College of Education

Undergraduate Advising Handbook

› Stay Informed.
› Be Successful.
› COE Advising.
College of Education
Undergraduate Advising Handbook

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College of Education

Student Services

College of Education (COE) Student Services is committed to providing the students and the community with critical services in the areas of recruitment, advising and retention. Through the use of comprehensive programs and developmental and appreciative advising, the COE Student Services office assists in the development and transitioning of students into exemplary role models in chosen fields and global communities.

As an NIU student, you are ultimately responsible for making yourself familiar with the regulations, policies and requirements of the university, the college and your major department. The Undergraduate Catalog, course schedule and major departmental handbook (if available) provide this information. (If any discrepancies exist between the college's web site or the advising handbook and the Undergraduate Catalog, please refer to the Undergraduate Catalog.)

Meet the Staff

Margaret Myles
Director
Kristin Rinehart
Coordinator of Recruitment
To be Announced
Coordinator of Retention

Advising Mission

To assist undergraduate students in making a successful transition to life at NIU; to foster intellectual and personal development toward academic success and lifelong learning; and to promote self-sufficiency, integrity and professionalism to enable students to become exemplary role models in chosen fields and global communities.

Advising Services

The College of Education provides professional academic advisors to assist students in meeting their undergraduate academic and career goals. Specializing in the areas of Early Childhood Studies, Elementary Education, Kinesiology, Athletic Training, Physical Education and Special Education, the advisors work collaboratively with College of Education students to:

- explore and strive for academic and career goals and aspirations;
- develop an academic plan and guide them to degree completion;
- effectively utilize campus resources; and
- complete necessary paperwork and logistical items for degree progress.

Academic Advising...

1) Is a developmental process.
2) Fosters clarification of life and/or career goals.
3) Assists in the development of educational plans.
4) Is a decision-making process.
5) Is an ongoing relationship.
6) Is the shared responsibility of both student and advisor.

Stay Informed.
Be Successful.

COE Advising.
The Advising Partnership

Students can expect their advisors to:

- Assist in understanding university policies and procedures.
- Encourage and guide in the process of defining, developing, and attaining academic and career-related goals.
- Assist in developing skills needed to create realistic and attainable educational plans.
- Provide information regarding relevant campus resources and services that will assist in enhancing academic performance and college experience.

Advisors expect students to:

- To be an active participant in their educational planning process.
- To strive for educational achievement to the highest attainable standard.
- Initiate and maintain regular contact with their advisor (minimally once per semester).
- Come prepared and on time for appointments.
- Be aware of and utilize the various campus resources that are available and follow through with referrals provided by the advisor.

Items to bring to advising appointments:

- Current Academic Requirements Report...expanded version
- A notebook and pen or pencil...for taking notes
- Any previous advising sheet (program sheet, worksheet, etc.)
- COE Advising Handbook
- To be an active participant in their educational planning.
- To provide information regarding relevant campus resources and to assist in developing skills needed to create realistic and attainable educational plans.
- To assist in understanding university policies and procedures, general college experience.
- To monitor student progress.
- To be accessible for questions and concerns.
- To maintain confidentiality.
- To encourage critical thinking, problem solving and informed decision making about future life plans.
- To promote ethical conduct.
- To understand how to read and interpret the Academic Requirements report.
- To become knowledgeable about university policies, procedures, and programs.
- To identify their academic and career-related goals.
- To be responsible for developing an educational plan.
- To achieve desired class schedule and/or list of questions/concerns.
- To ask questions!
- To become familiar with MyNIU.
- To be informed about all Northern Illinois University policies, procedures and deadlines.
- To check MyNIU email account often before classes begin and on a regular basis once I am enrolled.
- To inform my academic advisor of all testing credit (e.g. AP/CLEP) and transfer credit (e.g. college credit from other institutions) during my academic advising session. I understand that I am required to have all official scores and final official high school and/or college transcripts sent to the NIU Office of Registration and Records.
- To be sure my contact information and addresses are correct in MyNIU.
- To check my Financial Aid status each semester.
- To check MyNIU for any holds on my account prior to registration.

Who is My Advisor?

Athletic Training
Whitney Harris
Phone: 815-753-8285
Email: wharris@niu.edu

Contract Majors and Undecided Education
Margie Myles
Phone: 815-753-8352
Email: mmyles@niu.edu

Elementary Education
Edye Cowan
Phone: 815-753-8350
Email: ecowan@niu.edu
Kate Donohue
Phone: 815-753-8361
Email: kdonohwu@niu.edu

Kinesiology
Tony Calderala
Phone: 815-753-8285
Email: acalderala@niu.edu
Whitney Harris
Phone: 815-753-8285
Email: wharris@niu.edu

Middle Level Teaching and Learning
Edye Cowan
Phone: 815-753-8350
Email: ecowan@niu.edu

Physical Education
Tony Calderala
Phone: 815-753-8285
Email: acalderala@niu.edu

Special Education (LBSI and Vision)
Barb Amberger
Phone: 815-753-8361
Email: bamberger@niu.edu

Your Student Responsibility Checklist

I understand that it is my responsibility...

1. To consult with my academic advisor when needed. My academic advisor is one of my primary resources and connections to Northern Illinois University.
2. To schedule and attend ALL mandatory advising meetings/workshops. If I do not complete ALL mandatory advising appointments/academic success meetings by the assigned deadline, I am subject to delayed registration and/or other penalties.
   a. The College of Education requires advising for 1st year students.
   b. The College of Education requires Academic Success meetings for students whose cumulative GPA is below a 2.0 or are retained on academic probation.
3. To meet with an academic advisor at least once per semester.
4. To check MyNIU email account often before classes begin and on a regular basis once I am enrolled.
5. To know how to use the Undergraduate Catalog in order for me to be informed about all Northern Illinois University policies, procedures and deadlines.
6. To ensure full-time status (minimum of 12 credit hours) to avoid jeopardizing my NIU Housing and/or Student Financial Aid responsibilities.
7. To inform my academic advisor of all testing credit (i.e. AP/CLEP) and transfer credit (i.e. college credit from other institutions) during my academic advising session. I understand that I am required to have all official scores and final official high school and/or college transcripts sent to the NIU Office of Registration and Records.
8. To ensure that I meet all NIU Graduation Requirements. I am responsible for monitoring the University graduation requirements including the general education, major college and major department degree requirements. I must also keep abreast of all major, university academic policy and state licensure policy changes as they pertain to my academic career.
9. To be sure my contact information and addresses are correct in MyNIU.
10. To check my Financial Aid status each semester.
11. To check MyNIU for any holds on my account prior to registration.

Developing Your First Semester Schedule

Keep in mind that a typical first-year/first-semester schedule can look considerably different depending upon the student and their major. As a broad guideline, most students enroll in between 13 and 16 credit hours (TF: 12 credit hours is full-time status).

The most important factor to remember as you plan your first term will be your GPA (grade point average). Your cumulative GPA may determine whether you can pursue a particular major.

As you prepare to register for your first semester, we strongly recommend that you ask yourself some key questions:

Registration Tips

- Meet with an advisor BEFORE registering. Not just today – every semester.
- Remember to avoid time conflicts.
- Most classes do not meet each day of the week.
- Classes that meet twice per week are typically longer than those that meet three times per week.

- Most math classes require a “recitation” outside of the lecture course time.
- Be aware of the location and time of your classes. Give yourself ample time to travel to/from each academic building.
- Become familiar with MyNIU.

1. Do you have any pending Advanced Placement (AP) and/or College-Level Examination Program (CLEP) Credit?
2. Do you have any transfer credit or are you enrolled in any classes this summer at a community college?
3. What NIU Placement Evaluations have you taken? (e.g. Foundational Studies Requirements, Sciences, and Foreign Language)
Undergraduate Catalog Highlights

Limited Admissions Requirements

The majors, emphases, and areas of study listed below, offered by the departments and schools indicated, have limited admissions. Admission into these majors, emphases, and areas of study is based on additional criteria. Students planning to pursue these courses of study must fulfill additional requirements such as GPA, specific course work, supplementary documents, and sophomore or junior standing.

In keeping with Northern Illinois University's commitment to equal opportunity and affirmative action, the restrictions on admission described below are carefully administered to ensure that students from underrepresented groups who are seeking such admission are given the opportunity to accomplish that goal. The university attempts to fulfill societal needs by admitting students from a variety of socioeconomic backgrounds. The limited admissions criteria are applied to ensure that all of the students admitted to such a major, emphasis, or area of study will have achieved above a determined level.

Limited Admissions Majors in the College of Education

Athletic Training
Early Childhood Education
Elementary Education

Be sure to consult the Undergraduate Catalog and see your advisor for the specific details.

Grade Minimum for Licensure Majors

Specific degree, content area, professional education, and clinical coursework that forms part of an application for licensure, endorsement, or state approval must have been passed with a grade no lower than a C or equivalent in order to be counted toward fulfillment of the applicable ISBE requirements. Students must see individual program advisors for a list of courses required.

Grading System

Grades

Grades assigned in each undergraduate course are intended to reflect achievement relative to a defined level of competence. Faculty members are expected during the first week of each semester to indicate the requirements in a course and the level of competence to be associated with each of the possible letter grades. Multisection courses are expected to require similar levels of competence in all sections. Department and college curriculum committees shall be responsible for implementing these policies.

Credit is expressed in semester hours. One semester hour usually means pursuit of a subject for one 50-minute period per week for a 15-week semester. A student accumulates grade points based on the grades earned. The symbols, their meaning or level of competence indicated, and their grade point values are as follows.

<table>
<thead>
<tr>
<th>Meaning</th>
<th>Points/Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding competence 4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory level of competence 2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>Marginally satisfactory competence 1</td>
</tr>
<tr>
<td>F</td>
<td>Unsatisfactory level of competence 0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Passing at time of withdrawal from a course or from the university</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Audit; no grade and no credit</td>
</tr>
<tr>
<td>W</td>
<td>Audit; requirements not completed</td>
</tr>
<tr>
<td>CR</td>
<td>Proficiency credit</td>
</tr>
</tbody>
</table>

A, A-, B+, B, C+, C, D, and S are recorded for credit courses for which the student has been given a passing mark. The grading symbol CR indicates that proficiency credit has been received for the course, and that course is not included in the student's GPA.

An F or U is recorded when a student fails to earn a passing grade in a course; a student withdraws from a course without official notice; a student withdraws from a course with official permission after deadline but is not doing passing work at the time; or a student is not doing passing work at the time of withdrawal from the university.

Grade Point Average (GPA)

The grade point system is used to determine academic standing and to award honors. To compute the GPA, the total number of grade points earned is divided by the total number of GPA hours attempted at NIU (those for which grades of A, A-, B+, B, B-, C+, C, D, or F are recorded), as in the following examples.

Examples of GPA calculation for grades earned under the plus/minus grading option.

Example #1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Grade</th>
<th>Grade Points/ Credit</th>
<th>Total Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 A</td>
<td>4.00</td>
<td></td>
<td>(3 x 4.00)</td>
<td>12.00</td>
</tr>
<tr>
<td>3 A-</td>
<td>3.67</td>
<td></td>
<td>(3 x 3.67)</td>
<td>11.01</td>
</tr>
<tr>
<td>3 B+</td>
<td>3.33</td>
<td></td>
<td>(3 x 3.33)</td>
<td>9.99</td>
</tr>
<tr>
<td>4 B+</td>
<td>3.33</td>
<td></td>
<td>(4 x 3.33)</td>
<td>13.32</td>
</tr>
<tr>
<td>3 B</td>
<td>3.00</td>
<td></td>
<td>(3 x 3.00)</td>
<td>9.00</td>
</tr>
<tr>
<td>Totals</td>
<td>16</td>
<td></td>
<td></td>
<td>55.32</td>
</tr>
</tbody>
</table>

Term GPA            (55.32/16) 3.458

Example #2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Grade</th>
<th>Grade Points/ Credit</th>
<th>Total Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 A-</td>
<td>3.67</td>
<td></td>
<td>(3 x 3.67)</td>
<td>11.01</td>
</tr>
<tr>
<td>3 B+</td>
<td>3.33</td>
<td></td>
<td>(3 x 3.33)</td>
<td>9.99</td>
</tr>
<tr>
<td>4 B-</td>
<td>2.67</td>
<td></td>
<td>(4 x 2.67)</td>
<td>10.68</td>
</tr>
<tr>
<td>3 C+</td>
<td>2.33</td>
<td></td>
<td>(3 x 2.33)</td>
<td>6.99</td>
</tr>
<tr>
<td>4 C</td>
<td>2.00</td>
<td></td>
<td>(4 x 2.00)</td>
<td>8.00</td>
</tr>
<tr>
<td>Totals</td>
<td>17</td>
<td></td>
<td></td>
<td>46.67</td>
</tr>
</tbody>
</table>

Term GPA           (46.67/17) 2.745

Cumulative GPA

Calculation of cumulative GPA combines grade points earned in each course over all terms is as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Total Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>16</td>
<td>55.32</td>
</tr>
<tr>
<td>Term 2</td>
<td>17</td>
<td>46.67</td>
</tr>
<tr>
<td>Totals</td>
<td>33</td>
<td>101.99</td>
</tr>
</tbody>
</table>

Cumulative GPA       (101.99/33) 3.091
Schedule Change Process for 16-week courses (full-semester)

<table>
<thead>
<tr>
<th>Action</th>
<th>Dates Start with First Week of Semester</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dropping all courses</td>
<td>Prior to the first day of class</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Adding a course</td>
<td>Week 1</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Dropping a course</td>
<td>Week 2</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Withdrawing from a course</td>
<td>Week 3 through end of week 8</td>
<td>Contact College Advising Office/ Academic Advising Center</td>
</tr>
<tr>
<td>From the University</td>
<td>Week 1 through end of week 8</td>
<td>Contact College Advising Office/ Academic Advising Center</td>
</tr>
<tr>
<td>Withdrawing from the University</td>
<td>Week 2 through end of week 12 (with academic jeopardy)</td>
<td>Contact College Advising Office/ Academic Advising Center</td>
</tr>
</tbody>
</table>

Schedule Change Process for 8-week sessions (first and last half semester)

<table>
<thead>
<tr>
<th>Action</th>
<th>Dates Start with First Week of Semester</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dropping all courses</td>
<td>Prior to the first day of semester</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Adding a course</td>
<td>Week 1</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Dropping a course</td>
<td>Week 1</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Withdrawing from a course</td>
<td>Week 3 through end of week 4 of session</td>
<td>Contact College Advising Office/ Academic Advising Center</td>
</tr>
<tr>
<td>From the University</td>
<td>Week 1 through end of week 4 of session</td>
<td>Contact College Advising Office/ Academic Advising Center</td>
</tr>
<tr>
<td>Withdrawing from the University</td>
<td>Week 6 through end of week 6 of sessions (with academic jeopardy)</td>
<td>Contact College Advising Office/ Academic Advising Center</td>
</tr>
</tbody>
</table>

Understanding the Withdrawal Process

Students needing to withdraw from a course or the University MUST follow official University Policy: www.niu.edu/withdrawals.

1. All course and university withdrawals MUST BE INITIATED with your College Advising Office or the Academic Advising Center if your major is Undeclared—Any College.

2. A student may withdraw from a course only if requested up to the end of the eighth week of the term for a full session course or the fourth week for a half-semester course.

The maximum number of hours from which a transfer student may withdraw during pursuit of a baccalaureate degree at NIU is determined by the number of hours of transfer credit accepted at the time of enrollment at NIU plus all hours earned at NIU prior to enrollment, as indicated by the following table:

<table>
<thead>
<tr>
<th>Transfer Plus Pre-enrollment Hours</th>
<th>Maximum Withdrawal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>17</td>
</tr>
<tr>
<td>7-15</td>
<td>15</td>
</tr>
<tr>
<td>16-30</td>
<td>12</td>
</tr>
<tr>
<td>31-45</td>
<td>9</td>
</tr>
<tr>
<td>46 or more</td>
<td>6</td>
</tr>
</tbody>
</table>

A student may withdraw from a course after the established deadlines only in exceptional cases (medical reasons, military reasons, or because of hardship) when supported by acceptable evidence. Approval of a course withdrawal after the deadline may be granted only by the college office of the student’s major (major college office), or by the Academic Advising Center if the student has no college affiliation.

If such approval is given, academic jeopardy will be enforced:
- a W will be recorded for the course if the instructor indicates the student is passing at the time of withdrawal;
- if the instructor indicates the student is not passing at that time a grade of F will be recorded and included in both the term and cumulative GPA.

Once all the proper withdrawal procedures have been followed (see the University’s Withdrawal Procedures www.niu.edu/withdrawals), the Office of the Bursar will make any appropriate adjustments to the student’s financial account.

Students receiving financial aid AND withdrawing may be required to repay a portion of their awards. The exact amount to be repaid to financial aid accounts will be determined by the amount of aid received, the educational costs incurred, and the length of time attended during the semester.

Please review the online Undergraduate Catalog for the complete withdrawal refund policy.

Bursar:
815-753-1885, bursar@niu.edu

Financial Aid:
815-753-1395, finaid@niu.edu
The College of Education Student Services office assists students in achieving academic success, aligning to the academic culture of the campus, and engaging in resources to reach their personal, academic, and professional goals. Through the employment of one-to-one student contact, program development, collaboration with college and university resources, and continual assessment of retention data, we focus on improving the retention and graduation rates of our students.

**Counseling and Consultation Services**

Director: 815-753-8352  
Coordinator of Recruitment: 815-753-5718  
Coordinator of Retention: 815-753-2644  
Email: cedustudentservices@niu.edu

**Disability Resource Center**  
Health Services Building, Fourth Floor  
Phone: 815-753-1303 (voice/TTY)  
www.niu.edu/disability  
Email: drogi@niu.edu

**Financial Aid Office, Student**  
Swenson Parson Hall 245  
Phone: 815-753-1395  
www.nicard.gov  
Email: finaid@niu.edu

**Health Services**  
Health Services Building  
Phone: 815-753-1331  
www.niu.edu/hs  
Email: healthservices@niu.edu

**Housing and Residential Services**  
Neptune East 101  
Phone: 815-753-1525  
www.niu.edu/housing  
Email: housing@niu.edu

**International Student and Faculty Office**  
Swenson Parson Hall 246  
Phone: 815-753-0916  
www.niu.edu/isfo  
Email: isfo@niu.edu

**Latino Resource Center**  
Chamberlain Hall 100  
Phone: 815-753-1986  
www.nicard/gsrc  
Email: gsrc@niu.edu

**Military and Post-Traditional Student Services**  
MTSS Lounge and Support Services  
HSC 238  
Phone: 815-753-0999  
www.niu.edu/mtss

**Office of the Ombudsperson**  
Swenson Parson Hall 600  
Phone: 815-753-1414  
www.nicard/ombudsperson  
Email: ombudsperson@niu.edu

**Office of Student Engagement and Experiential Learning**  
Altgeld Hall 100  
Phone: 815-753-8164  
www.niu.edu/engage  
Email: engage@niu.edu

**Orientation and Family Connections**  
Huntington Student Center  
Phone: 815-753-1535  
www.nicard/ooc  
Email: orientation@niu.edu  
Email: parents@niu.edu

**Registration and Records**  
Wilson Hall 200  
Phone: 815-753-0681  
www.reg.niu.edu  
Email: reg@niu.edu

**Scholarship Office**  
Swenson Parson Hall 246K  
815-753-4829  
www.niu.edu/scholarships  
Email: scholarships@niu.edu

**Student Association**  
Campus Life Building 110  
Phone: 815-753-0840  
www.niu.edu/sa  
Email: studentsassociation@niu.edu

**Student Athlete Academic Support Services**  
Jordon Hall 100  
Phone: 815-753-1342  
gasa@niu.edu

**Student Conduct**  
Campus Life Building 280  
Phone: 815-753-1571  
www.niu.edu/conduct

**Student Employment**  
Swenson Parson Hall 232  
Phone: 815-753-1348  
gsa@niu.edu/StudentID

**Student Health Insurance**  
Health Services Building 201  
Phone: 815-753-9612  
www.niu.edu/under

Email: studentinsurance@niu.edu

**Student Involvement and Leadership Development**  
Campus Life Building 150  
Phone: 815-753-1421  
www.niu.edu/studentinvolvement

Email: studentinvolvement@niu.edu

**Students’ Legal Assistance**  
Campus Life Building 120  
Phone: 815-753-1701  
www.niu.edu/legal

Email: studentlaw@niu.edu

**Study Abroad Office**  
Williston Hall 417  
Phone: 815-753-0700  
www.niu.edu/studyabroad

Email: niuroad@niu.edu

**Testing Services**  
Adams Hall 128  
Phone: 815-753-1203  
www.niu.edu/testing

Email: testing@niu.edu

**University Honors Program**  
Campus Life Building 110  
Phone: 815-753-0694  
www.niu.edu/honors

Email: honors@niu.edu

**The Writing Center**  
Stevenson South Tower B, Lower Level  
Phone: 815-753-6636  
www.niu.edu/uwc

Email: uwc.niu@gmail.com
Guide to Online Communities

What's an Online Community?

In general, an online learning community is a place on the Internet where learners gather to share information, collaborate on projects, and meet the needs of the other learners in the community through proactive participation. Online learning communities can be formed in education, business, and in society. Social networking sites are said to be online learning communities where people with similar interests or connections come together to share photos, stories, and information.

http://www.chow.com/about_657737_definition-online-learning-community.html#ou2TfKf52Ah

Examples: Facebook, Twitter, Instagram, Snapchat, LiveText, YouTube, BlackBoard, LinkedIn, etc.

What’s the Appeal?

• Easy way to broadcast to a large audience
• Online tools and entertainment activities that young adults know and love
• Access to real-time communication features; blogging tools, mobile devices, and video-sharing features
• The ability to post original creative work—all linked to a unique profile that can be customized and updated on a regular basis
• 1.1 Billion People are daily users of Facebook
• People interact with their mobile devices an average of 2.617 times per day
• 300 Hours of Video is uploaded to YouTube every Minute.
• Every second of the day, 6,000 tweets are sent, 40,000 queries are searched on Google, and 700 photos are shared on Instagram
• 68% of smartphone owners use their phone at least occasionally to follow along with breaking news events.

Reasons for Using Online Communities

• A good way to make connections with people with similar interests and goals
• Typically free to join and easily accessible
• Help establish social relationships, like creating real life friendships through similar interests and groups
• Establish business contacts and expand job opportunities
• Social networking sites are among the top 5 news sources. Members have quick and easy access to the latest news and even local news that is not covered by the radio or newspaper.

What’s Inappropriate?

• Stalking and harassment - e.g., posting pictures, adding written messages, and/or creating groups that are meant to provoke, harm, or hurt others
• Explicit content - e.g., displaying sexual material and/or depictions of violent acts
• Substance abuse and misuse - e.g., exhibiting photos, comments, groups, or links that refer to underage or excessive drinking
• Offensive materials - e.g., expressions of racism, sexism, etc., and/or the use of vulgar language
• Excessive usage
• Naivety - e.g., not using the available privacy settings to the fullest extent, posting personal and/or sensitive information, not understanding that posted items can still be saved or made available after they have been removed by the original user, and assuming that privacy settings will protect you from all harm or punishment.

Advice to You

• Evaluate your social networking account and postings.
• Do not post private information such as your cell phone number, home address, class schedule, or social plans.
• Do not post anything that might be embarrassing for you in a potential employment situation.
• Utilize the “Privacy” settings on your Facebook account - you can adjust your privacy settings to control who has access to your personal information.

Sources for Guide to Online Communities


Honors Program

The University Honors Program at Northern Illinois University provides an enriched educational experience for students motivated to achieve greatness. Through a nearly 50 year history of specialized courses, advising, engaged learning opportunities, a living-learning community and extracurricular programming, we develop tomorrow’s leaders today.

A few of the benefits of University Honors students include:

• Small, engaging courses taught by top faculty
• Priority registration for courses
• Honors-only scholarships
• Exclusive opportunities for research with faculty, study abroad, and the prestigious McKearn Fellows program

Graduation

You will apply for graduation during the semester in which you register for your final semester. You should meet with your advisor to determine that you are registering for the correct courses. You and your advisor must be certain that your file in Registration and Records is complete and accurate with all documents (transcripts, grade changes, substitutions, advisor approval letters, etc.) and information necessary for graduation. Please carefully review your Degree Progress Report for accuracy. It is your responsibility to contact your advisor with any questions regarding discrepancies that appear on this report. You can access the graduation application online via MyNIU.

Level 1 Advising
If you have not yet taken the TAP or are just beginning to prepare:

1. We suggest you visit www.icts.nesinc.com to review the free test materials (Test Framework and Study Guide with embedded sample questions) and purchase the TAP Practice Test or the TAP Expanded Study Guide. You should review as much of the material as necessary to fully acquaint you with the breadth of content and type of test.

2. You should register for the one hour General Overview Workshop for tips on taking the test (content-skills), to gain access to free study resources, e.g., practice tests and online resources, and to learn of additional TAP study resources at www.teachercertification.niu.edu.

3. You should set up an account in our online course through Longsdale Publishing and take the first set of diagnostic tests to determine areas of strength and weakness in the TAP test content areas.

Level 2 Advising
If you have taken the test once but did not pass all sections:

1. You must wait 30 days from the initial test date to make a subsequent attempt.

2. You should attend one of the appropriate content-specific workshops offered by NIU, at teachercertification.niu.edu.

3. If you have attended a General Overview or a content specific workshop, suggest revisiting the study materials and adjusting the current study plan placing more emphasis on the areas not yet passed. You should consider making an appointment to review your current study strategy with the Certification Assessment Assistant. You can request an appointment at teachercertification@niu.edu.

4. Take advantage of the opportunity to work one-on-one with the TAP peer tutor. Tutoring appointments can be scheduled at www.teachercertification.niu.edu.

5. Consider whether you should register for and take LTCY 100 (1 credit hour), NIU’s test preparation course, which will be offered as a five-week course, three times a semester. Information on course offering times are available at http://www.teachercertification.niu.edu/teachercertification/tap/index.shtml.

Level 3 Advising
If you have taken the test at least twice but have not passed all sections:

1. You must wait another 30 days from the most recent test date to make a subsequent attempt.

2. If you have attended a General Overview or content specific workshops, suggest revisiting the study materials and adjusting the current study plan placing more emphasis on the areas not yet passed. You should consider making an appointment to review your current study strategy with the Certification Assessment Assistant. You can request an appointment at teachercertification@niu.edu.

3. Take advantage of the opportunity to work one-on-one with the TAP peer tutor. Tutoring appointments can be scheduled at www.teachercertification.niu.edu.

4. Enroll in LTCY 100 (1 credit hour), NIU’s test preparation course, which will be offered as a five week course, three times a semester. Information on course offering times are available at http://www.teachercertification.niu.edu/teachercertification/tap/index.shtml.

Level 4 Advising
If you have taken the test 3 or more times and have not passed all sections:

1. You must wait another 30 days from the most recent test date to make a subsequent attempt.

2. If you have attended a General Overview or a content specific workshop, suggest revisiting the study materials and adjusting the current study plan placing more emphasis on the areas not yet passed. You should consider making an appointment to review your current study strategy with the Certification Assessment Assistant. You can request an appointment at teachercertification@niu.edu.

3. You should seek additional, extensive tutoring, perhaps arranging for a private tutor.

4. You should be aware of the ACT/SAT substitution option implemented through ISBE. Consider if you should attempt to increase your score on the ACT/SAT before attempting the TAP for the final time. Information regarding ACT/SAT/TAP substitution can be found at http://www.teachercertification.niu.edu/teachercertification/tap/index.shtml.

5. Take advantage of any above-mentioned resources, tutoring, workshops, or interventions that you have not previously and revisit test preparation materials.

6. Seek individualized tutoring through one of the appropriate University centres or offices, including the University Writing Center, The ACCESS Pal Tutoring Program for math review (www.tutoring.niu.edu for hours and information) and the ACCESS A+ Program for reading and language arts assistance (http://www.niu.edu/access/ aplus/index.shtml).
The online Undergraduate Catalog is the definitive version of program descriptions and academic policies and procedures. The College of Education Undergraduate Advising Handbook is a supplemental resource to the online Undergraduate Catalog. Always defer to the policies and procedures presented in the online Undergraduate Catalog. The Undergraduate Catalog is online at http://catalog.niu.edu.

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