresenting oneself as another for any reason.

2.4.6.4. Sale of Stolen Property – Selling, or attempting to sell any item which is known to be, or can reasonably be assumed to have been, stolen or otherwise illegally obtained.

2.4.6.5. Possession of Stolen Property – Having possession or control of any item which is known to be, or can reasonably be assumed to have been, stolen or otherwise illegally obtained.

2.4.7. Vandalism – The intentional defacement of public or private property, including, but not limited to, the deliberate damage, defacement, destruction or removal of posted flyers, decorations, bulletin board postings or other posted material not owned by the student, without authorization.

2.5. Offenses Related to Health, Welfare, or Safety

2.5.1. Weapons – Possession of any weapon, as defined below, without prior authorization from the Director of the Department of Public Safety or designee.

2.5.1.1. Explosives – Possessing, carrying or using any device which is intended or designed to explode or any device which a reasonable person would believe, either through appearance, markings or otherwise, to be a device intended or designed to explode.

2.5.1.2. Firearms – Possessing, carrying or using any type of firearm on university premises, except as permitted by law, or the use of a firearm in any manner alleged to be inconsistent with applicable laws, regardless of location.

2.5.1.3. Objects Perceived as Firearms – Possessing, carrying or using an airsoft, BB, paintball, pellet, or water gun, or any other object which a reasonable person may believe to be a firearm, due either to appearance, situation, markings, or other means, on university premises.

2.5.1.4. Knives – Possessing, carrying or using any knife with a blade longer than three inches anywhere on university premises without a valid educational purpose or the use of a knife in any manner alleged to be inconsistent with applicable laws, regardless of location.

Butterfly knives, switchblades, and double-edged knives are not permitted, regardless of length.

2.5.1.5. Other Dangerous or Deadly Weapons – Possessing, carrying or using ammunition, arrows, batons, blow-darts, blow-dart guns or tubes, bows, brass knuckles, mace, nunchuks, stun guns, sling shots, swords, tasers, throwing stars, or other dangerous or deadly weapons on university premises or the use of any other dangerous or deadly weapons in any manner alleged to be inconsistent with applicable laws, regardless of location.

2.5.1.6. Any Object Intended for Use as a Weapon – Possessing, carrying or using any object intended for use as, or used as, a weapon, regardless of the original purpose of the object.

2.5.1.7. Misuse of Personal Safety Devices – Students are permitted to carry pepper spray and other legal personal safety devices not otherwise prohibited; however students choosing
to carry such devices are responsible for ensuring that they are properly secured and maintained and only used in cases of emergency.

2.5.2. Threats to the Safety of Others

2.5.2.1. Bomb Threats – Communicating the existence of an explosive device, placed in any location, to any individual or entity, by any method, whether or not the communication is accurate, for any purpose other than a legitimate concern for the safety of persons or property.

2.5.2.2. Tampering with Safety Equipment – Tampering with, disabling, or damaging alarms, cameras, defibrillators, electronic surveillance equipment, extinguishers, fire sensors, first aid kits, pull stations, sprinklers, smoke detectors, or other safety equipment.

2.5.2.3. Tampering with Entries or Exits – Tampering with doors, door alarms, door locks, door handles, elevators, push bars, windows, window alarms, window locks, window screens, or other devices designed to provide entry, exit or security for any building.

2.5.2.4. Failure to Evacuate – Failing to evacuate any building after an alarm has been activated or notice has otherwise been given of a fire, fire drill, false alarm or other order to evacuate.

2.5.2.5. Fireworks – Possessing, carrying or using any firework or other incendiary device not intended for use as a weapon.

2.5.3. Controlled Substances

2.5.3.1. Manufacture or Production – The manufacture or production of any controlled substance, regardless of intended use.

2.5.3.2. Sale or Distribution – The sale or distribution of any controlled substance, with or without the exchange of money, goods or services.

2.5.3.3. Possession with the Intent to Sell or Distribute – The possession of controlled substances for the purposes of sale or distribution. Intent may be established by the presence of paraphernalia commonly associated with distribution, by the manner in which the substances are packaged, or by the volume of the substance possessed.

2.5.3.4. Driving Under the Influence of a Controlled Substance – Operating any vehicle while under the influence of any controlled substance except as prescribed and directed by a medical professional.

2.5.3.5. Use or Possession – The use or possession of any controlled substance without legal authorization.

2.5.3.6. Misuse of Medication – Knowingly misusing legally prescribed medications or using non-prescription medications in a manner other than their directed use.

2.5.3.7. Possession of Paraphernalia – The possession of any item primarily intended for, designed for, or which can be demonstrably linked to, the manufacture, sale, distribution, use, or possession of a controlled substance. Such items include, but are not limited to, bongs, bowls, grinders, pipes, scales, and vaporizers.

2.5.4. Alcohol

2.5.4.1. Manufacture or Production – The manufacture or production of alcohol on university premises or in ways not consistent with state or federal regulations, regardless of
intended use. This policy does not prohibit the manufacture or production of alcohol for a valid educational purpose or as otherwise authorized in writing by the Chancellor.

2.5.4.2. Sale – The sale of alcohol either directly or indirectly without a license.

2.5.4.3. Driving While Under the Influence of Alcohol – Operating any vehicle while impaired by the consumption of alcohol.

2.5.4.4. Providing Alcohol to a Minor – Purchasing, serving, supplying or otherwise providing alcohol to a person under the legal age permitted by the State of Illinois.

2.5.4.5. Underage Possession or Consumption – Possessing, carrying, consuming, or being under the influence of alcohol while under the legal age permitted by the State of Illinois.

2.5.4.6. Public Intoxication – Any action taken under the influence of alcohol which requires intervention by members of the university community, law enforcement, medical staff, or other persons to ensure the health, safety, or physical well-being of the student in question, another individual, or property or to prevent disruption of normal operation of the university or another entity.

2.5.4.7. Public Consumption – Consuming alcohol or possessing or carrying an open container containing alcohol in any public space, including anywhere on university premises, except as specifically authorized.

2.5.4.8. Drinking Games – Games or activities occurring on university premises which encourage excessive or unsafe levels of consumption, require consumption as a component of participation, or use consumption as a component of winning, losing or keeping score, regardless of the presence of alcohol.

2.5.4.9. Common Sources – Possessing, serving, supplying or otherwise making available to others a common source of alcohol on university premises except as specifically authorized by university policy. Common sources include, but are not limited to, kegs, party balls, punch bowls, or other containers intended to distribute alcohol to multiple individuals. Commercial containers such as cans or bottles 1.75 liters or less are not considered common sources of alcohol.

2.5.5. Disorderly Conduct – Acting in an unreasonable manner which has the potential to disturb or alarm another person or to provoke a breach of the peace.

2.5.6. Responsibility of Premises – Failure to maintain reasonable control of areas for which a student is responsible, including assigned residence hall rooms, off-campus apartments, houses or other similar locations.

2.5.7. Smoking – Use of a pipe, cigar, cigarette, hookah, or other smoking device, including e-cigarettes, vaporizers, and other inhalation-based nicotine delivery devices on any university premises, unless inside a private vehicle, or other any other action which violates the SIUC Smoke-free Campus Policy.

2.6. Offenses Related to the Operation of the University

2.6.1. Misuse of Resources – Use or misappropriation of university space, facilities, funds, supplies, equipment, labor, material or other resources without authorization.

2.6.2. False Information – Knowingly providing false information to a university official.

2.6.3. Failure to Comply – Failing to comply with the directions of any university or public official who has identified him or herself while he or she is acting in the performance of his or her duties or failing to
comply with any sign, requirement, notice, or directive that has been posted by an agent of the university.

2.6.4. Misuse of University Documents – Forgery, alteration or other misuse of university documents or records.

2.6.5. Misuse of ID Cards – Loaning, borrowing, altering, or replicating university, state or federal ID cards or failing to present or surrender a university ID card upon the request of a university or public official.

2.6.6. Business Activities – Attempting, directly or indirectly, to sell any item or thing of value, or engaging in any other business activity, on campus without written authorization.

2.6.7. Amplified Sound – Use of amplified sound without prior authorization or in areas where amplified sound is prohibited by policy or posted sign.

2.6.8. Solicitation – Requesting, directly or indirectly, money, physical or intellectual property, guest access to dining facilities, or any other thing of value, without written authorization.

2.6.9. Operating an Unregistered RSO – Operating an unregistered student organization which represents itself, either through name, action, or other means as being affiliated with the university or which utilizes services or resources reserved for RSOs without authorization.

2.7. Offenses Related to Information Technology

2.7.1. Unauthorized Access of Resources – Unauthorized access or attempted access of any electronic resource to alter, duplicate, read, transfer, or otherwise use the contents for any purpose.

2.7.2. Interfering with Access or Operations – Any technological attempt to interfere with the work of any member of the university community or any attempt to interfere with the normal operations of the university’s technological infrastructure.

2.7.3. Malicious Software or Hardware – Knowingly or intentionally installing, allowing to be installed, or attempting to install a computer virus, any other malicious hardware or software, or hardware intended to monitor usage, subvert one or more security measures or degrade the efficiency of computing systems.

2.7.4. Technology Use Agreements – Violations of any provision of a university hardware or software use agreement, including, but not limited to, the Borrowers Registration and Liability Agreement for Tablet Computer Loan.

2.7.5. Other Information Technology Policies – Violation of any other computer or network use policies established by the Office of Information Technology or other or equivalent university unit.

2.9. Other Acts of Misconduct

2.9.1. Aiding and Abetting – Persons assisting in any violation of this Code may be subject to adjudication.

2.9.2. Knowingly Present – Any person who is knowingly present for the commission of a violation and does not take steps or to remove him or herself from the location of the violation may be subject to adjudication.

2.9.3. Alleged Violation of Local, State or Federal Laws – Any act not specifically addressed by this Code but which may violate local, state or federal law is subject to adjudication under this Code regardless of whether it is investigated by civil or criminal authorities or the subject of any legal proceeding.

2.9.4. Abusing Public Safety Services
2.9.4.1. Filing a False Report – Knowingly submitting information to any law enforcement agency, public safety service, or emergency service which is known or believed to be false.

2.9.4.2. Misuse of Emergency Reporting Systems – Activating any emergency response system, including emergency call boxes, fire alarm pull stations, the 911 reporting system or any other system designed for use in reporting an emergency, when no emergency exists.

2.10.5. Violations of Any Other Approved and Posted University Policy
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Please also use this link for current information:
Request for Refund of Student-to-Student Grant Fee

Mail to:
Registrar's Office, Student Services Building room 0251, Mailcode 4701, Carbondale, IL 62901
Phone 618-453-2999; Fax 618-453-2915

I, _______________________________  Dawg Tag: _______________________________

Please print: Last Name, First Name, Middle Name

Herby request that the amount of the Student-to-Student Grant Fee be applied as a credit to my account. I understand this request makes me ineligible to receive benefits from the Student-to-Student Grant Program.

Student Signature: ____________________________  Date: ____________________________

Instructions: This request must be received within the first two weeks of classes for the Spring/Fall semesters, or by the first week of the Summer semester. You may either hand-deliver, mail or fax this form to the address or fax number listed at the top of this form.

This box is for office use only

Voucher: ____________  Subcode: ____________  Amount: ____________________________

Date Entered: _______________  By: ____________________________
Technology Off-Campus Degree Programs Advising Syllabus

Advisors
Marilyn Updike - Online Programs  Carolyn Smith - Off Campus sites
mmupdike@siu.edu  carolsmith717@siu.edu
618-453-7989  618-453-7828

Office Hours
Monday - Friday  8 am to 4:30 pm CST

Purpose
As advisors with the TOCDP our mission is to invest in students throughout their undergraduate academic career so they can realize their potential and achieve their goals. Advisement’s function is to TEACH, GUIDE, and SUPPORT students. Active involvement by both you and your advisor will ensure you achieve the expected learning outcomes. Advising is an ongoing process throughout your academic career.

Advising Objectives
- Construct an academic plan to meet graduation requirements
- Register for classes as advised
- Understand and adhere to the university’s academic policy, procedure and the program’s policies and deadlines
- Take responsibility for actions and be engaged in your educational experience

Advisor Responsibilities
- Effectively communicate program requirements
- Provide instructions and information to new students and continuing students
- Provide course registration information each semester
- Keep your file current and accurate
- Direct you to university resources, departments, or materials as needed
- Be available by phone and email and with site visits at end of fall and spring semesters
- Address your issues, questions, concerns accurately and in a timely manner

Student Responsibilities
- Understand and complete all requirements necessary for the degree
- Read the TOCDP Student Handbook
- Learn to navigate the TOCDP and SIUC websites
- Become familiar with university and program policies and procedures
- Take responsibility for your academic progress including attendance, grades, GPA
- Check your SIU email often
- Communicate your questions, concerns, and issues to your advisor
- Be knowledgeable about adding/dropping courses and when not to drop a course
- Submit official transcripts regularly for courses completed outside of the program
- Ask your advisor for graduation checks