



Southern Illinois University Carbondale
Industrial Technology Military Programs
436 MSS/DPET
639 Evreux Street, Room 208
Dover AFB, DE 19902-6639
Phone: (302) 734-7829
Fax #: (302) 734-2092
E-mail: siucdafb@dmv.com

Dear SIU-C Student:

Welcome to Southern Illinois University-Carbondale. You are among hundreds of students, both on campus and at military installations throughout the country, who are pursuing the Bachelor of Science degree in Industrial Technology.

As you prepare toward graduation, there are a number of questions that will probably arise on a variety of different subjects associated with your education. The attached handout has been provided to answer many of your questions. However, if you have a question or a problem that is not addressed in the handout, please call us at (302) 734-7829 or stop by the SIU-C office. You can also check out our web page:

<http://www.engr.siu.edu/outreach/Dover%20AFB.htm>.

We are here to provide guidance and assistance throughout your enrollment in the Industrial Technology program. However, we also request that you become aware of your responsibilities in your education. All enrollment, financial aid, receiving of transcripts and Core requirement approvals are handled by the Dover AFB SIU-C office.

Classes start at 8:00 a.m. sharp Saturday and Sunday on the weekends listed for each course.

We hope that your enrollment with us will be both rewarding and enjoyable for you.

Sincerely,

Karen M. Nagyiski

Base Program Coordinator
Industrial Technology Military Programs
Southern Illinois University Carbondale

ORIENTATION

- I. Calculator needed
 - A. Functions needed
 1. 4 Functions N^2 or N^x – all classes
 2. Trig (sin, cos., tan), Log & Ln – IT 307 & IT 390
 3. Statistical, log, n! – IT 375 & IT 475
 - B. Some recommended calculators
 1. Sharp EL 506
 2. LCD Scientific
 3. TI – 30 or better

- II. Course Syllabus and Text
 - A. Syllabus is available in the SIUC office two (2) weeks before the first weekend of class.
 - B. Textbooks are ordered from MBS Textbooks. See SIUC office for order forms.
 - C. Pre-class homework/assignments
 1. Reading
 2. Attempt all problems
 - a. Do not dwell on ones you cannot do.

- III. Methods of Study
 - A. Different systems for each student
 1. Two hours a day
 2. Cram session
 3. Group study
 4. Individual study
 - B. Get to know your classmates
 1. Help each other
 2. Exchange phone numbers
 3. Take turns organizing study groups

- IV. Independent Study Courses
 - A. Different Types
 1. Text and assignments
 2. Research and projects
 3. Use of visual aids and computers

- V. Military Assignment Freeze:
 - A. Code 52
 1. Get it even if you don't think you'll need it
 2. Must map out completion of degree within one year

- VI. Capstone
 - A. Must have an A.A.S. degree and a 2.25 GPA or better to qualify
 1. Must apply for it.

- VII. Additional Credits
 - A. Use DANTES and CLEP (Generals only)
 - B. Based on individual needs

- VIII. Math Requirements
 - A. College Algebra and Applied Geometry and Trigonometry
 - B. Pre-Calculus I & II (5 semester hours)

- IX. Tuition Payments in SIUC Office
 - A. Due the first of each month
 - 1. Check or money order only. NO CASH
 - 2. Bring payment stub of your student account

- X. Classes held on Weekends
 - A. Saturday and Sunday of scheduled weekends
 - B. Eight hour class each day 8:00 a.m. – 4:30 p.m. (0800 – 1630)
 - 1. Time includes breaks and lunch
 - C. Instructor calls the shots!

- XI. Financial Aid
 - A. Veterans Benefits
 - B. Military Tuition Assistance
 - C. Reserve Unit Educational Benefits
 - D. PELL Grants
 - E. Guaranteed Student Loans
 - F. Corporate Educational Benefits

- XII. Make SIUC office aware of any problems which affect on-time coursework completion, class attendance, program progress and tuition payments.
 - A. We can probably help
 - B. Read the newsletters

- XIII. Writing and Report Aid
 - A. *The Little Brown Compact Handbook*, 3rd edition (1998) by Jane E. Aaron
 - B. Dictionary

- XIV. Bad-weather Policy
 - A. If the instructor can be here, classes are held (providing DAFB is open)
 - B. May call coordinator at home, Karen M. Besecker (302) 697-6937
 - C. Call the office and leave a message on the answering machine if you cannot attend, (302) 734-7829
 - D. E-mail the SIUC office at siucdafb@dmv.com
 - E. Listen to local T.V. and Radio Stations

CLASS CANCELATIONS DUE TO INCLEMENT WEATHER CONDITIONS

The Southern Illinois University courses at Dover Air Force Base will be canceled ***ONLY IF THE DOVER AIR FORCE BASE HAS BEEN CLOSED TO ALL NON-ESSENTIAL PERSONNEL OR IF THE INSTRUCTOR HAS CHOSEN TO CANCEL.***

If a course has been canceled by an instructor, the instructor and/or the SIUC staff will call the students.

If all classes at the Dover AFB site are canceled due to the weather conditions, the following radio and television stations will broadcast the cancellations. The broadcast will state that the Dover Air Force Base is closed or Southern Illinois University at the base is closed.

PLEASE CALL THE OFFICE DURING NORMAL HOURS OF OPERATION REGARDING CANCELLATIONS OR DELAYS. IF I CANNOT BE REACHED AT THE OFFICE, YOU MAY CALL MY HOME NUMBER. A MESSAGE WILL BE LEFT ON THE OFFICE ANSWERING MACHINE IF POSSIBLE.

The following radio and television stations will be notified:

WDOV (AM 1410)	WMDT Channel 47 (Salisbury, MD)
WAFL (FM 97.7)	W27AJ Channel 27 (Dover, DE)
WGMD (FM 92.7)	WBOC Channel 16 (Salisbury, MD)
WRDX (FM 94.7)	WCAU Channel 10 (Philadelphia, PA)
WXPZ (FM 101.3)	
WQVL (AM 1600)	
WSTW (FM 93.7)	

ALL CANCELLED CLASSES WILL BE MADE UP IN SOME WAY!!!

Karen M. Nagyiski
E-mail: karenmbe@dmv.com

Dr. Michael F. Costello
E-mail: mikecost@dmv.com

CLASSROOM AND BUILDING POLICY

TO: DAFB Faculty and Students

FROM: Education Services, Southern Illinois University, Wesley College, and
Wilmington College Staff

It has been brought to our attention by our Military host that the classroom conditions have deteriorated. If conditions continue to decline, food and beverages will no longer be permitted in the classrooms. Our offices have been notified of a number of violations concerning classroom and building policies. We find it necessary to remind all students and faculty of these policies and ask that you assist us in meeting them.

1. At the end of each day, desks must be in rows with the chairs pushed in properly. The desks and chairs must be lined up.
2. Please remove all trash from the floors, tables and chairs. Put the trash in the trashcans located in the classrooms or in the hallway. Do not throw trash on the hallway or restroom floors. Please make sure you use the trashcans located in the hallway and restrooms. **Do not put trash in the aluminum-recycling bin.**
3. If you have liquid remaining in your cup or glass, please dump it in the sink prior to disposing of it in the trashcan.
4. All windows **must** be closed and locked before leaving the room.
5. You are required to clean any spills. The proper cleaning materials can be obtained from the weekend monitor located in the Education Office Room 228. Paper towels can also be obtained from the restrooms.
6. All smokers must utilize the designated smoking areas located adjacent to the East entrances of building 639. **DO NOT USE THE ENTRANCE WAYS AS A SMOKING AREA.** Please deposit all smoking materials into the containers located in the smoking areas.

There is no janitorial service to this building or for the classrooms. However, it is still necessary to maintain neat and orderly classrooms.

Thank you for your assistance

Saluki Net

World Wide Web URL: <https://salukinet.siu.edu/cp/home/displaylogin>

Enter your Network ID & Password.

Click “Your Personal Records” to:

- ❖ View the **addresses** on file for you in SIS
- ❖ Check the your **Admission Application Status** (for new students or those seeking readmission to the University)
- ❖ Scholastic Information
 - ❖ **Student Schedule** (for any semester you’ve been registered since Fall 1990)
 - ❖ **Transcript Unofficial** (if you have been enrolled at SIUC any semester since Fall 1990)
 - ❖ **Grades & GPA** (only for the current and past two semesters)
 - ❖ **Degree Progress Report**
 - ❖ An unofficial display of how the course work you have on record fulfills the requirements of your academic program.
 - ❖ “What if?” An opportunity to see how your course records might “fit” in another major or in another degree program.
 - ❖ An opportunity to see an organized presentation of how program requirements are defined.
- ❖ Check Financial Aid Information
 - ❖ **Has my Loan Check Arrived?**
 - ❖ **Is My Financial Aid Application on File?**
 - ❖ **Financial Aid Estimated Cost of Attendance**
 - ❖ **Status of Cancellation/Prepayment Waiver**
- ❖ Bursar Information
 - ❖ **Account Information**
 - ❖ **Amount of Financial Aid Credits Posted**

Industrial Technology Textbooks Available at the Dover AFB Library

Title	Author	ISBN #
Activity Based Costing: Key to World Class Performance	Pilachauski	0-945456-10-7
Advances in Factories of the Future, CIM & Robotics	Costaftis	0-444-89856-5
Applied Cost Engineering	Lorenzoni	0-8247-7264-4
Automated Fabrication: Improve Productivity in Mfg.	Marshall, Burns	0-13-119462-3
Built to Last	Collins	0-88730-671-3
Computer Aided Design & Manufacturing	Amirouche	0-13-472341-4
Computer Integrated Manufacturing	Rehg	0-13-463886-7
Computer Integrated Mfg.: A Competitive Strategy	Weatherall	0-7506-0811-0
Computer Numerical Control Programming	Sava, Pusztal	0-13-156084-0
Computer Numerical Control: Concepts & Programming	Seames	0-8273-6498-9
Contemporary Technology	Markert	0-87006-990-x
Cost Estimators Reference Manual	Stewart, Wyskida	0-471-30510-3
Juran's Quality Control Handbook	Juran	0-07-033176-6
Modern Technical Writing	Sherman, Johnson	0-13-597584-0
Motion & Time Study	Niebel	0-256-09248-6
Performance Measurement for World Class Manufacturing	Maskell	0-915229-99-2
Team Based Problem Solver	Klubnek	0-7863-0187-2
Total Quality Management	Besterfield	0-13-030651-7

**Southern Illinois University Carbondale
Military Programs**

Student Information

Important Documents:

Each year, an Undergraduate Catalog, which provides information about Southern Illinois University Carbondale, is published. Primary attention is given to its academic programs, rules and regulations and procedures. In addition, a Military Programs Supplement that addresses the conduct of programs at military bases in the United States is published.

These documents are available in the SIUC base/site office. Each student should become familiar with the contents of the catalog and supplement. For your convenience, several sections of these documents are reproduced here.

Student Conduct Code:

Southern Illinois University Carbondale is dedicated not only to learning, research, and the advancement of knowledge, but also to the development of ethically sensitive and responsible persons. The University seeks to achieve these goals through sound educational programs and policies governing individual conduct that encourage independence and maturity. By accepting membership in this University, and individual joins a community characterized by free expression, free inquiry, intellectual honesty, respect for others, and participation in constructive change. All rights and responsibilities exercised within this academic environment shall be compatible with these principles. Students must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited as part of any University activity. The entire SIUC Student Conduct Code is available to each student upon request or at www.siuc.edu/~policies/policies/conduct.html.

Attendance Policy:

Students may not miss more than one-third of the scheduled class time for courses conducted in the weekend format. Students who are dropped are still subject to the published refund policy. Exceptions to this attendance policy must be approved by the Dean, College of Engineering.

Transfer Credits:

The Office of Admissions and Records determines the acceptance of credit and its applicability toward University Core Curriculum requirements. The department directing the program determines the acceptance of credit toward specific program requirements. Transfer credit is accepted in all areas to include the major. (See Undergraduate Catalog.)

Professional Certification:

No attempt has been made to modify SIUC programs to meet professional certification or licensure requirements of any state. Students interested in professional certification or licensure should contact the appropriate state agency for specific information concerning certification or licensure.

Payment:

Payment is the responsibility of the student. SIUC will assist the student wherever possible to process the paperwork for the various financial assistance programs; however, the responsibility for payment rests with the student. (See Military Programs Supplement.)

Collection Agencies:

Following the end of each semester, students not registered for the next semester that have delinquent account balances will receive a series of itemized statements requesting payment. If payments or arrangements are not made on a timely basis, the account may be placed with a collection agency with a collection fee added to the account. Should it be necessary for an outside agency to effect a collection, reasonable collection costs shall be 33 1/3% of such amount and shall be paid by debtor. If SIUC obtains judgment from a court of competent jurisdiction, the debtor shall be liable for the collection agency fee as well as reasonable costs and attorney's fees. (See Military Programs Supplement.)

Standards of Progress:

Students are expected to make satisfactory progress toward a degree, as an approved objective.

When a student's semester average and the cumulative SIUC average fall below a C average (2.0), the student will be placed on scholastic probation.

Students will be scholastically suspended if they fail to meet the requirements of their conditional or probational status.

Withdrawals:

Students who decide not to attend after registration must officially withdraw or be liable for payment of semester hour charges.

Students who officially register for a session may not withdraw merely by discontinuing attendance. Students officially withdraw from courses through the program change process, using the registration form. This process starts with the program representative and is completed by the Office of Admissions and Records. It is the student's responsibility to ensure that the withdrawal process is officially completed. Students who stop attending, but do not officially withdraw will receive a grade of WF (failure). (See Military Programs Supplement.)

Warning:

To be eligible for the benefits of valid financial aid, the student must first be properly enrolled for at least the minimum number of semester hours for the term, and must continue to be reasonably participating for the full duration of each course. Students with financial aid who cease attending a class and do not officially drop or withdraw, may be assigned a "WF" (undergraduates) or "WU" (graduates). The "WF" or "WU" grades may impact the student's eligibility for, or amount of financial aid for the semester; and, may result in the demand for re-payment or part or even all of the financial aid for the semester.

Information about scholarships and grants may be obtained from Financial Aid.

Refund Policy:

For Students Who Withdraw: Students who officially withdraw from the University (drop all courses) will receive refunds according to the following deadline schedule:

Class Days	Semester	Length of Course		
			4 Weekends	3 Weekends
Saturday 1	100%	Day 1	100%	100%
Sunday 1	100%	Day 2	100%	70%
Saturday 2	100%	Day 3	60%	50%
Sunday 2	100%	Day 4	50%	40%
Saturday 3	80%	Day 5	40%	0%
Sunday 3	80%	Day 6	0%	0%
Saturday 4	70%	Day 7	0%	
Sunday 4	70%	Day 8	0%	
Saturday 5	60%			
Sunday 5	60%			
Saturday 6	60%			
Sunday 6	60%			
Saturday 7	50%			
Sunday 7	50%			
Saturday 8	50%			
Sunday 8	50%			
Saturday 9	40%			
Sunday 9	40%			
Saturday 10	40%			
Sunday 10	40%			
Saturday 11 and after	0%			

- Notes:**
1. Nothing in this policy shall preclude the Chancellor from complying with any applicable state or federal law or regulation.
 2. All students who receive a pro rata refund beyond the full refund period shall be assessed an administrative fee not to exceed the lesser of 5% of the assessed charges or \$100.00.
 3. Effective Fall semester 1995.

For Students Who Drop Courses: Students who drop a course or courses (but not all courses) receive no refund if they drop after the date to receive a 100% refund.

- Notes:**
1. Nothing in this policy shall preclude the Chancellor from complying with any applicable state or federal law or regulation.
 2. Effective Fall semester 1995.

WHAT IS A SALUKI???

The Saluki, “El Hor”, royal dog of Egypt, is the oldest known breed of domesticated dog, with findings of Saluki images dating as far back as 6000 – 7000 BC. Whenever one sees the ‘dog’ in the Bible, it means Saluki.

The Saluki was the only dog of the time allowed to sleep on the carpet of the Sheik’s tent. So great was its esteem that its body was often mummified like the bodies of the Pharaohs. The remains of numerous specimens have been found in the ancient tombs of the upper Nile.

Salukis were first brought to England in 1840 and were referred to as Persian Greyhounds. The Saluki was a well established breed in England for a number of years before it began to come into its own in this country. It was not until November 1927 that the breed was officially recognized by the American Kennel Club. In July 1927, the Saluki Club of America was formed and drew up the breed standards for the Saluki.

Having tremendous speed, the Saluki was used by the Arabs in brining down the gazelle, the fastest antelopes. The Saluki’s sight is remarkable, although it also has a fair nose. Its hereditary traits often crop out – it loves to lie on the sand and watch an eagle soar while paying no attention to the gull.

The Saluki has an exceptionally strong constitution and sturdy frame, enabling it to stand any climate. Its feet are hard and firms, allowing it to run over rocky, tough ground and never damage its pads.

Its beauty is that of the thoroughbred horse; grace and symmetry of form; clean-cut and graceful; short silky hair except on the ears, legs, and tail; slender, well muscled neck, shoulders, and thighs; arched loins; long tail carried in a curve with silky hair hanging from the underside; the arched toes; the rather long head with deep, farseeing eyes - - an expression of dignity mixed with gentleness. In disposition, it shows great attachment to its master. It is affectionate without being demonstrative, a good watchdog, but not aggressive.

Salukis come in a variety of colors, including white, cream, fawn, golden, red, grizzle and tan, tri-color (white, black and tan), and black and tan.

Southern Illinois University adopted the Saluki as its mascot in 1951. The choice is quite appropriate since the southern portion of Illinois is known as “Little Egypt”, apparently because when drought struck the northern parts of the state, southern Illinois remained as fertile as ever, just as Egypt did in the days of old. Southern Illinois University at present has three(3) Salukis housed on the University Farms.

(Memo from Industrial Technology Military Programs)