INDUSTRIAL TECHNOLOGY OUTREACH/MILITARY PROGRAMS

STUDENT GUIDE

April 2011
Industrial Technology

The industrial technology 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 technology 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, quality control, motion and time study, plant layout, facilities planning, industrial safety, production and inventory control, human relations, and computer-aided drafting. The industrial technology 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 Technology.

Association of Technology, Management and Applied Engineering accredits the Industrial Technology program.

INDUSTRIAL TECHNOLOGY MAJOR — MANUFACTURING TECHNOLOGY SPECIALIZATION

The manufacturing technology 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

An Admission application can be found on the Engineering Outreach website or from our information packet. Application to SIUC should be sent to the appropriate base coordinator’s office; not to Admissions as printed on the application. There is a non-refundable application fee of $30 which can be paid by check or money order.

There are some documents required with admission:
  Official transcripts from the college you are currently attending and/or any other college you have attended.
  Military transcripts and/or member copy of DD214
  High school transcripts if you have not completed at least 12 credit hours at a college or university.

The transcripts must not be more than 30 days old. Transcripts must include grades for all completed courses. Submit transcripts from all schools listed on the application.

Students wishing admission to the university and who have not finished high school may be considered for admission by passing the GED test.

All transfer work is calculated according to the SIUC regulations rather than those of institutions students have previously attended.

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

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

Military Experience: Students who have served one or more years of active duty and received an honorable discharge may receive two hours of military studies credit, two hours of physical education credit, and two hours of health education credit. Completion of basic training will result in an award of two hours of physical education credit. To receive this credit, students must submit copy 4 of the DD214 document. Credit will be accepted for DANTES subject standardized courses as long as the scores are acceptable. To receive credit for military service, veterans must present a copy of discharge separation papers, AARTS or SMART transcripts or transcripts from Community College of the Air Force.

This program is open to civilians as well as military persons. Please contact the base coordinator for instructions on entering the base.
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 proceeding.

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 may not drop a course merely by stopping attendance. Your advisor must be notified.

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

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. As a caring public institution, SIUC has the obligation to encourage its students to meet their responsibilities first of all to themselves, but also to their families, their classmates, their instructors, and their employers.

Students in the Engineering Outreach program are expected to be in attendance for all class meeting times. Officially registered students may not miss more than one-third of the scheduled classes without approval from the Director.

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

PAYMENT OF TUITION

Students will be emailed monthly notices that their tuition bill is ready for viewing on their SalukiNet account. Payments may be made online by visiting http://salukinet.siu.edu or www.bursar.siu.edu, by phone 618-453-2221, or by mail. The Bursar's office accepts checks, money orders, and credit cards. Payments by check or money order may also be made to the base coordinator.
The notices will be sent to the student’s siu.edu email account. It is the student’s responsibility to maintain an accurate email address to which a statement of account can be emailed. Failure to receive a bill does not relieve students of the responsibility for prompt payment of amounts due. Tuition is payable in advance or by installments. For any questions regarding payment of tuition, please contact your base coordinator.

MEETING UNIVERSITY CORE REQUIREMENTS

University core requirements can be fulfilled by transfer of credit from any accredited junior or community college. Official transcripts need to be sent to the your base coordinator periodically for transfer of credit to SIUC.

University core classes are also available online at SIUC through the Continuing Education Department. Taking classes through SIUC will not only earn you credit toward your degree but also give you senior institution hours needed.

CAPSTONE OPTION

The Capstone Option is for the student who has earned or will soon earn an Associate in Applied Science degree or equivalent certification. The College of Engineering is one of the several colleges at SIUC that offers a Capstone option. The Capstone Option allows that student to complete an abbreviated University Core Curriculum requirement (30 hours versus 41 hours). To qualify for the Capstone option, a student must have at least 60 credit hours for the AAS degree, have at least a 2.25 GPA, and the AAS degree must be completed before the student has completed 12 credit hours with SIU.

HOUR REQUIREMENTS

Each student must have earned a minimum of 120 semester hours of credit. Of the 120 hours, at least 60 must be earned at a senior-level institution (4-year college or university). The Industrial Technology courses will give you 48 semester 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.
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.

SCHOLASTIC HONORS DAY

Each spring semester a Scholastic Honors Day convocation is held to recognize students exhibiting high scholastic achievement. Qualification for recognition is determined at the end of the third week of the spring semester. Recognition at that time 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, if applicable, a 3.5 average or better in all undergraduate work (including transfer credit) recognized by SIUC; and reached the benchmarks of 12, 45, 75, or 105 credit hours of coursework. Such a Scholastic Honors student will be invited by the University to the next regularly scheduled Honors Day ceremony of that student’s respective college.

Summa cum laude - Graduating students with scholastic averages for SIUC work of 3.90 or higher and also have an overall cumulative GPA of 3.90 or higher.

Magna cum laude - Graduating students with scholastic averages for SIUC work of 3.75 – 3.899 or higher and also have an overall cumulative GPA of 3.75 or higher.

Cum laude - Graduating students with scholastic averages for SIUC work of 3.50 – 3.899 or higher and also have an overall cumulative GPA of 3.50 or higher.

GRADUATION PROCEDURES

Graduation ceremonies on campus at Carbondale are held at the end of each semester. Degree candidates must apply for graduation at the beginning of the semester in which they will finish all degree requirements. Students should go to the Engineering Outreach website and print a copy of the graduation application. This should be filled out completely and submitted to your base coordinator. There is a $25 graduation fee. Please wait to be billed for this before sending payment.

Cap and gown rental information is provided on the Engineering Outreach website. The rental is usually done through the University Bookstore website. Typical deadlines to order caps and gowns and invitations for May, August, or December graduations are April 1, July 1, and November 1 respectively.

In addition to completing the steps for application for graduation, students are responsible for determining that they are meeting all graduation requirements and have no outstanding financial obligation to the University.
To assure that students are meeting the academic requirements, the Engineering Outreach Program provides a graduation check-up service by which satisfaction of academic requirements can be verified. The advising of individual students as to their progress is a service provided to them and does not relieve students of their responsibility to make certain they are meeting the requirements. Students should check with their advisor as to the procedures they should follow in this matter as they approach graduation.

Applicants who do not complete their degree requirements for the commencement date they first apply for will be once automatically moved to the next commencement date. If the applicant then does not complete their degree requirements for that next graduation date, the application will be voided and the student will be required to submit a new application for a subsequent graduation date, and will be assessed another graduation application fee.

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

Attendance at commencement is not compulsory. If you do not plan to attend, please make note on the graduation application. This information is needed for seating arrangements and mailing purposes.

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

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 Outreach office. Once the ID card is ready, it will be sent back to your advisor. There is a $10 fee which will be automatically billed to your bursar account.

SALUKINET

SalukiNet is your lifeline to your unofficial transcripts, degree progress (may not be totally accurate), bursar account, financial aid status, and course registration process. Please be sure you have your dawg tag number and a network ID (siu.edu email address), as these will be necessary to access your records and to register yourself for classes. Please see the Engineering Outreach website for instructions and important notices regarding password expiration policy.
ENGINEERING OUTREACH WEBSITE

The Outreach 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, syllabus, class room, and semester schedule. It also has many useful links for graduation information, Continuing Education distance learning online university core classes, job sources, and trade journals to name a few. Please check the website often for updates and revisions:

www.engr.siu.edu/outreach/outreach.htm

NOTES

Please make tuition payments regularly. Do not wait until you are reimbursed for the class to pay for it.

Please keep your mailing and email address current with your advisor

Make sure you acquire a Network ID and dawg tag number. You will not be able to self-register or retrieve your information from SalukiNet without them.

Network ID password expires every 120 days. Notification of pending expiration will be sent to your siu.edu email address.

If in doubt, please ask.

All correspondence goes through your advisor first.