



Southern™  
Illinois University  
Carbondale

**Industrial Technology Military Programs  
Schedule of courses for FALL, 2009**

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**IT 390 Cost Estimating** – Study of the techniques of cost estimation for products, processes, equipment, projects, and systems.

Instructor: **Ray Baron**

**Class meeting dates:**     **August 29 & 30**  
  **September 12 & 13**  
  **September 26 & 27**

*Drop date for full refund: August 29, 2009*

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**IT 465 Lean Manufacturing** – Principles & methods of lean manufacturing, including modern techniques and issues.

Instructor: **Jeffrey Kutterer**

**Class meeting dates:**     **October 3 & 4**  
  **October 17 & 18**  
  **October 31 & November 1**

*Drop date for full refund: October 3, 2009*

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**IT 392 Facilities Planning** - Methods and equipment of materials handling and plant layout techniques. Students are assigned a plant layout project.

Instructor: **Dan Jacobson**

**Class meeting dates:**     **November 7 & 8**  
  **November 21 & 22**  
  **December 5 & 6**

*Drop date for full refund: November 7, 2009*

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**Weekend classes meet Saturday and Sunday from 8:00 a.m. - 4:30 p.m. in room 98.**

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**SEMESTER-LONG INDEPENDENT STUDY COURSES:** (Students will take **one** of the following each semester.)

**IT 240 First-Line Supervision** - Analyze problems of first-line supervisors. Topics include leadership, motivation, communication, grievances, training, discipline, group and individual effectiveness, and labor relations.

**IT 305 Industrial Safety** - Principles of industrial accident prevention; accident statistics and costs; appraising safety performance; recognizing industrial hazards and recommending safeguards.

**IT 445 Computer Aided Manufacturing** – Introduction to the use of computers in the manufacturing of products.

**IT 395 Technology Design** - An elective project on a technical subject selected by the student with advice from the instructor - stimulates original thought and creativity.

Instructors: **Dennis Lithgow & Michael Costello**

Course dates: **August 29 – December 6, 2009**

*Drop date for full refund: September 6, 2009*

Exam dates and deadlines for independent study courses to be listed on syllabus.

(Over)

### Drop/Withdrawal/Refund Policy

The following definitions may assist you with the details of the University's policies regarding drops, withdrawals, and refunds.

Withdrawal – Dropping to zero hours.

Drop – Reducing hours, but remaining enrolled for at least one (1) credit hour.

Grade of W – Authorized withdrawal – transcribed grade for a drop or withdrawal.

#### **Withdrawal from a Three-Weekend Course:**

<u>Withdraw Prior To:</u>	<u>Refund</u>
First Saturday of course	100%
First Sunday	70%
Second Saturday	50%
Second Sunday	40%
Third Saturday	0

Note: All students who receive a pro-rata refund beyond the full-refund period may be assessed an administrative fee not to exceed the lesser of 5% of the assessed charges or \$100.00.

#### **Drop a Three-Weekend course:**

<u>Drop On Or Before:</u>	<u>Refund</u>
First Saturday	100%
Second Saturday	0

Note: *Enrolling in courses and dropping courses is the student's responsibility.* To drop a class or withdraw for the semester, you must contact the program coordinator as soon as possible. Simply not attending class will not initiate the drop process.

### Applying for Graduation

The deadline for applying for graduation is Friday of the first week of the on-campus semester you plan to complete requirements. The deadline for Fall '09 is **Friday, August 21, 2009**. A \$25.00 Graduation Application Fee is required of all applicants. *Do not include this fee with your application – it will appear on a future Bursar Statement.*

**It is your responsibility to notify the program coordinator when you plan to graduate.** If, for some reason, you do not complete degree requirements at the anticipated time, your application will be “rolled” to the next semester. If you do not complete degree requirements in the second semester, you will need to reapply for graduation and pay the \$25 fee. The deadline to reapply for graduation is also the Friday of the first week of the on-campus semester.

### Final Transfer Credit Transcripts

Transfer credit from other institutions must be submitted to Admissions and Records within five weeks after the end of the on-campus semester. For students requesting Fall 2009 graduation, all transcripts must be received in the SIUC Scott AFB Office by **Friday, January 16, 2010**. It is recommended that students request transcripts for their transfer work immediately after their final grades are posted.

Please have transcripts sent to:

SIUC ITMP  
375 FSS/FSDE  
404 W MARTIN ST  
BLDG 1650 RM 82  
SCOTT AFB IL 62225-1607

