Dear Faculty Member,

Welcome to the NIU Outreach Centers. The university considers the courses it offers at locations other than DeKalb to be identical in scope and quality to its on-campus courses. Our faculty, our facilities, and the commitment of our staff make this level of excellence possible. When you teach at our outreach centers, you help NIU fulfill its mission to make higher education accessible to citizens who can benefit from what we offer.

Contact information specific to each facility is included in this brochure. If my office can be of any assistance, please contact me. I hope you will enjoy your teaching experience this semester and that you will want to return to offer additional courses in semesters to come.

Anne Kaplan
Vice President for Administration and Outreach
Northern Illinois University

This brochure provides an overview of the information and resources that will make your experience at the NIU Outreach Centers a pleasant and productive one. If you have further questions regarding the resources available, please feel free to speak with the evening staff. We look forward to serving you.

classroom equipment and support

Classroom assignments will be posted at the reception desk the first night of class. Classrooms will be unlocked one half hour prior to class time. Standard classroom equipment available at each center is listed below:

NIU Hoffman Estates
- overhead projector
- whiteboard
- drop-down screen
- lectern
- easel with pad
- TV/VCR

NIU Naperville
- document camera
- whiteboard
- drop-down screen
- smart podium equipped with a VCR, CPU, ceiling mounted data projector, remote mouse, and laser pointer

NIU Rockford
- overhead projector
- whiteboard
- drop-down screen
- easel with pad

In addition to the standard AV equipment in each classroom, portable AV equipment is available and may be reserved by contacting the academic program coordinator, technical services coordinator or by notifying the front desk evening staff. Reservations for portable equipment should be made at least one week in advance.

faculty resources and common spaces

Access to computers and faculty workspace is available Monday through Thursday 8:30 a.m. – 9:30 p.m. and Friday 8:30 a.m. – 4:30 p.m. Access on Saturdays is from 8:00 a.m. – 4:00 p.m. at NIU Hoffman Estates and NIU Naperville during the fall and spring semesters. Please contact NIU Rockford for Saturday hours and all centers for Saturday hours during the summer term. Coffee is provided after 4:00 p.m. Monday – Thursday.

Messages and mail for instructors may be left at the reception desk.

Vending machines for snacks and beverages are located at all centers and there is an in-house deli at NIU Naperville.

If you have a need for a proctor for a make-up exam, please contact the academic program coordinator to make arrangements.

learning resource centers

Learning Resource Center (LRC) hours are 12:00 p.m. – 9:30 p.m. Monday through Thursday. Access on Saturdays is from 7:30 a.m. – 4:00 p.m. at NIU Hoffman Estates and NIU Naperville during the fall and spring semesters. Please contact NIU Rockford for Saturday hours and all NIU Outreach Centers for Saturday hours during the summer term.

A copy machine and general access computers are located in each LRC. Departmental copy cards may be used in these machines.

Instructors may place teaching and learning materials on reserve for students by contacting the NIU Outreach Center librarian. Phone numbers for library staff are listed below:

NIU Hoffman Estates (815) 753-8830 or (815) 753-8825
NIU Naperville (815) 753-8986 or (815) 753-8985
NIU Rockford (815) 753-8760
computing facilities
The computer lab is open from 6:00 – 9:00 p.m. Monday through Thursday. Access on Saturdays is from 8:00 a.m. – 4:00 p.m. at NIU Hoffman Estates and NIU Naperville during the fall and spring semesters. Please contact NIU Rockford for Saturday hours and all centers for Saturday hours during the summer term. In addition, general access computers are available in the LRC during posted hours.

parking permits
Parking permits are not required for center parking lots. At NIU Hoffman Estates, parking permits are needed to park in the shared Sears’ parking lot. Maps, instructions and parking permits for this lot will be distributed to each Hoffman Estates classroom at the beginning of each semester.

niu hoffman estates
5555 Trillium Blvd.
Hoffman Estates, Illinois 60192
(847) 665-3000
www.niuhoffmanestates.niu.edu

niu naperville
1120 E. Diehl Rd.
Naperville, Illinois 60563
(630) 577-9101
www.niunaperville.niu.edu

niu rockford
8500 E. State St.
Rockford, Illinois 61108
(815) 753-8740
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