College of Education
Undergraduate Advising Handbook

→ Stay Informed.
→ Be Successful.
→ COE Advising.
<table>
<thead>
<tr>
<th>Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Stevenson Towers</td>
</tr>
<tr>
<td>2</td>
<td>Chessick Practice Center</td>
</tr>
<tr>
<td>3</td>
<td>Yordon Center</td>
</tr>
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<td>4</td>
<td>Huskie Stadium</td>
</tr>
<tr>
<td>5</td>
<td>Grant Towers</td>
</tr>
<tr>
<td>6</td>
<td>Lucinda Avenue (planned)</td>
</tr>
<tr>
<td>7</td>
<td>West Heating Plant</td>
</tr>
<tr>
<td>8</td>
<td>New Residence Hall</td>
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<td>9</td>
<td>Lincoln Hall</td>
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<td>10</td>
<td>Student Recreation Center</td>
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<tr>
<td>11</td>
<td>Northern Television Center</td>
</tr>
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<td>12</td>
<td>Barsema Alumni and Visitor Center</td>
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<td>13</td>
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<td>19</td>
<td>Watson Hall</td>
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<td>Zulauf Hall</td>
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<td>21</td>
<td>Neptune Hall</td>
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<td>22</td>
<td>Cole Hall</td>
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<td>23</td>
<td>Stevens Annex</td>
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<td>24</td>
<td>Stevens Building</td>
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<td>25</td>
<td>Holmes Student Center</td>
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<td>26</td>
<td>Founders Memorial Library</td>
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<td>27</td>
<td>Academic Advising Center</td>
</tr>
<tr>
<td>28</td>
<td>NIU Parking Deck</td>
</tr>
<tr>
<td>29</td>
<td>Illinois ASBO / NIU Public Administration</td>
</tr>
<tr>
<td>30</td>
<td>Center for Black Studies</td>
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<td>31</td>
<td>Women’s Resource Center</td>
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<td>32</td>
<td>Campus Life Building</td>
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<td>33</td>
<td>Adams Hall</td>
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<td>34</td>
<td>Health Services</td>
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<td>35</td>
<td>Williston Hall</td>
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<td>36</td>
<td>Swen Parson Hall</td>
</tr>
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<td>37</td>
<td>Davis Hall</td>
</tr>
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<td>38</td>
<td>La Tourette Hall</td>
</tr>
<tr>
<td>39</td>
<td>Faraday Hall</td>
</tr>
<tr>
<td>40</td>
<td>Psychology—Computer Science Building</td>
</tr>
<tr>
<td>41</td>
<td>Center for Burma Studies Center for Southeast Asian Studies</td>
</tr>
<tr>
<td>42</td>
<td>Latino Resource Center</td>
</tr>
<tr>
<td>43</td>
<td>East Chiller Plant</td>
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<td>44</td>
<td>Asian American Center</td>
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<tr>
<td>45</td>
<td>Altgeld Hall</td>
</tr>
<tr>
<td>46</td>
<td>Lowden Hall</td>
</tr>
<tr>
<td>47</td>
<td>Montgomery Hall</td>
</tr>
<tr>
<td>48</td>
<td>Barsema Hall</td>
</tr>
<tr>
<td>49</td>
<td>Engineering Building</td>
</tr>
<tr>
<td>50</td>
<td>Anderson Hall</td>
</tr>
<tr>
<td>51</td>
<td>Wirtz Hall</td>
</tr>
<tr>
<td>52</td>
<td>Gilbert Hall</td>
</tr>
<tr>
<td>53</td>
<td>Still Gymnasium</td>
</tr>
<tr>
<td>54</td>
<td>Still Hall</td>
</tr>
<tr>
<td>55</td>
<td>Jack Arends Visual Arts Building</td>
</tr>
<tr>
<td>56</td>
<td>Music Building</td>
</tr>
</tbody>
</table>
College of Education
Undergraduate Advising Handbook

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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
College of Education

Undergraduate Academic Advising Syllabus

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.

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 Education, Elementary Education, Kinesiology, 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, general education requirements and program curriculums.
- 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.
- Maintain confidentiality.
- Be accessible for questions and concerns.
- Encourage critical thinking, problem solving and informed decision making about future life plans.
- Promote ethical conduct.
- Monitor student progress.

Advisors expect students to:

- Be an active participant in their educational planning process.
- 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.
- Understand how to read and interpret the Academic Requirements report.
- Become knowledgeable about university policies, procedures, and programs.
- Identify their academic and career-related goals.
- Be responsible for developing an educational plan.
- Ask questions!

Items to bring to advising appointments:

- Current Academic Requirements Report...expanded version
- A notebook and pen or pencil...for taking notes
- Ideas of desired class schedule and/or list of questions/concerns
- Any previous advising sheet (program sheet, worksheet, etc.)
- CoE Advising Handbook

Who is My Advisor?

Early Childhood Education
Kate Donohue
Phone: 815-753-9034
Email: cdonohue@niu.edu

Elementary Education and Middle Level Teaching and Learning
Jason Hayward
Phone: 815-753-8350
Email: jhayward2@niu.edu
Kate Donohue
Phone: 815-753-9034
Email: cdonohue@niu.edu

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

Whitney Harris
Phone: 815-753-8285
Email: wharris3@niu.edu

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

Special Education (LBSI and Visual Impairments)
Barb Amberg
Phone: 815-753-9034
Email: bamberg@niu.edu

Undecided Education and Contract Majors
Margee Myles
Phone: 815-753-8352
Email: mmyles@niu.edu
Your Student Responsibility Checklist

I understand that it is my responsibility to:

1. Consult with my academic advisor when needed. My academic advisor is one of my primary resources and connections to Northern Illinois University.

2. 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. Meet with an academic advisor at least once per semester.

4. Check MyNIU email account often before classes begin and on a regular basis once I am enrolled.

5. Know how to use the Undergraduate Catalog in order for me to be informed about all Northern Illinois University policies, procedures and deadlines.

6. Ensure full-time status (minimum of 12 credit hours) to avoid jeopardizing my NIU Housing and/or Student Financial Aid responsibilities.

7. 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. 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. Confirm my contact information and addresses are correct in MyNIU.

10. Check my Financial Aid status each semester.

11. 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. (TIP: 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:

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

Registration Tips

• Meet with an advisor BEFORE registering. Not just today – every semester.
• 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.
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 afforded to 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
- Honors Engaged activities to broaden your involvement in local and global affairs
- Special opportunities for research, study abroad, leadership and internships, including the prestigious McKearn Fellows program
- Peer mentoring from other honors students – and the chance to be a mentor yourself
- Opportunity to live in exclusive clusters in the New Hall Honors House

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.
Undergraduate Catalog Highlights

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 towards 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 a semester to indicate clearly 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>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>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td></td>
</tr>
<tr>
<td>OW</td>
<td></td>
</tr>
<tr>
<td>CR</td>
<td></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 Credit</th>
<th>Grade</th>
<th>Grade Points/ Credit</th>
<th>Total Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>A</td>
<td>4.00</td>
<td>(3 x 4.00) 12.00</td>
</tr>
<tr>
<td>3</td>
<td>A-</td>
<td>3.67</td>
<td>(3 x 3.67) 11.01</td>
</tr>
<tr>
<td>3</td>
<td>B+</td>
<td>3.33</td>
<td>(3 x 3.33) 9.99</td>
</tr>
<tr>
<td>4</td>
<td>B+</td>
<td>3.33</td>
<td>(4 x 3.33) 13.32</td>
</tr>
<tr>
<td>3</td>
<td>B</td>
<td>3.00</td>
<td>(3 x 3.00) 9.00</td>
</tr>
<tr>
<td>Totals</td>
<td>16</td>
<td></td>
<td>55.32</td>
</tr>
<tr>
<td>Term GPA</td>
<td></td>
<td>(55.32/16) 3.458</td>
<td></td>
</tr>
</tbody>
</table>

Example #2

<table>
<thead>
<tr>
<th>Course Credit</th>
<th>Grade</th>
<th>Grade Points/ Credit</th>
<th>Total Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>A-</td>
<td>3.67</td>
<td>(3 x 3.67) 11.01</td>
</tr>
<tr>
<td>3</td>
<td>B+</td>
<td>3.33</td>
<td>(3 x 3.33) 9.99</td>
</tr>
<tr>
<td>4</td>
<td>B-</td>
<td>2.67</td>
<td>(4 x 2.67) 10.68</td>
</tr>
<tr>
<td>3</td>
<td>C+</td>
<td>2.33</td>
<td>(3 x 2.33) 6.99</td>
</tr>
<tr>
<td>4</td>
<td>C</td>
<td>2.00</td>
<td>(4 x 2.00) 8.00</td>
</tr>
<tr>
<td>Totals</td>
<td>17</td>
<td></td>
<td>46.67</td>
</tr>
<tr>
<td>Term GPA</td>
<td></td>
<td>(46.67/17) 2.745</td>
<td></td>
</tr>
</tbody>
</table>

Cumulative GPA

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

<table>
<thead>
<tr>
<th>Course Credit</th>
<th>Total Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>16</td>
</tr>
<tr>
<td>Term 2</td>
<td>17</td>
</tr>
<tr>
<td>Totals</td>
<td>33</td>
</tr>
<tr>
<td>Cumulative GPA</td>
<td>(101.99/33) 3.091</td>
</tr>
</tbody>
</table>
Grade Point Average (GPA) Calculation

\[
\text{GPA} = \frac{\text{Grade Points}}{\text{NIU GPA Hours}}
\]

Grade Points = Grade x Credit Hours

\[
\begin{align*}
A &= 4.00 \text{ points} & B &= 3.00 \text{ points} & C &= 2.00 \text{ points} \\
A- &= 3.67 \text{ points} & B- &= 2.67 \text{ points} & D &= 1.00 \text{ points} \\
B+ &= 3.33 \text{ points} & C+ &= 2.33 \text{ points}
\end{align*}
\]

Course Schedule

<table>
<thead>
<tr>
<th>Repeat</th>
<th>Grade x Hours</th>
<th>Grade Points</th>
</tr>
</thead>
</table>

Changes in Class Schedules

Schedule changes may have serious academic and financial consequences. It is highly recommended that students meet with their academic advisors prior to any schedule changes. Contact the Financial Aid Office regarding the impact of schedule changes and any financial aid. International students need to contact the International Student and Faculty Office (ISFO). Students living in university housing who are reducing their schedule to less than 12 hours or are withdrawing from the university must contact the Housing Office. Reducing hours can also impact student insurance.

Contact Student Insurance for additional information. Student-Athletes should contact Student Athletes Academic Support Services (SAASS).

See chart and detailed procedures below including the Undergraduate Academic Calendar for appropriate deadlines for adding/dropping a course(s) and for withdrawals. Other deadlines may apply for 14-week, summer, and dynamic (non-standard) courses. Refer to MyNIU for course specific deadlines.

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>Adding a course</td>
<td>Week 2</td>
<td>Contact department/school of course</td>
</tr>
<tr>
<td>Dropping a course</td>
<td>Week 2</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Dropping a course</td>
<td>Week 2</td>
<td>Contact College Advising Office/</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academic Advising Center</td>
</tr>
<tr>
<td>Withdrawing from a course</td>
<td>Week 3 through</td>
<td>Contact College Advising Office/</td>
</tr>
<tr>
<td></td>
<td>end of week 8</td>
<td>Academic Advising Center</td>
</tr>
<tr>
<td>Withdrawing from the University</td>
<td>Week 1 through</td>
<td>Contact College Advising Office/</td>
</tr>
<tr>
<td></td>
<td>end of week 8</td>
<td>Academic Advising Center</td>
</tr>
<tr>
<td>Withdrawing from the University</td>
<td>Week 9 through</td>
<td>Contact College Advising Office/</td>
</tr>
<tr>
<td></td>
<td>end of week 12 (with academic jeopardy)</td>
<td>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 of session</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Dropping a course</td>
<td>Week 1 of session</td>
<td>Self-service MyNIU</td>
</tr>
<tr>
<td>Dropping a first-half course</td>
<td>Week 2 of session</td>
<td>Contact College Advising Office/</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academic Advising Center</td>
</tr>
<tr>
<td>Withdrawing from a first-half course</td>
<td>Week 3 of session through</td>
<td>Contact College Advising Office/</td>
</tr>
<tr>
<td></td>
<td>end of week 4 of session</td>
<td>Academic Advising Center</td>
</tr>
<tr>
<td>Withdrawing from a second-half course</td>
<td>Week 2 of session through</td>
<td>Contact College Advising Office/</td>
</tr>
<tr>
<td></td>
<td>end of week 4 of session</td>
<td>Academic Advising Center</td>
</tr>
<tr>
<td>Withdrawing from the University</td>
<td>Week 1 of session through</td>
<td>Contact College Advising Office/</td>
</tr>
<tr>
<td></td>
<td>end of week 4 of session</td>
<td>Academic Advising Center</td>
</tr>
<tr>
<td>Withdrawing from the University</td>
<td>Week 5 of session through end of week 6</td>
<td>Contact College Advising Office/</td>
</tr>
<tr>
<td></td>
<td>of sessions (with academic jeopardy)</td>
<td>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 Undecided–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 NIU 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 Withdrawal Procedures www.niu.edu/withdrawals), the Office of the Bursar will make any appropriate adjustments to the student's financial account.

Merely ceasing to attend classes does NOT cancel enrollment or qualify the student for a reduction of course charges.

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

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.

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

**Financial Aid:**
815-753-1395, finaid@niu.edu
Campus Resources

The College of Education Student Services office assists students in achieving academic success, acclimating 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.

**ACCESS**
Tutoring and academic support services for undergraduates
Williston Hall 100
Phone: 815-753-1141
www.niu.edu/access/
Email: access@niu.edu

**Asian American Resource Center**
429 Garden Road
Phone: 815-752-1177
www.niu.edu/aac
Email: AsianAmericanCenter@niu.edu

**Campus Child Care Center**
Phone: 815-753-0125
www.niu.edu/ccc
Email: jboyer@niu.edu

**Campus Dining Services**
Neptune East 216
Phone: 815-753-9567
www.niu.edu/dining
Email: dining@niu.edu

**Career Services**
Campus Life Building 220
Phone: 815-753-1641
www.niu.edu/CareerServices
Email: CareerServices@niu.edu

**Center for Black Studies**
621 W. Lincoln Hwy.
Phone: 815-753-1709
www.niu.edu/blackstudies
Email: CenterBlackStudies@niu.edu

**CHANCE**
Williston Hall East
Phone: 815-753-0201
www.chance.niu.edu/chance/

**Counseling and Consultation Services**
Campus Life Building 200
Phone: 815-753-1206
www.niu.edu/counseling

**The Couple and Family Therapy Clinic at NIU**
Wirtz Hall 146
Phone: 815-753-1684
www.chhs.niu.edu/familytherapyclinic

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

**Financial Aid and Scholarship Office**
Swen Parson Hall 245
Phone: 815-753-1395
Phone: 815-753-4829 (scholarship specific)
www.niu.edu/financial_aid
Email: finaid@niu.edu
Email: scholarships@niu.edu

**First- and Second-Year Experience**
Altgeld Hall 100
Phone: 815-753-0028
www.niu.edu/fsye
Email: fsye@niu.edu

**Gender and Sexuality Resource Center**
105 Normal Road
Phone: 815-753-4772
www.niu.edu/gsrc
Email: gsrc@niu.edu

**Health Services**
Health Services Building
Phone: 815-753-1311
www.niu.edu/healthservices
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**
Williston Hall 406
Phone: 815-753-1346
www.niu.edu/isfo
Email: isfo@niu.edu

**Latino Resource Center**
515 Garden Road
Phone: 815-753-1986
www.niu.edu/lrc
Email: lrc@niu.edu

**Director**: 815-753-8352
**Coordinator of Recruitment**: 815-753-5718
**Coordinator of Retention**: 815-753-2644
**Email**: cedustudentservices@niu.edu
Military and Post-Trasitional Student Services
MPTSS Lounge and Support Services
Campus Life Building 170
Phone: 815-753-9999
Email: ocntss@niu.edu
Military Student Benefits Counseling
Campus Life Building 240
Phone: 815-753-0691
Email: mss@niu.edu
www.niu.edu/mptss

Office of the Ombudsperson
Holmes Student Center 6th Floor
Phone: 815-753-1414
www.niu.edu/ombuds
Email: ombuds@niu.edu

Office of Student Engagement and Experiential Learning
Altgeld Hall 100
Phone: 815-753-8154
www.niu.edu/engagedlearning
Email: engage@niu.edu

Orientation and Family Connections
Holmes Student Center 605
Phone: 815-753-1535
www.niu.edu/ofc
Email: orientation@niu.edu
Email: parents@niu.edu

Registration and Records
Williston Hall 220
Phone: 815-753-0681
www.reg.niu.edu/regrec
Email: regrec@niu.edu

Student Association
Campus Life Building 180
Phone: 815-753-0483
www.niu.edu/fsa
Email: studentassociation@niu.edu

Student Athlete Academic Support Services
Yordon Center 110
Phone: 815-753-1342
go.niu.edu/SASS

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

Student Employment
Swen Parson Hall 232
Phone: 815-753-1394
go.niu.edu/StudentJobs

Student Health Insurance
Health Services Building 101
Phone: 815-753-0122
www.niu.edu/shi
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: studentslegal@niu.edu

Study Abroad Office
Williston Hall 417
Phone: 815-753-0700
www.niu.edu/studyabroad
Email: niuabroad@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: gjackey@gmail.com
*see website for satellite locations
Social Media and Internet Technology Habits

As of October 2017, there were 7.6 billion people in the world and over half of them use the internet. 3.03 billion people actively use social media and each of those users has an average of 7.6 social media accounts. Between June and September of 2017, social media users increased by 121 million. (Smith, 2017)

Pros/Cons (ProCon.org, 2017)

<table>
<thead>
<tr>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social media sites are one of the top news sources for 46% of Americans</td>
<td>64% of people using Twitter for news say they later discovered it wasn’t true; Even when corrected, the number of people who see/share it is less than the original post</td>
</tr>
<tr>
<td>Ability to build networks of new friends and feel socially integrated</td>
<td>When alerted to new activity, users take an average of 20-25 minutes to return to their original task</td>
</tr>
<tr>
<td>72% of teens connect with friends</td>
<td>31% of teens have fought with a friend because of something happening online</td>
</tr>
<tr>
<td>96% of recruiters use social media</td>
<td>55% of recruiters report reconsidering hiring applicants based on social media activities; profanity, spelling/grammar, sexual content, drugs, guns, and alcohol</td>
</tr>
<tr>
<td>More than 25% of teens report that social media makes them feel less shy</td>
<td>52% of students have reported being cyberbullied</td>
</tr>
<tr>
<td>Provides networking opportunities both prior and at in-person events</td>
<td>78% of burglars admit to using social media to view victims and their property; 54% say posting status whereabouts is the most common mistake made by users</td>
</tr>
<tr>
<td>Provides a wider variety of contacts for research</td>
<td>Enables cheating on school assignments</td>
</tr>
<tr>
<td>Educators from around the world can interact with each other</td>
<td>Facilitates inappropriate relationships due to perceived anonymity</td>
</tr>
</tbody>
</table>

Privacy Protection: Quick Tips (ReputationDefender 2018)

- Use strong passwords
- Don’t use the same password for multiple accounts
- Don’t use social media on public devices
- Disable access to geolocation data for social media apps
- Be wary of links from friends in social media
- Use two-factor authentication or password-reset checks for all accounts
- Even on private social profiles, keep personal information to a minimum

Did You Know:

- Information once posted, can never by completely deleted. The Library of Congress has been archiving all public tweets from Twitter’s March 2006 inception
- Sites do not scan messages for viruses or phishing scams
- Many shared items shared on profiles are answers to security questions on other sites; birth date, high school name, phone number, and pet’s name

Technology:
- 2.42 hours, average phone screen time per day or 145 daily minutes
- 2,617 average number of phone touches per day
- 26% of phone interactions are in messaging apps
- 22% of phone interactions are for social media
- 55 average touches per session of social media use

Twitter:
- 6,000 tweets every second
- 707 average number of followers
- 391 million accounts have no followers at all

Instagram:
- 800 million monthly active users
- 95 million photos uploaded each day
- 90% of users are younger than 35

LinkedIn:
- 500 million members
- 106 million access the site on a monthly basis
- 930 connections, CEO average

Snapchat:
- 178 million active users
- 60% of users are under 25

References
Test of Academic Proficiency

LTCY 100 Indivualized Competency Unit Course
LTCY 100 is a five-week, one credit hour course to help you prepare for the Test of Academic Proficiency (TAP). You’ll be introduced to TAP subarea content, test format, test taking and study strategies. Self-regulatory and metacognitive study strategies are emphasized as you, through diagnostic assessment, identify areas of strengths and weaknesses in TAP subarea content.

Office of Educator Licensure and Preparation Resources

go.niu.edu/NIUTAP
- Math and Language Arts Tutoring
- Reading Comprehension Tutoring
- Test of Academic Proficiency Workshops

Preparation Resources

go.niu.edu/TAPResources

Language Arts/Writing
- NIU University Writing Center - http://uwc.niu.edu/uwc/
- Purdue Owl - https://owl.english.purdue.edu/owl/

Math
- Khan Academy - https://www.khanacademy.org/

Reading Comprehension & Test Taking
- ACCESS A+ Program - https://www.niu.edu/access/help/aplus.shtml
- NIU Access Program - http://www.niu.edu/access/Londsdale online course access - go.niu.edu/TAPResources

Illinois Licensure Testing System

- TAP Study Guide - http://www.icts.nesinc.com/PDFs/IL_field400_SG.pdf

Other Resources

- DePaul - https://education.depaul.edu/student-resources/academic-success-center/test-academic-proficiency/Pages/study-guides.aspx
- St. Francis - https://www.stfrancis.edu/ilpel-basic-skills/
The online Undergraduate Catalog is the definitive version of program descriptions and of 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.
Notes:
Stay Informed.  
Be Successful.  
COE Advising.