

Research Rookies Student Handbook



Northern Illinois University

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General Information

Program Description

Research Rookies provides freshmen, sophomores, and first-semester transfer students with the opportunity to participate in research and artistry initiatives at NIU. By working with an NIU faculty mentor, you have the opportunity to get involved in their potential field of study and ground-breaking research and artistry. Not only will this further your academic success during the initial years of college, it will give you an invaluable experience that will benefit you throughout your future.

Research Rookies are expected to spend approximately 5-10 hours working on their project every week. In addition, there will be monthly meetings to ensure that your project is running smoothly. To conclude the year of work, you must present at Undergraduate Research and Artistry Day (URAD) in April, which gives you the opportunity to present your findings to the academic community.

Program Objectives

The goal of Research Rookies is to provide students with the opportunity to properly conduct academic research and artistry projects and draw reasoned conclusions in their work. The goals for the program are listed below:

- Students will expand and deepen their knowledge of a topic or subject matter of their choosing related to human societies and the natural world.
- Students will conduct academic research that follows the guidelines of best practice, including developing clear research questions or problems, applying appropriate research methodologies, and adhering to the appropriate ethical frameworks.
- Students will draw reasoned conclusions in the findings of their research.
- Students will engage in reflective practice for the purpose of continuous learning and improvement, identifying lessons learned, strengths, and ways to improve.

Research Rookies Administration

All OSEEL staff can be reached at the following address:

Altgeld Hall 100

Northern Illinois University

DeKalb, IL 60115

815-753-8154

ResearchRookies@niu.edu

<http://www.niu.edu/researchrookies/>

Destiny McDonald

Assistant Director for Undergraduate Research
& Program Partnerships
dmcdonald@niu.edu; 815-753-8159

Zach Kalk

Research Rookies Student Coordinator
zkalk1@niu.edu; 815-753-8154

Program Components

Cohort Meetings

Mandatory cohort meetings are held the first Wednesday of each month. These meetings are meant to give students and staff time to check-in and make sure everyone is on track. At the meetings, important information and resources are given to all students regarding key aspects of successful research at NIU.

Fall Semester			
Event	Date	Time	Location
Monthly Meeting	Wednesday, August 30	5:00 – 7:00 pm	Altgeld Hall 125
Monthly Meeting	Wednesday, September 6	5:00 – 6:00 pm	Altgeld Hall 125
OSEEL Retreat	Saturday, September 9	9:30 am – 12:00 pm	Stevenson Multipurpose Rm
Portrait Picture Meeting	Wednesday, September 13	5:30 – 6:30 pm	Altgeld Hall 100
Monthly Meeting	Wednesday, October 4	5:00 – 6:00 pm	Altgeld Hall 125
Monthly Meeting	Wednesday, November 1	5:00 – 6:00 pm	Altgeld Hall 125
Reception Practice	TBD	TBD	Altgeld Hall 125
OSEEL Reception	Friday, December 1	2:30 – 4:30 pm	Altgeld Auditorium

Spring Semester			
Event	Date	Time	Location
Monthly Meeting	Wednesday, January 17	5:00 – 6:00 pm	Altgeld Hall 125
Monthly Meeting	Wednesday, February 7	5:00 – 6:00 pm	Altgeld Hall 125
Monthly Meeting	Wednesday, March 7	5:00 – 6:00 pm	Altgeld Hall 125
Monthly Meeting	Wednesday, April 4	5:00 – 6:00 pm	Altgeld Hall 125
Undergraduate Research & Artistry Day	Wednesday, April 18	9:00 am-3:00 pm	Duke Ellington Ballroom, Holmes Student Center
End of Year Celebration	TBD	TBD	TBD

Peer Mentors

Each new Research Rookie has been assigned to a small group led by a peer mentor who has been through the program before. Peer mentors are meant to serve as guides and resources for first-year Research Rookies. Peer mentors are responsible for:

- Assisting with questions or concerns from small-group members
- Obtaining progress reports from small-group members
- Coordinating one group activity per month with small-group members
- Notifying OSEEL staff of any issues with small-group members

Faculty Mentor Selection

To choose a faculty mentor, look through the faculty members in your degree department and read about their research. Take note of three faculty members whose research interests you. Once you have selected the three faculty members, send your list to the OSEEL staff. The OSEEL staff will email the faculty members you have selected to introduce you and Research Rookies; you will be CCed on these emails. Once the OSEEL staff has emailed the faculty members you selected, you should **immediately** follow up (no more than 48 hours later) with an email to each faculty member (a template will be provided). Whenever you are contacting faculty, remember to be formal, writing in a professional manner.

When you hear back from your potential faculty mentors, set up a meeting with each of them so you can further discuss their research and make sure the situation is a good fit for both you and the faculty member. Dress and act professionally for these meetings. Once you have decided on a faculty mentor, inform the OSEEL staff of your choice. When the OSEEL staff confirms your match, you will be notified so that you can reach out to your faculty mentor to set up a regular meeting schedule and begin developing your research/artistry topic. It is also recommended to follow up with the faculty members you did not select to let them know you appreciate the time it took for them to meet with you.

Communicating sufficiently with your faculty mentor is vital to your success in this program, so make sure to keep the lines of communication open. If you are having trouble communicating with your faculty mentor, let the OSEEL staff know immediately.

Project Proposal

The proposal focuses you and your work before getting started. It shows the OSEEL staff and your faculty mentor that you know about the project, what it will entail, its purpose, and what you will be doing. It also provides a good base for the information you will later have to put on your poster for Undergraduate Research and Artistry Day. Below is the outline for your proposal:

Proposal Guidelines

Keep in mind that the individuals reading your proposals come from a variety of academic disciplines, and not necessarily in your field of study, so try to avoid buzz words, identify acronyms, and write your project description to an educated, but not necessarily expert, audience.

Please note: While you should consult your faculty mentor in writing your project description, it should be written by you, in your own words, and not copied from a website, article or other work. Plagiarism is cause for immediate disqualification.

I. **Abstract**

The abstract should be a brief description of your project objectives and expected results. The abstract should be written for an educated, but not expert, audience. Please limit this section to 250 words or less.

II. **Project Description (Limit 6 pages)**

The project description should be a clear statement of the work to be undertaken, using the five headings (A-E) below. It should be no more than 6 double-spaced pages long with no smaller than 10-point type and 1-inch margins. **Please note: While the mentor should be consulted, it is the student's responsibility to write the proposal in his/her own words, and not copied from a website, article or other work. Plagiarism is cause for removal from the program.**

- a. **Background and Context:** Explain the present state of knowledge, understanding or creative experimentation in the field with proper citations of pertinent literature where appropriate. (See Literature Cited, section III). Make it clear why the research or artistry project needs to be undertaken to fill a gap in knowledge. In addition, highlight how the project pertains to leadership, research, and/or civic, social, and global engagement.
- b. **Statement of Project Objectives:** Clearly and concisely state the research problem/question or creative concept that will be addressed during the period of the proposed project.
- c. **Methods:** Describe, in clear and understandable terms, the general plan of work in order to fulfill the stated goals and project outcomes.
- d. **Outcomes:** What are the expected results or the expected range of results? What happens if the data does not yield the results you expected? How will "other" results be interpreted? For creative projects, what will be the final product of the proposed project? Possible products are a report, a publishable article or chapter, a performance, a policy recommendation, a painting, etc. Be specific. **Please note: Research Rookies requires a final presentation (i.e., poster, oral session, digital media, or exhibit) at Undergraduate Research and Artistry Day (URAD) in April. It is up to the faculty mentor's discretion for additional required final products.**
- e. **Statement of Significance and Impact:** Explain the significance of the project as it contributes to the advancement of learning within the field (i.e. the big picture), to the enrichment of our cultural and aesthetic heritage, to the public welfare (i.e. the greater good) and/or to other research conducted within the same lab or unit.

III. **Literature Cited** (Not included in your 6 page limit)

Include a list of references that are cited in the abstract and/or proposal, especially in section A. Use standard professional format such APA style for your literature citation (field appropriate).

IV. **Impact on Academic Experience** (Not included in your 6 page limit)

Indicate how the proposed independent artistry or research is expected to enhance the specific student's academic experience

V. **Timeline of Project Activities** (Not included in your 6 page limit)

Provide a timeline of research activities throughout the full year of Research Rookies. Include specific benchmarks to achieve throughout the year (such as literature search, data collection, data analysis, and final product preparation to name a few). **This timeline should be on a weekly or bi-weekly basis. Timelines written in narrative form will not be accepted.**

Please use the list below to check proposals for formatting:

Cover Page	<ul style="list-style-type: none">▪ All applications must be accompanied by Research Rookies cover page.▪ Proposals without a cover page will not be considered.
Length	<ul style="list-style-type: none">▪ The main body of the proposal should be no more than 6 pages.
Margins	<ul style="list-style-type: none">▪ Margins should be 1"
Font type and size	<ul style="list-style-type: none">▪ The type font and size for the proposal is Times New Roman, 10-12 pt.
Spacing	<ul style="list-style-type: none">▪ The proposal should be double-spaced.
Justification	<ul style="list-style-type: none">▪ All items should be left justified.
Literature citations	<ul style="list-style-type: none">▪ Literature citations within the text should be properly cited in parentheses.▪ Please use an acceptable citation style (MLA, APA, Chicago Style, etc.).
File format	<ul style="list-style-type: none">▪ Your document should be formatted as a Microsoft Word Document.▪ If you have chemical or mathematical symbols you should submit jpegs of the figures that contain these elements.

Faculty Mentor Roles and Responsibilities

The faculty mentors are to guide you through the research process. Do not hesitate to ask as many questions as needed. Faculty mentors are expected to:

- Provide learning resources and necessary tools for the research/artistry project
- Meet with the student to plan and complete the project
- Attend the Faculty Mentor Orientation Luncheon (Required for first-time Mentors; Returning Mentors are welcome to join)
- Discuss aspects of academic and research life with student while working with the student on research
- Assist the student with preparation of project materials for presentation
- Attend major research presentations that the student makes on the NIU campus (i.e. Undergraduate Research and Artistry Day)
- Notify the OSEEL staff as needed of student progress, performance, change of research focus, or any problems in the mentoring relationship

Library Resources

In order to write your proposal, you will need to find published journal/scholarly articles that provide background on your topic. The Founders Memorial Library offers a variety of research resources. Some of these resources include: the NIU online catalog, interlibrary loan, requesting services (NIUILLiad), scholarly article databases, and subject specialists.

- The NIU online catalog is used to quickly find appropriate books, magazines, articles, etc on the inputted information. The catalog can be accessed by visiting this web address: <http://vufind.carli.illinois.edu/vf-niu/>.
- Interlibrary loan is used when you would like to check out a book, magazine, or other source, but is not found at the NIU library. You must then file an NIU ILLiad request (<https://niu.illiad.oclc.org/illiad/JNA/logon.html>). Make sure to have all pertinent information about the source that you are requesting. Once your request has been processed, the library staff will email you when your request has been filled.
- Article databases contain articles that have been published in various scholarly journals and other sources. Log onto <http://libguides.niu.edu/find> to search for articles by subject, then search for your specific topic through the search field.
- Subject specialists understand the fundamentals for their given subject and are able to assist you in finding appropriate research material for your proposal.

If you have any questions, the “Ask-A-Librarian” chat window is available for your use or contact your subject specialist directly.

OSEEL Reception

Towards the end of the first semester, OSEEL has a welcoming ceremony for all students who are participating in their programs, including Research Rookies and their faculty mentors. It is an opportunity for students to get to know each other and the faculty they will be working with, as well as some of NIU’s administrators and special guests that support OSEEL programs. Research Rookies are asked to dress in business casual attire and be prepared to give a very brief introduction to their project and faculty mentor.

Undergraduate Research and Artistry Day (URAD)

Undergraduate Research and Artistry Day (URAD) is an annual showcase and celebration of the outstanding research and artistry projects that undergraduate students have participated in throughout the academic year. You have the option to present your work in a poster, exhibit and digital media display, or 15-minute oral presentation session. Each project is judged twice, and awards are given to the 1st, 2nd, and 3rd place projects in three categories: Arts, Education, Health, Humanities, and Social Sciences (AEHHSS), Science, Technology, Engineering and Math (STEM), and Exhibits. URAD is free and open to the public, so we encourage you to invite friends and family. For a detailed list of what the judging criteria are, you can go to the URAD website (go.niu.edu/URAD).

URAD Project Production

Putting together a URAD presentation takes a lot of time and energy, so we encourage both students and faculty mentors to start the process early. Use the project proposal as a basic guideline, since it contains some or all of the parts that should be considered when planning for your presentation. OSEEL staff will provide workshops on presentation options during the Spring semester, which are also available online through the URAD website (go.niu.edu/URAD).

UNIV 105 course

A specialized section of *UNIV 105: Introduction to Library and Information Research* is available just for Research Rookies, which we **strongly encourage** you to take. The course will be offered on Wednesdays from 4-5:00 pm, but it does not begin until the second Wednesday of the school year. The course introduces you to the basic processes involved in research. In addition, you will begin to develop your project proposal as one of your assignments for the course.

Office of Research Compliance, Integrity and Safety

The Office of Research Compliance, Integrity and Safety ensures that all research done through NIU follows specific guidelines and does not endanger any participants. NIU holds its researchers to extremely high standards so that the integrity and safety of NIU is not jeopardized by any research. Depending on the research you are conducting, you may need to go through the IRB process (i.e. Biosafety, IACUC, or Human Subjects). A brief description of each is provided below, and more detailed information can be found via the Office of Research Compliance, Integrity and Safety website. Work with your faculty mentor to determine if you need to fill out any of these forms **before** you start your research at the beginning of the year because you cannot do your research until it has IRB approval.

- **Biosafety:** If you are participating in research involving recombinant DNA, and/or pathogenic substances, you will have to go through the Biosafety review process. Contact the OSEEL staff or Jeanette Gommel from the Office of Research Compliance, Integrity and Safety for more detailed information.
- **IACUC:** IACUC focuses on NIU's want to ensure the safety of any live, vertebrate animals used in university research. If any of your research involves animals, you will have to submit the IACUC form to prove that the animals are not put in any unnecessary harm. Contact the OSEEL staff or Jeanette Gommel for more information.
- **Human Subjects:** Any research involving human participants needs to be approved via the IRB process. Even if you are conducting a simple survey, IRB approval is necessary. Contact the OSEEL staff or Jeanette Gommel for more information.

Expectations and Responsibilities

Attendance Policy

Attendance is taken at every Research Rookie meeting, due to the importance of the information discussed. If you cannot attend one of the meetings due to a conflict or illness, contact the OSEEL staff **prior** to the meeting so that you can still receive the information. If you do not contact the OSEEL staff prior to your absence, your

absence will be unexcused. **Each unexcused absence will result in a 10% stipend deduction.** If you have more than three (3) unexcused absences from meetings or events, you will be released from the program.

Time Commitment

Being a Research Rookie is an investment in your future. You are expected to set aside **at least 5-10 hours per week** for your research. If you cannot do this, please speak to the OSEEL staff immediately. You should also be prepared to set aside time to attend the monthly Research Rookies meetings (see schedule on page 4), meet with your faculty mentor, and prepare a poster for Undergraduate Research and Artistry Day.

Conducting Research

Participating in undergraduate research is a privilege. Respect the work and time your faculty mentor is putting in by doing the same and always behave in a professional manner. Also, be prepared to do some independent work. Your faculty mentor is relying on you to be curious and independent. Ask the OSEEL staff for guidance if you are feeling lost.

Grade Point Average Policy

As a Research Rookie, you are held to a high academic standard, so you are responsible for maintaining a preferred GPA of 3.0, and cannot fall below a 2.75 GPA. Participating in research/artistry is a privilege that needs to be worked for, but cannot interfere with academic success. If you do not maintain the 3.0 GPA, the Research Rookie Staff will schedule a meeting with you to discuss the future steps to improve your GPA. If you fall below a 2.75 GPA you will be dismissed from the program.

Compensation

Once you have successfully completed the academic year and Research Rookies, you will receive \$500 in compensation. However, you will only receive compensation if you meet the following requirements:

- You present at Undergraduate Research and Artistry Day
- You are in good academic standing at the end of the school year
- You have less than three (3) absences during the academic year. Please note that for each unexcused absence, OSEEL will deduct 10% off the amount of your final stipend.

Email Communication

Email is the main form of communication used by OSEEL. Proper email etiquette **MUST** be followed. Emails can be sent to ResearchRookies@niu.edu or to the specific OSEEL staff emails previously listed.

Plagiarism

You are a member of an academic community that strives for academic honesty, integrity, and originality. All Research Rookies are advised that presenting another's work as your own, even if by accident, is a serious violation of university policy and the *Student Code of Conduct*. The Student Code of Conduct identifies the following as acts of academic dishonesty: "The term 'plagiarism' includes but is not limited to the use, by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. Plagiarism also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials" (p. 17). Suspected cases of plagiarism

will be investigated and dealt with by the Program Director and the Office of Community Standards & Student Conduct.

Additional Opportunities and Information

Undergraduate Special Opportunities in Artistry and Research (USOAR)

USOAR is a program that funds student-generated research projects, whether the study is conducted on campus, somewhere else in the United States or overseas. Students whose proposals are selected are granted up to \$2,500 to carry out their project. Students have between January 1 and December 31 to complete their USOAR project and must submit documentation (final report, receipts, and pictures) to OSEEL within 6 weeks of completion of their project. USOAR funding is for project-related expenses only (e.g., conference registration, accommodations, equipment, etc.), not personal compensation.

Summer Research Opportunities Program (SROP)

In SROP, students will learn what research looks like in their field of study, learn how to write a formal research proposal and gain experience working alongside talented faculty at NIU. They will also receive housing, meals, and a generous stipend. Please note: Students participating in SROP are required to live together in the residence hall; participants cannot take summer classes or work another job for the duration of the program.

Student Engagement Fund (SEF)

All NIU undergraduate students can apply for stipends to work on faculty-mentored research projects and travel to conferences. College of Liberal Arts and Science undergraduates can apply for additional funding to cover a wide range of expenses related to a student engagement activity. Requests need to be for a minimum of \$250. Undergraduate students may apply on their own behalf. Faculty can apply for funding on behalf of students working on research projects or service learning projects. Faculty can also apply for funding on behalf of students to be used for group travel expenses and student expenses for conferences and competitions.

Engage PLUS

Engage PLUS is an optional process that allows students an opportunity to request consideration for academic transcript notation for co-curricular engaged learning activities. Students are required to submit a request for pre-approval of identified activities and, upon completion of the activity, students are required to submit a full-petition for transcript notation consideration of activities based on six categories: Artistry, Career Related Work Experiences, Experiential Learning, Leadership, Service Learning, and Undergraduate Research. Programs such as Research Rookies may be eligible for Engage PLUS notation. Students can learn more about how to apply by visiting <http://niu.edu/plus>.

Huskie Commons

Huskie Commons is Northern Illinois University's institutional repository. Institutional repositories collect, preserve, and disseminate the intellectual output of a university in digital form via the web. At present, Huskie Commons includes an assortment of materials from scholars within the Northern Illinois University Community. More information on Huskie Commons can be found online at <http://commons.lib.niu.edu/>.

Campus Resources

Name of Office/Department	Description of Service	Contact Information
Academic Advising Center	The Academic Advising Center (AAC) works specifically with students who are undecided about their majors. The AAC works with "undecided-any college" students from the time they arrive on campus during orientation until they've made an informed major choice.	Academic Advising Center Building Phone: (815) 753-2573 Fax: (815) 753-2902 aac@niu.edu
Asian American Center	The Asian American Center creates an inclusive environment where Asian American students cultivate a strong sense of community at NIU, and where campus and community partners collaborate to raise awareness about the rich cultural heritage of Asian Americans.	429 Garden Road, DeKalb, IL 60115 Phone: (815) 752-1177 AsianAmericanCenter@niu.edu
Campus Activities Board	CAB is a student-run organization devoted to the NIU student body. CAB events are open to all NIU students, and students interested in joining CAB can be involved on many different levels. The mission of the Campus Activities Board is to provide the Northern Illinois University community with cultural, social, educational and entertainment programs that are responsive to the diverse needs of the university community.	Campus Life Building, Suite 160 Phone: (815) 753-1580 cab@niu.edu
Campus Child Care	NIU Campus Child Care offers quality care to children ages 3 months - 5 years (along with a summer school-age program for children ages 6-8 years). The teachers provide a developmentally appropriate curriculum within a learning environment.	East side of Annie Glidden Road, behind Gabel Hall Phone: (815) 753-0125 jboyer@niu.edu
Campus Recreation and Wellness	Campus Recreation and Wellness provides excellence in recreation, student learning, and diverse opportunities. Facilities include the Student Recreation Center (SRC) and Chick Evans Field House (FH), plus an Adventure Center, outdoor recreation fields, and two swimming pools.	Phone: (815) 753-0231 CampusRecreation@niu.edu
Career Services	Career Services fosters career development by providing comprehensive services assisting with career exploration and job search skills training. Career Services provides experiential education and job opportunities.	Campus Life Building 220 Phone: (815) 753-1641 CareerServices@niu.edu
Disability Resource Center	The mission of the Disability Resource Center (DRC) is to create an accessible, inclusive, sustainable learning environment, where disability is recognized as an aspect of diversity that is integral to the campus community and to society.	Health Services, 4 th Floor Phone: (815) 753-1303 (Voice/TTY) drc@niu.edu
Center for Black Studies	The Center for Black Studies is an interdisciplinary academic program that offers undergraduate courses related to African and African-American life and history. The Center for Black Studies is also a place where students can go to for advisement, information to academic and professional resources and networking.	Phone: (815) 753-1709 CenterBlackStudies@niu.edu

Counseling & Consultation Services	The mission of the Counseling & Student Development Center is to support the academic, emotional, social and cultural development of students. Their student-centered programs include counseling, assessment, psychiatric treatment, crisis response, outreach, consultation, training and educational services.	Campus Life Building 200 Phone: (815) 753-1206
English as a Second Language Center	The ESL Center provides one-on-one tutoring and support for ESL students at NIU. Students can sign up for one-hour sessions in the ESL Center, or by calling and scheduling an appointment. Tutors work with students on conversation, pronunciation, written and verbal communication, and American culture. Tutors are experienced ESL/EFL TAs, Instructors, and Professors from NIU.	Reavis Hall 306B Phone: (815) 753-6637 niu.eslcenter@gmail.com
Family Therapy Clinic	The Family Therapy Clinic of NIU provides a wide range of mental health services for all students and their families.	Wirtz Hall 146 Phone: (815) 753-1684
Gender and Sexuality Resource Center	The Lesbian, Gay, Bisexual, Transgender Resource Center and the Women's Resource center have merged. We strive to create an inclusive campus community by providing support services, educational programs, advocacy and opportunities for leadership development.	105 Normal Road Phone: (815) 753-0320 lgbt@niu.edu
Graduate School	The Graduate School offers more than 100 majors and specializations for students looking to continue their education. Northern Illinois University is accredited by the Higher Learning Commission.	Adams Hall (815) 753-0395 gradsch@niu.edu
Greek Life	Being a part of a sorority or fraternity is a unique experience that will last a lifetime. You will make life-long friendships and enjoy a supportive environment away from home. Becoming a part of NIU's Greek community will provide you with many leadership, scholarship, and community service opportunities. NIU is home to 42 Greek-lettered organizations, with over 1100 members in our Greek community.	Campus Life Building 150 Phone: (815) 753-1421 studentinvolvement@niu.edu
Health Services	NIU Health Services provides ambulatory medical and psychiatric health care for NIU students to support them in their academic pursuits. Health Services is available to all students, full or part-time, who are registered and have been assessed on-campus tuition and fees. Students may use Health Services whether or not they are enrolled in the NIU Student Health Insurance Plan.	Phone: (815) 753-1311 healthservices@niu.edu

International Student & Faculty Office	The International Student and Faculty Office (ISFO) advises international students and faculty on ways to succeed academically, socially, and culturally. They work inform students regarding the Federal Regulations pertaining to your status as non-immigrants in the United States (in F, J, or H status).	Williston Hall 406 Phone: (815) 753-1346 isfo@niu.edu
Military and Post-Traditional Student Services	Military and Post-Traditional Student Services is a resource center and lounge space for NIU students who live off campus, commute from home, have children, are military students, are online learners and/or over the age of 24. Their primary aim is to create a comfortable place for students to come and relax or get connected with the information or services they need.	Holmes Student Center 023J and 023K Phone: 815-753-9999 ocntss@niu.edu
Latino Resource Center	The Latino Resource Center (LRC) is a diversity center under the Division of Student Affairs and Enrollment Management at Northern Illinois University (NIU) designed to serve the Latina/o student population. The LRC offers mentoring programs, leadership programs, peer support groups, and academic advancement programs.	515 Garden Road, DeKalb, IL 60115 Phone: 815-753-1986 lrc@niu.edu
Office of the Bursar	The Office of the Bursar provides services and support to NIU students, commercial customers, and other NIU Departments. The key areas of operation include Student Receivables, Commercial Receivables, Cashiering, Account Counseling, and OneCard ID Services.	Swen Parson Hall 225 Phone: (815) 753-1885 bursar@niu.edu
Office of the Ombudsman	The Ombudsperson provides an opportunity for informal discussion of problems outside formal channels. The Ombudsperson listens, discusses, answers questions, provides information, and helps develop options for resolving a situation. The office provides a means of conflict resolution that is non-confrontational, impartial, informal, and confidential.	Holmes Student Center 601 Phone: (815) 753-1414 ombuds@niu.edu
Office of Student Engagement & Experiential Learning	The Office of Student Engagement and Experiential Learning (OSEEL) is dedicated to providing opportunities for undergraduates to engage in hands-on learning through research, service projects, themed learning communities, and other high impact practices. Students develop critical thinking skills, use creativity, and employ multiple communication strategies while applying their skills to real-world problems.	Altgeld Hall 100 Phone: (815) 753-8154 engage@niu.edu
Parking Services	Parking on campus is strictly enforced. All NIU parking lots require permits for daily parking.	121 Normal Road, DeKalb, IL 60115 Phone: (815) 753-1045 parking@niu.edu
Psychological Services Center	The Psychological Services Center provides psychological services to the NIU and northern Illinois area communities. It is the primary training center for graduate students in the clinical psychology program at Northern Illinois University.	Psychology/Computer Sciences Building 86 Phone: (815) 753-0591

Registration and Records	The Office of Registration and Records serves as the primary information resource for students. Registration and records deals with withdrawal from courses, transcripts, some graduation information, and questions about grading information.	Williston 220 (815) 753-0681 regrec@niu.edu
Scholarships Search (AcademicWorks)	The Scholarship Office works in coordination with the Student Financial Aid Office to connect NIU students with various scholarship resources and assists NIU offices and departments with the administration of scholarship funds. It does this through a campus wide application system, AcademicWorks.	Swen Parson Hall 245K Phone: (815) 53-4829 scholarships@niu.edu
Speech-Language-Hearing Clinic	The central mission of the Speech-Language-Hearing Clinic is the transmission, expansion, and application of knowledge through teaching, research, and public service. The Clinic is dedicated to providing evidence-based practice in the delivery of quality state of the art services in audiology, speech-language pathology, and rehabilitation counseling to the citizens of northern Illinois and the surrounding areas.	3100 Sycamore Road, DeKalb, IL 60115 Phone: (815) 753-1481 slhc@niu.edu
Student-Athlete Academic Support Services	The SAASS Office is responsible for academic monitoring, tracking NCAA academic eligibility and providing tutoring assistance for over 400 Division I student-athletes. SAASS mission is to provide student-athletes with the resources necessary to prepare for the challenges of a diverse society while earning an undergraduate degree.	Yordon Center 110 Phone: (815) 753-1654
Student Employment	Human Resources Services provides all student job opportunities on campus, as well as work-study positions.	Swen Parson 232 Phone: (815) 753-1394
Student Financial Aid	The purpose of financial aid is to assist students to pursue their college education by helping them and their families meet educational expenses. Student Financial Aid can help with FAFSA, deadlines, direct deposit, work study, and other things.	Swen Parson Hall 245 Phone: (815) 753-1395 finaid@niu.edu
Students' Legal Assistance	The mission of Students' Legal Assistance is to provide the best legal assistance possible to students at Northern Illinois University. Services are free to current NIU students and can include consultation for cases such as landlord/tenant, criminal misdemeanor, domestic relations, insurance, and employment.	Campus Life Building 120 Phone: (815) 753-1701 studentslegal@niu.edu
Student Support Services	Student Support Services is a federally-funded program from the U.S. Department of Education that is designed to assist and support undergraduate students who are first generation, low income, or learning/physically disabled.	Adams Hall 419 Phone: (815) 753-1142
Tutoring	ACCESS programs provide opportunities for students to build academic skills and promote academic adjustment.	Williston 100 Phone: (815) 753-1141 access@niu.edu

	ACCESS provides walk-in tutoring services, one-on-one tutoring services, study groups, and supplemental instruction for some courses.	
University Bookstore	The University Bookstore provides the best prices and services to meet student and faculty needs. The bookstore sells and rents textbooks, as well as offers NIU apparel and a variety of gifts.	Holmes Student Center 340 Carroll Avenue, DeKalb, IL 60115 Phone: (815) 753-1081
University Honors Program	The University Honors Program at Northern Illinois University seeks to provide an enriched educational experience for students of high intellectual potential who are committed to the pursuit of knowledge and understanding. Through specialized courses and academic advising, engaged learning opportunities, a customized living-learning community, and extracurricular programming, the University Honors Program strives to facilitate the development of creative and challenging educational encounters.	Campus Life 110 Phone: (815) 753-0694 honors@niu.edu
University Libraries	NIU Libraries provide access to over 2 million volumes as well as periodicals, government publications, microforms, recordings, maps, audiovisual materials, and electronic databases. In addition, there are many Reference and Research Department staff members to assist students with department-specific searches.	University Libraries Phone: (815) 753-1995 Lib-Admin@niu.edu
University Writing Center	The University Writing Center is a place for all writers at NIU, undergraduates, graduates, staff, and even faculty, to talk about their writing with trained consultants, one-on-one.	Stevenson South, Tower B, Lower Level Phone: (815) 753-6636 Uwc.niu@gmail.com