Your one-stop information source for teaching NIU off-campus courses

ANSWERS

NIU Outreach
Kathy Syversen
(815) 753-1687

Maureen Erickson
(815) 753-7332

Iotha Wilson
(815) 753-6917

AV Reservations
NIU Hoffman Estates
(815) 753-8850

NIU Naperville
(815) 753-8970

NIU Rockford
(815) 753-8735

Bursar’s Office
(815) 753-1885

Graduate School
(815) 753-0395

NIU Library
(815) 753-0156

Registration and Records
(815) 753-0681

Telephone Registration (T.R.A.C.S.)
(815) 753-8900

Textbook Orders
(800) 999-6488

Transportation
(815) 753-1558

University Bookstore
(815) 753-1081

Weather Hotline
(888) 464-8673
Our goal at NIU Outreach Credit and Noncredit Services is to make sure you have the answers and information necessary for teaching NIU off-campus courses. Should you have questions or need further information, or if you have suggestions for improvement to this handbook, please contact Kathy Syversen, Education Services Manager, at (815) 753-1687 or by e-mail to ksyversen@niu.edu.
STUDENT REGISTRATION
The NIU Course Schedule explains registration procedures. Refer all student questions to the Office of Registration and Records, (815) 753-0681. Students and students-at-large not preregistered must register by telephone at (815) 753-8900 (T.R.A.C.S.) immediately following the first class meeting. Students may also visit www.reg.niu.edu for information. Visit www.outreach.niu.edu/rcc for a listing of NIU regional courses.

Please refer all questions concerning student-at-large or graduate students to the Graduate School at (815) 753-0395. Refer undergraduate students to the appropriate college office of their individual majors. Bachelor of General Studies (BGS) students should contact the College of Liberal Arts and Sciences at (815) 753-7961. If students indicate that they will be dropping a course, they must follow the procedures in the "regional information" section of the schedule. Students may not drop a course by simply telling the course instructor.

CANCELLATION POLICIES
Academic departments in accordance with policies set in the provost’s office determine cancellations of regional courses. Contact your Office of External Programming or department chair for required enrollments.

TELEPHONE TREE
The telephone tree is the university’s primary channel for emergency communication. It is important that you and your students complete the telephone tree and return it to NIU Outreach following the first class meeting. It will be duplicated and returned to you for distribution to your class.

A copy will also be sent to the External Programming Office in your college. The telephone tree should provide both day and evening numbers for students. Should an emergency occur, the first one or two students on the telephone tree will be contacted to start the chain. Emphasize to your students that they are expected to continue the process by contacting the next student(s) on the list. Keep a copy for your use in
case your class must be postponed on short notice. If your class meets at NIU Hoffman Estates, NIU Naperville or NIU Rockford, your telephone tree may be duplicated there without charge for distribution to your class. Please send a copy to NIU Outreach (via campus mail to NIU Outreach, Credit and Noncredit Services). All other copying should be done through your department.

COPY CARDS
Students and faculty may use their copy cards at machines in the libraries at NIU Hoffman Estates, NIU Naperville and NIU Rockford. Copy cards are sold at the library desks of these facilities.

POSTPONEMENT OF CLASSES
If you must postpone a class because of illness or emergency:
• Call NIU Outreach at (815) 753-7332 so we can inform the site, then
• Start the telephone tree by calling the first name on the list. Credit and Noncredit Services and External Programming Office staff in your college are available to help start the telephone tree.

WEATHER CLOSURES
Occasionally, weather conditions will require the University to cancel classes. Regional radio stations will be notified on such occasions. See the back of the library card issued to off-campus students for a complete list of stations broadcasting NIU cancellations. You may also call the NIU weather hotline at (888) 464-8673 or visit www.niu.edu.

FINAL EXAM SCHEDULE
For regional classes, the final class meeting is to be used for giving final exams.

CLASS LISTS
Registration and Records now has your class lists available on the web at www.reg.niu.edu/lists. Follow the directions for accessing your class lists. You will be asked to enter your social security number and your PIN number. Your PIN number is the last four digits of your social security number. We will no longer mail these class lists to you.
Most off-campus sites provide audiovisual equipment if requested before class starts. Call Maureen Erickson at (815) 753-7332 or Iotha Wilson at (815) 753-6917 with your AV request at least five working days prior to need. Do not assume a site has equipment available unless you contact us. Many sites (especially non-NIU sites) do not have AV in the rooms unless prior arrangements are made.

Faculty teaching at NIU regional campuses may call NIU Outreach or the NIU Outreach Centers for AV requests. The AV request numbers for the Outreach Centers are:

- NIU HOFFMAN ESTATES . . . (815) 753-8850
- NIU NAPERVILLE . . . . . . . (815) 753-8970
- NIU ROCKFORD . . . . . . . . (815) 753-8735
RESERVE BOOKS AND LIBRARY SERVICES

Students and faculty may use services and resources at public university libraries in Illinois and at many private colleges and universities. Please encourage your students to contact university and public libraries directly to determine borrowing policies and special borrowing opportunities. NIU library cards are issued to all off-campus students. Many area libraries, including NIU, are members of the Library Computer System (LCS), which enables patrons to search holdings of member libraries and provides full library services on a reciprocal basis.

Faculty members may place books and other materials on reserve at College of DuPage, NIU Hoffman Estates, NIU Lorado Taft Field Campus, NIU Naperville and NIU Rockford. Requests to place materials on reserve should be submitted to:

- COLLEGE OF DuPAGE . . . . . . . . . . . . . (630) 942-2342
- FOUNDERS MEMORIAL LIBRARY RESERVES . . (815) 753-9847
- NIU HOFFMAN ESTATES . . . . . . . . . . . . . (815) 753-8830
- NIU LORADO TAFT FIELD CAMPUS . . . . . . (815) 753-0205 ext. 214
- NIU NAPERVILLE . . . . . . . . . . . . . . . . . . . (815) 753-8986
- NIU ROCKFORD . . . . . . . . . . . . . . . . . . . (815) 753-8760

TEXTBOOKS

Faculty members who wish to have books available for students at the Holmes Student Center University Bookstore should place their orders as soon as they know their class assignment. Students may buy books in three ways. These services eliminate the need for faculty to bring textbooks to the first class meeting.

- Students may call the University Bookstore directly (800) 999-6488. Texts can be charged to Visa, MasterCard, Discover or American Express credit cards. They will be sent via UPS with a shipping and handling fee added. UPS needs a street address (no post office boxes) to ship materials.
- Students may send orders with a check for payment to the University Bookstore. Texts will be shipped via UPS.
- Students may visit DeKalb and buy books at the University Bookstore, Village Commons Bookstore, or elsewhere. Students should ask specifically for off-campus books. Textbook availability can be determined by calling (800) 999-6488.
STIPENDS
Adjunct instructors must file their W-4s with the NIU payroll office and have the I-9 and Student Loan forms on file. NIU cannot process payments to affiliates without these forms. Contact your academic department if you have any questions. Regular NIU faculty receive their pay for regional teaching as part of their regular paychecks. Contact the department or Office of External Programming with specific questions about payroll. NIU does not pay honoraria or expenses to guest lecturers invited to participate in class presentations.

MEAL REIMBURSEMENTS
Faculty members may be reimbursed for evening meal expenses. Send receipts to the NIU Outreach business manager. Meal and travel allowances are not available for adjunct instructors.

TRANSPORTATION
NIU Outreach arranges for university transportation and prepares corresponding travel forms. Carpooling is encouraged whenever possible for regional teaching faculty. If you have a university car reserved and must cancel the reservation, you must call Transportation 24 hours in advance at (815) 753-1558. Current travel regulations allow authorized users of privately owned vehicles to be reimbursed for mileage to and from the teaching site and their official NIU office location or their place of residence, whichever is less, when not assigned a university vehicle.

TRAVEL VOUCHERS
Travel vouchers should be submitted by the fourth of the month after the month expenses were incurred. It is especially important that summer travel (before June 30) be submitted in a timely fashion due to the change in the fiscal year. Travel forms are online at: www.finfacil.niu.edu/peoplesoft/forms/travelvo.xls.
NON-NIU SITES
Some regional sites may observe holidays that are different from NIU. Call Maureen Erickson in NIU Outreach at (815) 753-7332 regarding arrangements for an alternate site on those particular days.

NIU SITES
Fall 2004
Sept. 6 (Labor Day)
Nov. 24-28 (Thanksgiving Break)

Spring 2005
March 12-20 (Spring Break)

Summer 2005
May 30 (Memorial Day)
July 4 (Independence Day)
NIU OUTREACH CREDIT PROGRAM STAFF
Kathy Syversen, Education Services Manager
(815) 753-1687 ksyversen@niu.edu
Maureen Erickson, Credit Facilities Coordinator
(815) 753-7332 mericks1@niu.edu
Ioitha Wilson, Data Entry Clerk
(815) 753-6917 iwilson@niu.edu
Theresa Wessel, Business Manager
(815) 753-1782 twessel@niu.edu

RESERVE BOOKS AND LIBRARY SERVICES
• COLLEGE OF DuPAGE ........................................ (630) 942-2342
• FOUNDERS MEMORIAL LIBRARY RESERVES ........................................ (815) 753-9847
• NIU HOFFMAN ESTATES ........................................ (815) 753-8830
• NIU LORADO TAFT FIELD CAMPUS ........................................ (815) 753-0205 ext. 214
• NIU NAPERVILLE ........................................ (815) 753-8986
• NIU ROCKFORD ........................................ (815) 753-8760

TRANSPORTATION
NIU Transportation ........................................ (815) 753-1558

EXTERNAL PROGRAMMING OFFICES
College of Business ........................................ (815) 753-1756
Education ........................................ (815) 753-6907
Engineering ........................................ (815) 753-6902
Health and Human Services ........................................ (815) 753-0031
Liberal Arts and Sciences ........................................ (815) 753-5200
Visual and Performing Arts ........................................ (815) 753-1450

STUDENT SERVICES
Bursar’s Office ........................................ (815) 753-1885
Telephone Registration (T.R.A.C.S.) ........................................ (815) 753-8900
NIU Outreach Credit and Noncredit Services is part of NIU Outreach, a center for programs that anticipate and help meet the northern Illinois region’s needs. By engaging our communities, NIU Outreach leverages university and regional resources to create solutions. For more information, please call toll-free (866) 885-1239, e-mail NIUOutreach@niu.edu or visit www.outreach.niu.edu.