

Illinois Institute of Technology

International Center
3300 S. Federal Street.
Main Building, Room 405
Chicago, IL 60616
Phone: (312) 567-3680
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ACADEMIC & OTHER RESOURCES

05/2006

Academic Advisors

All international students are assigned academic advisors by their major departments. The name of the academic advisor should be mentioned on the admission letter that a student receives on his/her acceptance to the university. In case if the name of the academic advisor is not mentioned in the letter, a student should contact the respective department. At IIT, academic advisors are professors who assist students in addition to their teaching and research responsibilities. They provide information about the academic program and classes students should be taking each semester; they also sign forms when students are registering, adding or dropping classes.

All graduate students are required to meet with their advisors to complete 401 Form - Study Plan. The study plan helps you keep track of classes you need to take and reminds you of when to register for required courses and electives. Depending on the department, graduate students may or may not be required to meet with their advisor prior to registering for classes.

In any circumstances, if a student is registering for a less than full time course load, the student must seek an approval from the academic advisor before getting it approved by the International Center.

A student also needs to get academic advisor's approval when applying for Curriculum Practical Training and Optional Practical Training.

Academic Progress and Probation

All students are expected to maintain satisfactory academic progress. This includes maintaining satisfactory grade point average and full-time enrollment.

Undergraduate students must maintain a GPA (grade point average) of at least 2.00 cumulative and 1.85 for the current semester. Students who fall below that minimum are placed on academic probation. Students who are on academic probation for two consecutive semesters are subject to dismissal from IIT. International students who receive IIT scholarships (International and Heald) are required to maintain a minimum 3.0 GPA.

Graduate students must maintain a minimum 3.0 cumulative GPA in order to be in good standing with the university. The student who falls below 3.0 will be placed on academic probation. While on academic probation, the student must not receive any grade below "B". Grades "C" or "E" will result in the student's dismissal from IIT.

International students must maintain full-time registration at all times to comply with immigration requirements.

Change of major

Procedures for changing majors/departments are different for undergraduate and graduate students.

Undergraduate students should consult first their academic advisors, and then obtain a Change of Major Form from the Office of Educational Services. This form must be completed by the student and signed by the Head of the Department the student wants to transfer to and by the Associate Dean or the Dean of the Undergraduate College. The form is then returned to Educational Services. After the change of program is approved, the student should contact the International Center to obtain a new I-20.

Graduate students should discuss this issue with advisors from both programs and make sure they understand what the change involves. In some cases students may be required to take additional classes (pre-requisites), and they may not be able to transfer all credits to the new program. Interested students should contact the Graduate Admission Office and submit an application for readmission. The Graduate Admission Office will notify the student of the final decision. Graduate students must request an updated I-20 from Graduate Admissions.

Some Important Offices at IIT:

Public Safety Department

The Department of Public Safety, located in Farr Hall, 3300 South Michigan Avenue, Chicago, protects students, faculty, staff, visitors, the general public and property at IIT's campuses and locations.

Operating 24 hours a day, 365 days a year, Public Safety may be reached at:

- **Ext. 86300-Non-emergency**
- **Ext. 86363-Emergency**

The duties of the Public Safety Department include, but are not limited to: rendering assistance in case of emergency; responding to requests for service; conducting investigations when appropriate and when requested by the administration; aiding in quelling any disturbances; and providing support for the escort service. Public Safety also enforces all parking regulations and other rules and regulations, including the proper use of buildings and facilities.

Counseling Center

The Counseling Center is an office within Student Affairs, which provides professional services to help students with academic, career, and personal concerns.

They provide individual and group counseling that meet the standards of the American Psychological Association. Common problems identified by counseling center's clients are depression and anxiety; crying; concerns about a major or career; difficulty concentrating, understanding materials, and getting things done; dealing with anger; and difficulties with friends, family, and romantic relationships. The Counseling Center offers services related to substance abuse and traumatic experiences, including abuse and assault in childhood or adulthood.

A psychiatrist is on the main campus half-a-day per week for medication. Referral to the psychiatrist is through the full-time counseling staff.

The majority of the services offered by them are free of charge. There is a fee for seeing the psychiatrist and for medication that may be covered by insurance.

Location

Farr Hall, Main Campus,
First Floor, Room#103,
3300 S.Michigan Avenue,

Chicago, IL, 60616.
Tel: 312-808-7132

Humanities Writing Center

The Humanities Writing Center provides help with writing assignments for both graduate and undergraduate students, whether they are native or nonnative speakers of English. The center provides one-on-one instruction that is focused upon the specific needs of the individual student. Typically, a student takes a project or paper assignment to the center, where a counselor will assist with the writing process by:

- helping students interpret the goals and requirements of the assignment
- guiding students through the processes of information gathering, analyzing, evaluating, synthesizing, organizing, and documenting
- helping students address "local" issues such as grammar, punctuation, spelling, typing conventions, etc.

The Humanities Writing Center is located in Siegel Hall, Rooms 232-233. Generally, the center is open five days a week, mid-morning to mid-afternoon, beginning with the second week of each Spring, Summer, and Fall term; and it closes sometime during Finals Week. Students may use the sign-up sheets on the doors of Rooms 232 and 233 to make their own specific time appointments; and when possible, the center also accepts students on a walk-in basis without an appointment.

The Humanities Writing Center is directed by Professor James Dabbert:

E-mail: dabbert@iit.edu

Office Phone: (312) 567 5188

Career Development Center

Located in the Galvin Library, the Career Development Center (CDC) is staffed by professionals who provide such services to IIT students and alumni as on-campus interviews (for students only); candidate referral program to companies not recruiting on campus; individualized job search and career development assistance; resume writing/ interviewing technique workshops; resume critiques and mock employment interviews; employer library and videotape collection; labor market and salary data; summer internship development and coordination; job books; career counseling and testing; and cooperative education opportunities.

Location

**35 W. 33rd St., Galvin Library (Upper Level), Chicago, IL 60616.
Phone: 312-567-6800, Fax: 312-567-6801.**

Education and Outreach Centers

The Invention Center helps students and faculty develop a studio approach to engineering. The center's philosophy is project-oriented, creativity-driven and encompasses all the stages of invention, including idea generation and development, prototype development and proof-of-concept, the patent process and commercialization. The director can be reached at 312.567.3212.

The Office of Intellectual Property and Technology Transfer supports all IIT efforts to build and sustain relationships with corporations and other external organizations. The office coordinates the process of identifying, evaluating, protecting, marketing and licensing all IIT inventions and copyrightable material. The director of technology transfer and intellectual property can be reached at 312.567.3462.

Inter-professional Projects

The Inter-professional Project Program engages multidisciplinary teams of students in semester-long undergraduate projects based on real-world topics from sponsors that reflect the diversity of the workplace: corporations, entrepreneurial ventures, non-profit organizations and government agencies. The teams are led by a graduate student and guided by co-mentors from the faculty and the sponsor. Teams may include 5 to 15 students from all academic levels (sophomore through graduate school), and across IIT's professional programs (engineering, science, business, law, psychology, design, and architecture). Integration of both vertical (bridging academic levels) and horizontal (bridging professional programs) dimensions within a project team experience is distinctive in higher education today—stimulating student interaction across the boundaries of individual disciplines and experiences. For more information or a list of current projects, students should visit the Undergraduate College in the Hermann Union Building, or visit ipro.iit.edu.

Libraries

IIT's library system includes Paul V. Galvin Library; The Center for the Study of Ethics in the Professions Library; Graham Resource Center (Main Campus); Louis W. Biegler Library (Rice Campus); the Information Center, serving the Chicago-Kent College of Law Library, the Stuart Graduate School of Business Information Center, and the Library of International Relations (Downtown Campus); and Moffett Center Library (Moffett Campus).

As the university's central library, Paul V. Galvin Library (www.gl.iit.edu) combines cutting-edge information technology with traditional library services. The library houses centralized collections that support IIT's major programs on the Main Campus. Galvin's digital library services include 24-hour access via the Internet to more than 70 databases containing indexes, abstracts and full-text-and-image documents; 3,800 electronic journals; and the ILLINET online system, a consortium of 45 academic libraries in Illinois. Galvin provides Web-based delivery for all article requests via interlibrary loan.

The Graham Resource Center (GRC) is a branch of Galvin Library that serves the College of Architecture and that houses books, journals, indexes, slides, maps and

other architectural and city and regional planning materials. GRC is on the lower level of S.R. Crown Hall, and can be reached at 312.567.8892 or <http://www.gl.iit.edu/grc/>.

The Center for the Study of Ethics in the Professions Library contains a variety of materials, including codes of ethics, a referral bank of ethics centers, books, professional journals, newsletters, bibliographies, government reports and regulations, and conference proceedings dealing with topics in practical and professional ethics, such as autonomy, confidentiality, loyalty, conflicts of interest, and self-regulation. The library is in the Hermann Union Building and can be reached at 312.567.6913 or www.iit.edu/libraries/csep/.

The Louis W. Biegler Library is on the Rice Campus and contains the Alva C. Todd collection of electrical engineering materials as well as a small reference and journal collection. With a focus on digital access to information, the library provides access to all databases subscribed by the Galvin Library. Reference services include interlibrary loan, Web-based document delivery services, computer searches, and research consultations. Biegler Library can be reached at 630.682.6050 or <http://www.gl.iit.edu/biegler/>.

The Downtown Campus Information Center is a technologically advanced library with an outstanding law, business and social science collection. The center houses the Library of International Relations (LIR), which contains one of the larger collections of international law and commerce materials in the Midwest. LIR is also an official depository of the United Nations. The library can be reached at 312.906.5600 or <http://library.kentlaw.edu/>.

The Moffett Center Library supports research on food technology and safety and can be reached at 708.563.1576 or www.ncfst.iit.edu/.

Multicultural Programs

The Center for Multicultural Programs (CMP) is responsible for providing ongoing programs and services that help new and returning students learn how to become effective learners and confident leaders in their new environment. This is accomplished through CMP's Academic Challenge for Excellence (ACE) Mentoring Program by introducing students to a learning system that helps clarify and strengthen their commitment to engineering, and examine and embrace attitudes and behaviors that ensure they will achieve both personal and academic success at IIT and beyond. CMP is in the Hermann Union Building and can be reached at 312.567.5249.

Office of Technology Services

The Office of Technology Services consists of three departments that manage information technology systems and services throughout IIT, namely IIT Online Technical Services (www.iit-online.iit.edu), Computing and Network Services (cns.iit.edu) and Telecommunications Services (telecom.iit.edu). IIT Online provides course content through wireless television and the Internet for remote and local students, while Computing and Network Services operates most of the information technology infrastructure, and Telecommunications Services focuses on telephone systems and wiring.

Computer Facilities

Computing and Network Services (CNS), www.cns.iit.edu, operates academic and administrative computing systems, and services including iit.edu e-mail, Web servers, Microsoft Windows 2000/NT PC workstation classrooms, student information systems, helpdesk, the IIT campus data network and PC repair. CNS provides most of the shared computing resources at Main and Rice campuses, however many departments have their own computing facilities outside of CNS for coursework and research.

Various high performance computer clusters and high-speed connections to computer systems in other institutions via the Illinois Century Network provide a powerful research environment.

CNS operates over 200 XP/NT/2000 workstations in 10 classrooms throughout IIT, primarily at Main and Rice campuses, and the locations of the rooms and available software can be found at www.cns.iit.edu. Printers are available in each computer classroom. In addition, CNS provides shared Unix and XP/NT/2000 servers for e-mail, Web page development, course information, streaming video, research, imaging, and homework.

CNS supports the campus data network including maintenance of network points of presence (netPOPs) in the buildings and the fiber OC-3 connection to its ISP, the Illinois Century Network (www.illinois.net). All rooms in the McCormick Student Village are wired to the IIT data backbone, as are all academic buildings. CNS troubleshoots network service problems, but the actual wiring of rooms and buildings is provided through Telecommunications Services (telecom.iit.edu). CNS operates the IIT administrative systems. This includes the Web-based interfaces to the "webfor" products that allow secure (SSL) access to student and staff information such as registration, grades, transcripts, class rosters, and employee benefits.

There are several ways to contact CNS for assistance. A helpdesk is located in 112 Stuart Building (312.567.5810, helpdesk@iit.edu), and CNS also maintains an informational Web site, cns.iit.edu, that describes resources, FAQ and contact information. The CNS Web-based inquiry and trouble ticket system is available at support.iit.edu, and the main phone number is 312.567.5962.