



two is the Non-Profit Resource Center, a service that helps non-profit organizations to find information on funding sources and opportunities. The UIS Archives and Special Collections unit, on level one of the library, houses both UIS records and manuscript materials, including the campus' oral history collection, and the Illinois Regional Archives Depository, one of 14 in the state.

Educational Technology is responsible for instructional technology facilities and services at UIS. Facilities include computer labs, technology-enhanced "smart" classrooms, multimedia classrooms, and distance learning/video conferencing rooms. Educational Technology administers Blackboard, Web Board, and WebCT servers supporting online courses and provides technical support for standard instructional software and multimedia production software. A variety of equipment, including digital still cameras, digital or analog video camcorders, and laptop computers, is available for loan to students and faculty.

General access labs are located in BRK 180 and HSB 108/109. Additional computer labs (6), smart classrooms (46), technology enhanced conference rooms (5), and distance learning rooms (2) are locat-

ed throughout campus. Each semester, Educational Technology offers a series of free workshops on multimedia topics (such as iMovie, Photoshop, Dreamweaver, Flash, and others) in the multimedia classroom. The videoconferencing facilities provide "live" two-way audio and video connections to either single or multiple remote sites, permitting courses to be delivered or received from other locations on a potentially worldwide basis.

Library and Educational Technology hours are Monday-Thursday 8 a.m.-midnight; Friday 8 a.m.-6 p.m.; Saturday 9 a.m.-6 p.m.; and Sunday 1 p.m.-midnight. Hours are extended during exam periods.

Access the library's collections or find out about services at www.uis.edu/library/bridge.htm. Find out more about Educational Technology at <http://edtech.uis.edu>.

BURSAR'S OFFICE

The Bursar's Office, located on the lower level of the Public Affairs Center, will cash your personal checks up to \$25, or \$25 over the amount of payment when you present a valid UIS *i-card*. The office also operates a U.S. postal substation; collects your registration,

housing, and other fees; and sells campus parking decals and bus passes for the Springfield Mass Transit District. MasterCard, VISA, and Discover cards are accepted for payment on student accounts via the UIS Student Accounts website at www.uis.edu/studentaccounts/.

The Bursar's Office is normally open from 9 a.m. to 5 p.m., Monday through Friday. However, for fall and spring, the office is open 9 a.m. to 6 p.m. Monday through Thursday and 9 a.m. to 5 p.m. on Friday during the week before the semester begins and for the first two weeks of the semester. For the summer term, extended hours are in effect the week before the session begins and continue through the first week.

CAMPUS HEALTH SERVICE

The Campus Health Service is located in BSB 20. Physicians are available six hours a week. The clinic is staffed by a nurse practitioner and a registered nurse during regular clinic hours, Monday through Friday, 9 a.m. to 5 p.m. A walk-in clinic is available from 9:30 to 11:30 a.m. each Monday and Wednesday.

Health care is provided to you whether you are a full-time or part-time student and whether or not you have student health insurance. Services include treat-

ment for minor acute illnesses and injuries, yearly pap smears, birth control, allergy injections, foreign travel consultations, and immunizations for foreign travel as well as required immunizations. Physical examinations are provided for all UIS athletes and for students who are required to have them for work, school, etc.

A wellness resource and self-help area is available in the CHS clinic and a supply of over-the-counter remedies is also available, along with guidelines and directions for their use.

You do not pay a health service fee, nor do fees paid for health insurance come to the health service. The CHS is supported by university funds and some user fees. There is no charge for visits to the CHS, although there are some charges for special services. You are notified at the time of the visit if any charges will be incurred. Because more complex health issues sometimes arise, you are expected to have your own insurance to cover these types of expenses. You are also responsible for informing CHS staff if your insurance requires the use of specific providers.

All care is confidential. A copy of medical records or information contained in such records is provided by written consent and as required by law.

CAMPUS POLICE DEPARTMENT

Around-the-clock assistance is provided for students, faculty, staff, and visitors by the Campus Police Department, located on the north side of campus and east of parking lot C. Emergencies such as a crime in progress, a fire, or a medical emergency, as well as suspicious persons or activities, should be reported to the department immediately. The non-emergency number is (217) 206-6690. In an emergency call 206-7777.

CAREER SERVICES

Career Services helps you develop an understanding of yourself and the world of work so that you can make effective career decisions. This process is carried out through individual career counseling, workshops, computer-based career information, and special interest programming.

Throughout the academic year, Career Services supports your efforts by providing career fairs and access to web-based job placement systems, sponsoring on-campus recruitment schedules, offering resume writing and job search workshops, and maintaining a video and career information library. Recruitment literature from various busi-

nesses, social service agencies, school districts, government organizations, and graduate schools is available.

Graduate school information, including announcement and registration materials for standard tests such as the GRE, GMAT, MCAT, and LSAT is available in the office.

The office is located in SAB 50D, phone 206-6508.

CENTER FOR TEACHING AND LEARNING

The Center for Teaching and Learning was established to provide student academic support, faculty development programs, and assessment activities. Each of these activities is discussed below. For general information and appointments, call (217) 206-6503, visit the CTL on campus at Brookens 460, or connect to the CTL web site at www.uis.edu/ctl.

ACADEMIC SUPPORT (Monday through Thursday, 8:30 a.m.-8 p.m.; Friday, 8:30 a.m.-5 p.m.; Sunday 4-8 p.m./phone (217) 206-6503/Brookens 460)

Student Academic Support provides you with assistance in writing, mathematics, biology, chemistry, and computing, and coordinates tutoring in other dis-