

# the college



## History

On Sept. 25, 1967, College of DuPage opened under President Rodney K. Berg and Board of Trustees Chairman George L. Seaton. Classes were held in office trailers and at 40 leased suburban sites throughout the newly formed Community College District 502. Driving from class to class, the 2,621 students and 87 full-time faculty and staff of this “campus-less” community college became affectionately known as road-runners, hence the school’s varsity athletics nickname “Chaparrals.”

The origins of C.O.D. can be traced to two signature events. First was the adoption of the Public Community College Act of 1965 by the Illinois General Assembly. Second was the approval of a Dec. 4, 1965, referendum by DuPage high school district voters. Their foresight created a new community college to serve the dynamically growing and prospering DuPage area.

In 1968, a 273-acre Glen Ellyn campus site was acquired, and a year later, three interim buildings were constructed west of Lambert Road. When the first permanent building, today’s Rodney K. Berg Instructional Center, was opened in 1973, enrollment had eclipsed the 10,000 mark. Four years later, when the third floor in the IC was completed, enrollment stood at 19,642.

The Business and Professional Institute was created in 1979, a year also marked by the appointment of Harold D. McAninch as C.O.D.’s second president. In 1983, when the Student Resource Center (SRC) and Physical Education and Community Recreation Center were unveiled, enrollment had reached 27,000.

Over the next decade, the McAninch Arts Center (1986) and Seaton Computing Center (1990) were opened on campus, while new Naperville and Westmont centers (1991) offered an even greater neighborhood off-campus presence.

Michael T. Murphy became C.O.D.’s third president in 1994. Guided by input from more than 2,000 students, staff members and area residents, he led a restructuring effort to provide an even greater focus on student services and quality. Under Murphy, C.O.D. became America’s largest single-campus community college, a distinction it held through 2003. Today’s College of DuPage is the Midwest’s largest single-campus community college, serving approximately 30,000 students.

The community college district that College of DuPage proudly serves has also grown significantly. Originally formed from 10 high school districts, District 502 became the most populous in Illinois, outside of Chicago, when in 1967 the neighboring Lyons Township college district was annexed. More than 1 million residents from all or part of 51 communities comprise today’s District 502 with boundaries encompassing significant parts of Cook and Will counties, as well as the majority of DuPage County.

Capping the 2002 academic year was a Nov. 5 voter approval of a \$183-million bond issue that provided funds for the renovating and rebuilding of College of DuPage, both on its Glen Ellyn campus and at several current and planned off-campus locations.

The arrival of the college’s fourth president, Dr. Sunil Chand, and the opening of the college’s expanded Bloomingdale Center highlighted 2003, as did the governing Board of Trustees’ approval of a reverified Facilities Master Plan designed to enhance the college’s ability to serve the academic, cultural and citizenship needs of its diverse publics.

Throughout 2004 and 2005, Dr. Chand headed major initiatives for the college’s academic accreditation through the enlightened AQIP quality improvement process and its historic curriculum conversion from quarters to semesters that officially began with the Aug. 31, 2005, inaugural fall semester. College-wide preparations for semester system included converting more than 2,900 courses, programs, degrees and certificates, creating a new semester *Class Schedule* and *Catalog*, and enhancing the online versions of these key publications.

C.O.D. opened its Carol Stream Community Education Center in 2004 and West Chicago Community Education Center in March 2005. Also in 2005, ground was broken on the Early Childhood Education and Care Center (ECEC), representing the first major construction project to take place on the Glen Ellyn campus as outlined in the Facilities Master Plan. The ECEC, scheduled to open for 2007-08 courses, will be the centerpiece of C.O.D.’s renowned Early Childhood Education and Care program.

Nine new academic programs were added to the C.O.D. curriculum in 2006 through judicious use of resources and expanded community partnerships, particularly those with area hospitals and health care providers. The nine new programs were: Mammography, Radiation Therapy, Certified Medical Assistant, Nursing Program Extension, Cosmetology, Paralegal Studies, Construction Supervision, Games and Simulation Design & Programming, and Motion Picture/Television: Animation.

Also highlighting 2006 was the unveiling of “Frontier Campus,” at 2244 W. 95th Street in Naperville. The collaboration between C.O.D. and Indian Prairie District 204 provides Nequa Valley and Waubonsie Valley high school students the opportunity to earn dual college credit. The new facility augmented the college’s Naperville Regional Center on Rickert Drive and added more community college evening and weekend learning opportunities for area residents.

Year 2006 also saw significant progress in the Facilities Master Plan. In addition to the aforementioned ECEC, to be uniquely powered by geothermal sources, construction of efficient new campus roadways and spacious, environmentally responsive parking lots was completed. Plans were

also underway for two future on-campus buildings, the Technology Education Center and the Health Career and Natural Sciences facility.

Since its humble beginnings in 1967, College of DuPage has grown in breadth and stature to take its place as one of the nation's finest community colleges. Perhaps its most enduring legacy, however, are the nearly 1 million students of all ages, races, creeds and academic needs who have turned to its inspiring curriculum, dedicated and talented faculty, and myriad cultural opportunities to enrich their lives through higher learning.

### Portrait of an Institution

Founded in 1966 and opened in the fall of 1967, College of DuPage is the Midwest's largest comprehensive, single-campus community college, and is dedicated to serving the diverse higher educational, civic and cultural needs of the residents of Community College District 502.

Enrolling approximately 30,000 students, C.O.D. is accredited through the 2007-08 academic year by the North Central Association of Colleges and Schools Commission on Institutions of Higher Education. It is recognized by the Illinois Community College Board (ICCB) and governed by a locally elected seven-member Board of Trustees and one elected non-voting student representative.

College of DuPage's operating revenue is derived primarily from local taxes, tuition and fees, and state allocations. Special grants from state and federal sources may be acquired, and gifts and grants from foundations and private sources may be accepted through the College of DuPage Foundation.

Community College District 502 encompasses 357 square miles and 48 communities from almost all of DuPage and parts of Will and Cook counties. Total population of the college district (2005) is 1,018,743; total assessed valuation (2006) of District 502 is \$38,691,586,701.

### Facilities

Located 25 miles west of downtown Chicago, at 425 Fawell Blvd., the C.O.D. Glen Ellyn campus includes eight buildings: the Student Resource Center, Rodney K. Berg Instructional Center, Seaton Computing Center, Harold D. McAninch Arts Center, Physical Education and Community Recreation Center, Open Campus Center, Building K and Building M.

The Student Resource Center addition was completed in 1995. The three-story, 160,000 square-foot facility houses the C.O.D. Library, bookstore, student center, Jack H. Turner Conference Center, and state-of-the-art Academic Computing Center that opened in 1998.

Credit and non-credit courses are offered both on campus and at nearly 90 off-campus sites throughout Community College District 502 including either C.O.D. Regional or Community Education Centers in Addison, Carol Stream, Naperville, West Chicago and Westmont. The college also operates several Centers for Independent Learning, including one on the Glen Ellyn campus, one each at Regional Centers in Addison, Naperville and Westmont, and one in Bloomingdale. College of DuPage also operates the Frontier Campus in Naperville through a partnership with Indian Prairie School District 204.



## Library

The Library, 138,000 square feet in size, provides teaching and learning materials to support and enrich students' educational experiences. The Library offers an impressive array of print, audiovisual and electronic resources for students, faculty, staff and District 502 residents, and it provides assistance in how to locate information and use Library resources.

The Library has public computers, a wireless network, audiovisual viewing facilities, group study rooms and individual study space. The Library's many special services and collections include interlibrary loan, classes and workshops, and the College and Career Information Center. For more information, visit the Library Web site at: [www.cod.edu/library](http://www.cod.edu/library).

## Academic Computing Center

Located on the third floor of the SRC, the Academic Computing Center provides students the latest in technology with 600 networked personal computers, 15 classroom computing labs and an open lab of 160 PCs. Also available are nearly 300 networked PCs and 10 computer labs housed in the Seaton Center. In all, there are more than 2,900 personal computers available for student use in 152 computer labs located on and off campus.

## C.O.D. Network

College of DuPage has an IBM mainframe, 90 servers and more than 4,400 networked PCs connected to an enterprise network. The college is connected to the Internet via an optical network to the Illinois Century Network that provides global access to information bases for faculty, staff, students and community residents. The Internet allows students from around the world to enroll in more than 90 online courses at C.O.D. Additionally, the entire East Campus including Student Activities, Bookstore, Cafeteria, Turner Conference Center (SRC 2800) and the Library have wireless access whereby students can use their own laptop computers to connect wireless to the Internet.

## WDCB-TV

An educational and community service provided by College of DuPage, WDCB-TV's broadcast schedule originates from the college and runs 24 hours a day, seven days a week. Programs are aired with public service announcements and WDCB-FM news.

A primary source of programming for WDCB-TV is college-credit telecourses offered by the college's Center for Independent Learning (CIL).

Supplementing the credit telecourses are programs produced by the college and its consortium partners. The college's Multimedia Services department produces Images, Career Paths and Spotlight. These three general interest video programs cover a wide range of college issues. WDCB-TV is available in Wheaton, Glen Ellyn, Naperville, West Chicago, Geneva and St. Charles on channels 24 or 18 on cable.

## 90.9fm WDCB Public Radio

The college's award-winning public radio station provides Chicagoland and beyond with jazz, news, blues and more 24 hours a day, seven days a week. WDCB serves the entire metropolitan area with a 5-kilowatt signal broadcasting from C.O.D.'s Glen Ellyn campus, and also streams its signal to the rest of the world at [WDCB.org](http://WDCB.org)

## Organization

College of DuPage is headed by an administration under its President, Dr. Sunil Chand. Total staff at the college numbers 2,418 and includes administrators, full- and part-time faculty members, counselors, classified staff, various other professionals and student employees.

Reporting to the Office of the President are: the Vice Presidents, Chief Development Officer; Internal Auditor; Director of Public Information, and the Office of the Board of Trustees.

Reporting to the Vice President for Academic Affairs are four academic divisions of Business and Technology; Health, Social and Behavioral Sciences; Liberal Arts; Natural and Applied Sciences; five academic support areas of Academic Planning and Assessment, Economic Development and Community Affairs, Academic Alternatives and Instructional Support, the Library, and Business, Professional and Continuing Education; and two programmatic support units of the Honors Program and International Education.

Reporting to the Vice President for Administrative Affairs and Treasurer are the offices of Business Affairs; Financial Affairs and Controller; Human Resources; Research and Planning; Facilities, Operations and Maintenance; Risk Management, Hazardous Materials Management, Public Safety; and Facilities Planning and Construction.

Reporting to the Vice President for Student Affairs are Athletics, Admissions, Registration and Records; Financial Aid; Student Activities; and Student Services.

The Information Technology unit provides support for the use of technology by the faculty, staff, students, and the community. The Vice President for Information Technology has responsibility for administrative and academic computing including all the student computer labs, computer applications, multimedia services, audio/visual services, voice services, network services, and radio, television and web broadcasts.

## By The Numbers

College of DuPage (2006) Total Staff: 2,418	
Administrators: 51	Part-time faculty: 839
Classified staff: 891	Student employees: 306
Full-time faculty: 304	

## Philosophy

College of DuPage believes in the power of teaching and learning. We endorse the right of each person to access opportunities to learn and affirm the innate value of the pursuit of knowledge and its application to life. Our primary commitment is to facilitate and support student success in learning.

- College of DuPage is committed to excellence. We seek quality in all that we do and believe that the people we serve also must perceive value in our programs and services. To ensure quality, we are committed to continual assessment and self-evaluation.
- College of DuPage values diversity. We seek to reflect and meet the educational needs of the residents of our large, multicultural district. We recognize the importance of embracing individual differences and cultures and value the contributions made to the college by people of all ethnic and cultural backgrounds. We affirm our role as a catalyst for promoting dialogue and tolerance on issues supporting the common good.
- College of DuPage seeks to remove barriers to educational opportunity. We place a high priority on providing accessible, affordable courses and services.
- College of DuPage promotes full participation in planning and decision making. We support participatory governance and the involvement of the college community in the development of a shared vision. We believe that all students, staff and residents can make meaningful contributions within a respectful, equitable and responsive environment. We strive to build an organizational climate in which freedom of expression is defended and civility is affirmed.
- College of DuPage values service to students and community. The needs of our students and community are central to all we do.

*Adopted by the College of DuPage Board of Trustees, Jan. 17, 1995*

## Mission

The mission of College of DuPage is to be at the forefront of higher education, serving the needs of the community. The college will be the first place residents turn to for the highest quality educational and cultural opportunities. The college will serve as a model of distinction for community college education.

To achieve this mission, the college will:

- Recognize, develop and support excellence in both learning and teaching.
- Foster an instructional and organizational climate that welcomes innovation, is open to change and targets continual improvement and accountability.

- Maintain a comprehensive, dynamic curriculum, a varied educational delivery system and a strong outreach effort ensuring that diverse learning needs are recognized and met.
- Offer programs and services that are flexible and accessible.
- Motivate and prepare students to qualify for and succeed in further educational endeavors.
- Promote critical and creative thinking and academic honesty.
- Provide relevant and thorough career education that prepares students to prosper in the world of work.
- Respond to the lifelong learning needs of residents and business.
- Support the personal and academic success of students through comprehensive student support services.
- Offer programs that educate students for responsible citizenship, civility and mutual respect in a multicultural and global society.
- Prepare students to live and work successfully in an international environment.
- Broaden learning opportunities for our community by creating alliances within and beyond the college district.
- Serve as a center for the cultural and intellectual enrichment of our community.
- Model and promote environmental stewardship.
- Exercise integrity and responsibility in fiscal matters.
- Advance a college organization that learns continuously through team effort and draws upon everyone's talents, work and creativity.

## Commitment to the Future

College of DuPage will meet the challenges of a dynamic community and maintain standards of excellence by continually examining and, where appropriate, adopting new technologies, learning theory and teaching methods. The college will respond to the needs of its community by providing quality education, training, information and cultural opportunities. College of DuPage will continue to be an innovative institution that provides a powerful learning environment for all.

*Adopted by the College of DuPage Board of Trustees, Jan. 17, 1995*

## Participation in Assessment of Student Learning

The college routinely conducts campus-based studies of student attitudes, student achievement, student satisfaction, and the educational programs and services of the college. Participation in these assessment activities is expected of all students.

While every student is not selected for participation in every activity, it is possible that an individual student will be involved in one or more assessment activities during his/her enrollment at the college. Whenever possible, students participating in nationally normed and standardized assessments will be given feedback about their own performance, along with other data available, such as local and national norms. The information obtained through these assessment procedures is used to improve the educational experience for current and future students at College of DuPage.

### **Business and Technology**

Always aware of the current and emerging trends in business, industry and computer technology, the Business and Technology Division prepares its students with the skills needed for success in the job market and with a solid academic base for continuing their education at a baccalaureate-granting institution.

Faculty program coordinators work closely with business and industry through advisory committees, creating state-of-the-art curricula and providing up-to-date information to students. Faculty have real-world experience that they bring to their classes, ensuring that students receive realistic career guidance and practical career skills.

Business programs include accounting, business/management/marketing, cosmetology, facilities management, hotel and lodging management, foodservice administration, real estate, business law, and travel and tourism. Technology and information programs encompass computer information systems, office technology information, library and information technology, paralegal studies, and computer and internetworking technologies. Career programs focus on service and design industries including architecture; automotive service technology; heating, air conditioning and refrigeration; interior design, horticulture and fashion merchandising and design.

For more information about the Business and Technology Division, call (630) 942-2592 or visit [www.cod.edu/Academic/Bus\\_Tech](http://www.cod.edu/Academic/Bus_Tech).

### **Liberal Arts**

The Liberal Arts Division is comprised of three subdivisions: Communications, Humanities, and Fine and Applied Arts. Information about each subdivision is provided below.

**Communications** includes studies in English Composition, Developmental Reading and Writing, Creative Writing, Technical Writing, Linguistics, Literature, Journalism and Speech. These disciplines provide an educational framework within which students can develop their abilities to think independently and to express themselves clearly, effectively and creatively. Instructors focus on the skills of communications and the contexts in which human expression occurs. Many of the courses in

Communications satisfy the General Education requirements for graduation and can be transferred to other institutions.

Students in Communications are provided educational opportunities to:

- develop through practice observing, listening, reading, speaking, and writing effectively;
- develop skills in acquiring, analyzing, synthesizing, and evaluating information and ideas;
- develop creative expression and aesthetic insight;
- read closely and analyze texts thoughtfully;
- enhance awareness of and respect for personal, social, and cultural diversity;
- consider multiple viewpoints and perspectives in forums requiring communication;
- explore various styles and genres and cultural contexts for ideas and texts;
- apply various tools and technologies to communicate effectively.

Communications faculty sponsor participatory activities including the student feature magazine, the student newspaper, the student literary magazine and the Forensics (Speech) Team. For more information, call (630) 942-2047.

**Humanities** includes subject areas that address the question of what it means to be human. Subject areas in the Humanities include History, Humanities, Languages, Philosophy, and Religious Studies. The study of the Humanities frees students to think beyond personal and cultural boundaries, and to consider informed actions that have constructive outcomes for the future. Many of the courses in Humanities satisfy the General Education requirements for graduation and can be transferred to other institutions.

Students are provided educational opportunities to:

- develop skills in analysis, synthesis, and evaluation of readings and writings related to the Humanities;
- develop an understanding of History, Philosophy, Religious Studies, the Arts, and cultural contexts;
- develop an awareness of human spiritual, intellectual, social, and political aspirations;
- develop insight into various cultures through the study of history, foreign languages, the arts, philosophical and religious texts;
- develop creative and critical thinking skills.

Humanities faculty are committed to providing high quality educational and intellectual opportunities that challenge students to reflect critically on themselves and the world around them.

For specific information about History, Humanities, Languages, Philosophy and Religious Studies, call (630) 942-2047.



**Fine and Applied Arts** encompass a broad range of arts courses and programs that provide students the opportunity to create, perform, study, and participate in the arts. Disciplines and programs in Fine and Applied Arts include transfer courses in the Fine Arts (Drawing, Painting, Computer Art), Ceramics, Jewelry, Printmaking, Sculpture, Music and Technomusic, and Theater. Many of the courses in the Fine Arts satisfy the General Education requirement for graduation and can be transferred to other institutions. The applied programs include transfer and occupational courses in Advertising, Design and Illustration, Graphic Arts Technology, Motion Pictures/TV, and Photography. Both associate's degrees and certificates are offered in the applied arts programs.

Students in the Fine and Applied Arts are provided opportunities to:

- develop original ideas, tap creative impulses, and create works of art;
- develop an appreciation for and insights into the visual and performing arts;
- develop analytical and evaluative skills and the ability to articulate critical insights into the arts;
- participate in theatrical and musical performances;
- study practical, commercial, historical, social, and cultural contexts for the arts;
- study and employ appropriate tools, technologies, and supplies in the creation of works of art;
- apply skills, talents, and creative abilities, as appropriate, in public and practical settings;
- produce works of art for performance and visual showcase.

The faculty in the Fine and Applied Arts are working artists themselves, and those in the Applied Arts have industry experience. The faculty is committed to providing students with a full understanding of the arts and opportunities to participate in and perform in a broad range of student performance groups, including groups in music, theater and multimedia, and in exhibiting work in the Student Art Gallery and other venues around the campus.

For more information about the Fine and Applied Arts, call (630) 942-2047.

**Study Abroad**, under the auspices of the Liberal Arts Division, provides a variety of study abroad opportunities for C.O.D. students and community members. Intensive five-week language and culture programs are available in the summer session. Spanish is taught in both San Jose, Costa Rica and Madrid, Spain; German is taught in Munich, Germany; Italian is taught in Siena, Italy; and Japanese is taught in Kyoto, Japan. Languages are taught by native speakers, room and board is provided by in-country families or local residency halls, and field trips are included to enhance the cultural aspects of the program. In addition to Study Abroad in languages, students can participate in a four-week literature program in London, England.

For more information about Study Abroad, call the Liberal Arts Division, (630) 942-2047.

### **Natural and Applied Sciences**

The challenges and opportunities of the 21st century require a firm foundation in the sciences and mathematics. Moreover, meaningful contribution to public policy discussions on issues such as cloning, gene therapy, stem cell research, health care costs, and

tax codes require, at the very least, basic knowledge of science and mathematics. In addition, the emergence of such fields as biotechnology, bioscience, nanomedicine, nanotechnology, biomedical engineering, computational biology and chemistry underscore the importance of the interplay of all the sciences. Consequently, the faculty, staff and administrators in the Natural and Applied Sciences Division develop, deliver and support curricula in the biological sciences, engineering, engineering technologies, mathematics, physical sciences, and physical education to prepare citizens for the present and the future.

Success at the workplace requires basic communication and mathematics skills, good thinking ability, and sound positive personal qualities. Hence, courses and programs in the Natural and Applied Sciences Division enable the development and improvement of skills in critical thinking, problem solving, creative thought, rational reasoning, logic, and communication. We emphasize acquisition of knowledge and attributes applicable to both academic and non-academic life, such as mastery of the scientific method, ability to organize resources toward the solution of specific problems, unbiased analysis of quantitative data, and application of mathematics and science to turn ideas into reality and create wealth.

Disciplines that specifically focus on the application of sciences include physical education, electronics technology, manufacturing technology, engineering, electro-mechanical technology, integrated engineering technology, and welding. In some cases, students learn career and technical skills sufficient to seek employment with industries immediately after graduation.

For students continuing their education after graduation from College of DuPage, courses in the Natural and Applied Sciences Division form the foundation for baccalaureate and professional degrees in pharmacy, dentistry, medicine, engineering, physical education and nursing.

Physical science courses include chemistry, physics and earth, space and atmospheric sciences offerings designed to understand natural laws and theories governing interactions of particles from the infinitesimally small to astronomically large. The applications of the laws of nature to human endeavor continue to astonish learners. Engineering combines the principles of sciences and mathematics with the principles of problem solving to provide advances in technology.

The biological sciences examine the components of the living world and their interactions with the physical world. Applications of the life sciences to the environment, the ecosystem and living organisms are an integral part of these courses.

Mathematics instruction provides students with a language of science capable of marshaling principles of natural phenomena and pattern recognition toward

the solution of problems, both real and abstract. The study of mathematics provides the tools that enable an understanding of quantitative relationships found in business and technology, as well as the natural and social sciences.

Physical education, often described as the study of motion, stresses both the gainful use of recreational and leisure time as well as the connection between wellness and health in modern society. Activity and professional courses in physical education develop physically and mentally healthy citizens.

Overall, our mission and commitment to each student is: integrated teaching and learning of mathematics, the sciences, and applied sciences without compromising high academic and professional standards; connection of acquired knowledge to the world and life around and beyond us; and whole-brain utilization. For more information about the Natural and Applied Sciences Division, call (630) 942-2010 or go to the web site at [www.cod.edu/academic/nat\\_sci/index.html](http://www.cod.edu/academic/nat_sci/index.html).

## **Health, Social and Behavioral Sciences**

The Health, Social and Behavioral Sciences Division provides learning opportunities for students in a wide variety of health careers, and for students who plan to receive foundation courses in social and behavioral sciences.

Students in the health science areas are prepared for direct entry into professional, semiprofessional, technical and skilled employment. Some students, however, elect to continue their education through articulated capstone programs at baccalaureate-granting colleges and universities either at the time of graduation or after several years of clinical practice.

Knowledge and skill requirements are constantly changing in the health science fields. The health subdivision keeps pace with these changes through an expert faculty with work experience and professional degrees, up-to-date technological resources, and the guidance of advisory committees comprised of representatives from business and industry, health and public service agencies, and institutions. Through these mechanisms the division strives to advise students about current job requirements and labor market conditions, facilitate employment, and meet the diverse manpower needs of the college district.

The health programs have well-equipped laboratories. Supervised clinical health care experiences are provided at area hospitals and clinics. Due to the prerequisite education required as well as limited technological and clinical resource availability, the college has special admissions processes for the following health care programs: Dental Hygiene, Health Information Technology, Medical Transcription, all Diagnostic Medical Imaging programs (vascular and general ultrasound, Nuclear Medicine, Radiologic

Technology, Radiation Therapy, Mammography), Nursing (ADN), Certified Medical Assistant, Physical Therapist Assistant, Respiratory Care, Speech/Language Pathology Assistant, and Surgical Technology. Candidates for these programs must submit applications with an application fee, and meet admission criteria beyond that required for enrollment at College of DuPage. Group advising sessions are offered regularly for the majority of these programs. For schedules and program admission packets, contact the Health Sciences admission office, (630) 942-3924. Other health science career programs such as Certified Nursing Assistant, Emergency Medical Technician, Phlebotomy/EKG, Medical Billing and Coding, and Pharmacy Tech are open enrollment and do not require separate admission. Additional programming in other areas is currently under consideration.

Faculty in the social and behavioral sciences seek to cultivate in students a broad perspective on human behavior, our cultural heritage, and our relationships with others, our social institutions, and the environment. The subdivision is also actively involved in international education. Eleven subject areas are included: anthropology, criminal justice, economics, early childhood education and care, education, geography, human services, political science, psychology, social science, and sociology. In addition to imparting knowledge of academic disciplines, the faculty challenges the learner to examine critically values, ideologies, social structures, political arrangements and accepted assumptions.

For those who have not yet decided on a career, the various disciplines allow exploration on several fields of study. For those interested in personal growth, the Social and Behavioral Sciences provide exposure to concepts that have immediate applications to everyday

life. One example is the biofeedback laboratory, which gives students the opportunity to participate in a scientific study of formal stress theory and the control of mind/body interactions through biological feedback techniques.

Courses in the social and behavioral sciences will fulfill general education requirements for those students pursuing associate's degrees and also may lead ultimately to majors at baccalaureate-granting institutions. Terminal degrees and certificates are offered in the disciplines of Criminal Justice, Early Childhood Education and Care, and Human Services. Because of the relevance of the disciplines to all phases of personal and career life, courses may serve as integral components of both career and preprofessional programs.

For more information about the courses and programs offered by the Health, Social and Behavioral Sciences Division, call (630) 942-2495.

### **International Education Office**

The International Education office at College of DuPage serves the international and intercultural needs of the college. The office:

- Promotes study abroad and travel opportunities to more than 30 locations;
- Provides individual advising to students who are interested in studying abroad;
- Provides opportunities for staff to enhance their professional development by engaging in a variety of cross-cultural experiences, such as teaching at other institutions, committee work and attending international seminars;
- Facilitates opportunities for faculty to incorporate international/intercultural perspectives into their teaching;
- Sponsors cultural/educational events at the college designed to celebrate and raise awareness about culturally diverse groups, both domestically and internationally;
- Identifies appropriate technical assistance initiatives for the college;
- Fosters a climate receptive to diversity in all its forms;
- Assists in meeting the needs of culturally diverse students.
- Organizes, in conjunction with the Chicago Council on Global Affairs, formerly CCFR, a monthly lecture series on contemporary global affairs.

The International Education office is located in the Berg Instructional Center (IC), (630) 942-3078 and 942-3079.



## The Library

The Library serves on- and off-campus programs at College of DuPage, providing teaching and learning materials to support and enrich students' educational experience.

The 138,000-square-foot facility in the Student Resource Center on the Glen Ellyn campus provides comfortable seating, individual study space, group study rooms, public computers, and AV equipment for use by students.

The Library houses a wide variety of informational resources for students, faculty, staff and community members. These materials include more than 215,000 books, 800 periodicals, and many non-print materials such as videocassettes, DVDs, computer discs, audiobooks, music CDs and audiotapes. An online catalog provides easy look-up of these materials and may be accessed through an Internet service provider or through direct dial-up with a modem. The Library's Web site, [www.cod.edu/library](http://www.cod.edu/library), is the gateway to a wide variety of library services and research resources. Also available are many specialized research databases with factual information and references to journal, magazine and newspaper articles, many of them full text. These, too, may be accessed remotely by registered Library users. Every public computer in the Library also has full Internet access and a variety of applications such as word processing, spreadsheet and presentation software.

Library services include the circulation of print and non-print materials, reference service, library and information literacy instruction, interlibrary loan and access to computers. Specialized collections include the College and Career Information Center (CCIC) and the Natural Sciences Center, as well as a large and varied collection of historical and fine art prints displayed throughout the facility.

The Circulation Desk checks out audiovisual equipment to students, faculty and staff. Classroom delivery of equipment is provided upon the request of the instructor.

For more information about the Library and its services, call (630) 942-2350, or visit the Web site at [www.cod.edu/library](http://www.cod.edu/library).

## Academic Planning and Assessment

The function of Academic Planning and Assessment is to provide a structure to the various strategic planning and assessment activities in the Academic Affairs unit. It also provides planning, assessment, and support to programs, classes, and services that affect students, community members, and C.O.D. faculty and staff. The Academic Quality Improvement Program (AQIP), Program Review, Student Outcomes Assessment, Strategic Planning, College Articulation, High School Articulation, Instructional Services, Regional Centers, Satellite Sites, the college curriculum development and approval process, and accreditation activities are all important components of this support division.

## Regional Sites

The six regional sites in Addison, Bloomingdale, Carol Stream, Naperville, West Chicago and Westmont provide credit and non-credit classes; counseling, advising and pre-course testing services; and a variety of other college services. In addition to these sites, credit and non-credit courses are offered at several high schools and community sites throughout District 502.

These centers are open day, evening and weekend hours. For more information, call the center that is most convenient to you.

C.O.D. Addison Center  
301 S. Swift Road, Addison, IL 60101  
Phone: (630) 942-4600

Bloomingdale Center for Independent Learning  
162 S. Bloomingdale Road  
Bloomingdale, IL 60108-1435  
Phone: (630) 942-4900

C.O.D. Carol Stream Community Education Center  
500 N. Kuhn Road, Carol Stream, IL 60188  
Phone: (630) 942-4888

C.O.D. Naperville Center  
1223 Rickert Drive, Naperville, IL 60540  
Phone: (630) 942-4700

C.O.D. West Chicago Community Education Center  
930 E. Roosevelt Road, West Chicago, IL 60185  
Phone: (630) 231-3348

C.O.D. Westmont Center  
650 Pasquinelli Drive, Westmont, IL 60559  
Phone: (630) 942-4800

## College Articulation

The College Articulation office works closely with in-state baccalaureate institutions for the efficient and effective transfer of C.O.D. students. This office also works closely with the Illinois Community College Board (ICCB) and the Illinois Board of Higher Education (IBHE) in coordinating the Illinois Articulation Initiative (IAI).

## Dual Credit

Dual credit provides high school students the opportunity to enroll in courses for which they receive both college credit and high school credit. Dual credit agreements are updated by faculty and administrators on a yearly basis.

## High School Articulation

The College of DuPage High School Articulation program is designed to provide students with the opportunity to receive college credit for courses taken at the secondary level. The program helps students make a smooth transition from high school to College of DuPage.

## Economic Development and Community Affairs

The function of Economic Development and Community Affairs is to provide strategic college-wide leadership for coordinated and coherent planning and implementation for the college's economic, workforce and community development partnerships and activities. This area provides workforce and community development programs and services, and includes: Workforce Development Coordination and Partnerships; Institute for Economic Development; Education Research; Community Development; Workforce Grants Coordination; Healthcare Partnerships; and Business and Professional Institute, which consists of Center for Corporate Training and Center for Entrepreneurship.

### Business and Professional Institute (BPI)

The Business and Professional Institute provides work force education and training programs and services to entrepreneurs, professionals, businesses and their employees within the district.

Established in 1979, BPI's programs and services are designed to provide information and skills training vital to business success and are offered at either of the three C.O.D. regional centers or at company sites.

Through its Center for Corporate Training, employees can participate in credit or non-credit, traditional or non-traditional courses in a variety of fields including computer technology, management/supervision skills, manufacturing technology, technical programs, and workplace literacy (ESL and BASIC Skills). These programs can be delivered in your choice of formats including instructor-based, computer-based, Internet-based, or through the

college's interactive two-way audio-video capabilities. This center is also responsible for providing a variety of assessment programs to determine employee or organizational effectiveness.

Through BPI's Center for Entrepreneurship businesses can participate in a variety of non-credit seminars covering business classes and computer training as well as specialties in international trade, government procurement and electric commerce. Personal consulting is also offered to established businesses in need of direction or information in any of these areas. This center is also responsible for working with municipalities and chambers of commerce in business retention and attraction programs.

For additional information about the programs and services offered by BPI, call (630) 942-2180 or 942-3775.

### Suburban Law Enforcement Academy

Through its Suburban Law Enforcement Academy (SLEA), future law enforcement professionals participate in an accredited 11-week basic academy program while veteran professionals participate in a variety of non-credit law enforcement seminars aimed at enhancing their skills in special interest topics.

### Continuing Education

The Continuing Education Program offers adults and youth of all ages innovative non-credit courses, classes and workshops designed to meet a variety of educational needs and provide a multitude of educational experiences. Whether for personal development, arts enrichment or life enhancement, Continuing Education can provide the perfect learning experience for you.



Classes are offered on campus in Glen Ellyn and at more than 25 off-campus locations, including high schools and local businesses, and C.O.D. centers in Addison, Bloomingdale, Carol Stream, Naperville and Westmont. Class schedules vary in length and are offered seven days a week year-round.

Contact the Continuing Education office at (630) 942-2208 for more information, or check our most frequently asked questions on the web site ([www.cod.edu/com/coned](http://www.cod.edu/com/coned)).

#### **Continuing Education — Arts Enrichment**

The world is full of color, contrasts, reality and imagination, and you can explore all of these creative venues in the arts enrichment program. Experience the joy of creating stained glass, mosaic art, jewelry and beautiful ceramic pieces. Use pastels, graphite and colored pencils to enhance drawing skills. Experiment with oils and acrylics to develop and hone painting skills. Take a stab at acting or work to improve acting skills. Explore the world of photography and learn to maximize the use of a 35 mm or digital camera to take unforgettable shots of the people and places in your life. Add a touch of music and learn to play guitar or banjo or sing. Discover the magic of words and how to put your thoughts into fictional or non-fictional prose that others will want to read.

#### **Continuing Education — Culinary and Home Improvement**

Enhance and improve skills in cooking, nutrition and wine tasting. Start cooking with introductory-level cooking classes to develop basic cooking skills and provide confidence in the kitchen. Meet cookbook authors and executive chefs in the Culinary Corner, brush up on today's most current nutritional trends, and sample and evaluate a variety of wines from North America, Europe and other continents around the world. Enjoy specially selected multi-course wine and food dinners at some of the area's best restaurants in our wine and food dinners.

Beautify both the interior and exterior of your home and make it a comfortable haven that nourishes the body, mind and soul with courses offered in interior decorating, feng shui and faux finish. Perform simple home repairs and maintenance, add interest to your yard and make it a blooming paradise of annuals, perennials, trees and shrubs, and let your creative side take over with a variety of flower-arranging courses.

Stitch up a simple top, a tailored jacket or a handmade quilt in one of the many sewing and quilting classes. Take those sewing skills a step further and gather tips for pattern fitting, tailoring, couture, knits, home decorating, serging and much more. Make the old new and give an old piece of furniture a whole new look in Upholstery Restoration.

Detailed course descriptions and schedules are listed under Continuing Education in the *Class Schedule*. Please check these carefully to find a course

or courses that meet your individual needs. For more information call (630) 942-2208.

#### **Continuing Education — Lifestyle Enhancement**

Find opportunities to get physical, philosophical, relaxed, refreshed and renewed. Gain new insights and perspective in self-enrichment classes with such topics as Body Energy Awareness, E-motion Management, Native American Shamanism, Self-Hypnosis and Visual Journaling. Attain practical life skills in such courses as Time Management and Conflict Resolution. Explore your mind and body connection through Biofeedback, Massage, Yoga and Tai Chi; receive an antidote for stress through Meditation; or just have a "ball" in our Dance and Golf classes. Get on the nutrition bandwagon with classes taught by certified nutritionists.

#### **Continuing Education — Personal Development**

Consider the possibilities in any area you might imagine. Take a closer look at your finances; prepare for the GRE, GMAT or LSAT graduate school entrance exams. Embark on excursions in Adventures in Travel that provide cultural, educational and recreational opportunities locally, statewide and in neighboring states. Gather expert tips for auto body repair or begin auto technician certification courses to enter the auto industry. Whatever your goal, our personal development programs can help you reach it. Check out the courses and programs in the following areas and find one or several to meet your personal needs: Financial and Money Management, Trips and Excursions, Auto and Auto/Cert, Test Preparation, Religion, and Culture.

#### **Continuing Education — The Institute of World Languages**

The Institute of World Languages, a division of Continuing Education, offers non-credit conversational language classes, seminars and cultural events. Established in 1997, the Institute serves students from ages 4 to 104. The diverse course offerings, in combination with outstanding instructors, create an excellent environment for language and cultural learning. Students meet and/or exceed their language learning goals, whether for personal or professional development, due to the unique conversational approach in conjunction with an appropriate environment that is conducive to optimal learning. Children pre-K to eighth grade are invited to enroll in French, German, Italian, Japanese and Spanish. Adults and teens can choose from 15 languages: Arabic, Chinese, Czech, French, German, Greek, Italian, Japanese, Polish, Portuguese, Russian, Sign, Spanish, Swedish or Vietnamese.



### Continuing Education — Youth Education

Youth Education is an extension of Continuing Education, providing year-round academic enrichment and reinforcement to children and youth from pre-kindergarten through high school. The program is dedicated to promoting lifelong learning at an early age and then fostering that learning throughout life. Enrollment is traditionally highest during the summer, when Youth Education offers summer day camps loaded with innovative projects and hands-on activities in art, science, communications and recreation for children as young as 6 years old. Additional specialized classes offer concentrated study of science, math, art, drama, technology, language arts, sports and world languages for students in grades three through 12. Youth Education meets the huge demand for academic review classes for students entering kindergarten through eighth grade who need to brush up on basic skills before moving on to the next grade in fall. The youngest preschool learners enjoy Kindergarten Bridges each summer, an opportunity for them to ease gradually into kindergarten classes in the fall. Many of these popular

classes are offered in local elementary and middle schools throughout the district, making summer learning convenient for students and parents.

One of Youth Education's largest summer programs is its high school credit program, offering coursework equivalent to that in local high schools and providing students with the opportunity to audit or repeat a class or receive credit for an elective that would not fit into a four-year high school plan. More than 170 sections of high school credit courses are offered in several area locations.

Most Youth Education program areas run during the school year as well. Saturdays have traditionally been a popular day for kids and teens to learn on campus in Glen Ellyn. Dozens of classes in art, science, technology, language arts and world languages run each fall and spring term.

Youth Education prides itself on providing learning opportunities for academically outstanding junior high students. The Talent Search program offers accelerated and enrichment courses in math, science, computer programming and communications for students in grades three to 10. An ever-growing population of homeschooled students in grades two through high school supplement their homeschool curriculum with hands-on science labs, literature and writing classes, bi-weekly math instruction and a variety of additional subject areas. High school students enroll regularly in PSAT, ACT and SAT test prep classes prior to registering for college admission examinations.

One growing area of focus is that of special programming, developed through relationships with other organizations. The DuPage Area Council of Girl Scouts and the Glen Ellyn Children's Chorus cooperate regularly with Youth Education to offer classes geared toward the needs of their individual students. The Regional Office of Education provides alternative learning programs for at-risk populations through collaboration with Youth Education, AT&T Foundation has partnered with College of DuPage to offer technology camps for young women interested in math, science and technology, and BP has recently funded a summer science program for low-income and ELL students.

### Continuing Education — Scholars Academy

The Scholars Academy provides private tutoring in a variety of academic subjects for students who are falling behind due to low motivation, recent relocation, illness, or inadequate prior preparation, as well as those individuals who simply want to explore new subject areas or areas of personal interest. Tutoring is available for community residents ages 8 through adult.

All tutors have a minimum of a bachelor's degree, and many have master's and doctoral degrees. They are state certified in their subject areas or have demonstrated subject matter expertise and teaching ability.

Students meet with their tutors for either three or six 50-minute sessions. Tutoring is available on the College of DuPage campus in Glen Ellyn and at the college centers in Addison, Carol Stream, Naperville and Westmont. Appointments for tutorials are offered at a variety of times to meet individual needs.

Students should first call the Continuing Education office at (630) 942-2209 to schedule an appointment before registering.

### **Continuing Education — Older Adult Institute**

The Older Adult Institute (OAI) is for persons 55 years of age and older who are seeking the challenge and intellectual stimulation of an academic setting. Recognizing the need for lifelong learning through credit and non-credit courses, the Older Adult Institute encourages educational experiences in which the mature learner will satisfy intellectual curiosity, retool skills for new careers and meet interesting people from a variety of backgrounds.

The institute offers choices of challenging classes for pleasure and intellectual growth; an opportunity to earn college credits and apply them to a two-year degree; classes in the Older Adult Institute in Building K on campus in Glen Ellyn and at more than 30 off-campus, neighborhood locations; available parking; a drop-in center for those who wish to share ideas and experiences; and low tuition and college fees. OAI also offers special events, lecture series, seminars, physical activities and creative arts offerings; and programs at senior centers and other convenient off-campus locations.

Older adults can register by phone by calling the Registration office at (630) 942-3948, by mail or in person at College of DuPage. They may call the Older Adult Institute at (630) 942-2700 or 942-2701.

Visitors are welcome to stop by the Older Adult Institute, housed in Building K on the west side of Lambert Road. The location affords plenty of parking and is accessible by public transportation.

### **Academic Alternatives and Instructional Support**

The Academic Alternatives and Instructional Support Division (AAIS) offers credit courses through flexible and distance learning formats, as well as college-wide academic support services. Students are able to complete college-level coursework, basic education, placement testing, tutoring and other academic support services whether enrolled in an on- or off-campus location. Programs within the AAIS division include: Assessment and Testing Services, Academic Support Center (Peer Tutoring), Adult Basic Education, Adult Fast Track, Centers for Independent Learning, COD Online, English as a Second Language, Field and Interdisciplinary Studies, Office of Instructional Development, and the Regional Centers. For more information, call (630) 942-2147.

### **Centers for Independent Learning**

Students may enroll in flexible, self-paced programs that fit their busy schedules and their lifestyles.

Distance learning courses cover the same content and instructional goals as the classroom version and carry the full credit listed in this *Catalog*. The content is delivered via printed materials, videotapes, audiotapes, computer software, Internet and cable television. Although the courses are designed to be studied independently, weekly conferences may be required with the instructor. Course offerings include 200 courses in 31 subject areas, such as English, Communications, Humanities, Social and Behavioral Sciences, Mathematics, Natural Sciences, and Business and Technology. These courses are listed in the *Class Schedule* as Flexible Learning Courses. These telecourse and appointment-based courses are offered through the Center for Independent Learning on campus in Glen Ellyn and at three off-campus Centers for Independent Learning in Bloomingdale, Naperville and Westmont.

The centers are open day, evening and weekend hours at the following locations:

Center for Independent Learning — Glen Ellyn  
Berg Instructional Center (IC)  
425 Fawell Blvd.  
Glen Ellyn, IL 60137-6599  
(630) 942-2131

Center for Independent Learning — Bloomingdale  
162 S. Bloomingdale Road  
Bloomingdale, IL 60108-1435  
(630) 942-4900

Center for Independent Learning — Naperville  
Naperville Center  
1223 Rickert Drive  
Naperville, IL 60540-0954  
(630) 942-4750

Center for Independent Learning — Westmont  
Westmont Center  
650 Pasquinelli Drive  
Westmont, IL 60559-1252  
(630) 942-4850

### **Internet Courses (C.O.D. Online)**

Internet or online courses are designed to offer students a flexible, alternative to traditional classes, which eliminates the constraints of fixed class schedules and locations. Students complete their studies at home, work, or in one of the C.O.D. computer labs. Although Internet courses are flexible, instructors expect regular participation, computer literacy, and student-initiated contact. Some courses require a visit to a testing location for proctored exams. Internet courses contain the same content as the traditional classroom versions and are recorded on the student's transcript in the same manner. Courses needed to complete an associate's degree as well as several certificates are available online. Students who

enroll in Internet courses will need access to a personal computer, an Internet Service Provider, Microsoft Explorer (5.5 or higher), and e-mail capability. Students should visit the C.O.D. Online web site at [www.cod.edu/Online](http://www.cod.edu/Online) for a current course list and specific technology requirements for Internet-delivered courses.

### Skills Development Program

The Centers for Independent Learning provide services and programs to strengthen reading comprehension and speed, writing skills, mathematics concepts, study skills, and basic computer literacy skills. Additional assistance is available in listening, note-taking, vocabulary, and spelling improvement. Students registered in most other college courses may enroll in Skills Development classes on a tuition-waived basis.

### Assessment and Testing Services

Various tests and inventories are available that assist individuals in selecting appropriate courses, completing course requirements, developing educational or career goals, or satisfying a specialized testing need. Information about Credit by Demonstrated Competence is also available from the Testing office. All testing services are available to residents of District 502 as described in the "Getting Started" section of this *Catalog*. Assessment and Testing Services provides flexibility for the students and community members on and off campus.

### GED Testing

College of DuPage is the official GED testing site for DuPage County residents. The GED Testing program offers adults who have not completed high school the opportunity to earn a high school equivalency certificate from the State of Illinois. The GED is offered on a regular basis in both English and Spanish. No formal preparation is required to take the GED examination. However, individuals may take GED courses through College of DuPage to prepare for the GED examination.

For registration information, guidelines and testing schedules, contact the GED Testing office, (630) 942-2852. For information about GED preparation courses prior to taking the final GED exam, call (630) 942-3697 or 942-2551.

### Interdisciplinary Studies and Special Projects

The Interdisciplinary Studies program combines content areas taught by instructors where the syllabi are coordinated, blended or fused. Unique course offerings also are offered through the Interdisciplinary program where they respond to community, cultural, historical and educational needs. Special Projects refers to courses built around a particular topic within a discipline, usually something not otherwise covered by catalog offerings.

### Adult Fast Track

The Adult Fast Track (AFT) program is an accelerated degree program designed to accommodate the needs of adults who lead busy lives but are seriously committed to continuing their education. Students accepted into the Associate in Arts (AA) or Associate in General Studies (AGS) programs normally attend class for one four-hour meeting per week over an approximate 24-month period. Students accepted into the Associate in Applied Sciences (AAS) Human Services/Generalist program normally attend class for one four-hour meeting per week over an approximate 32-month period. Students accepted into the Associate in Applied Science (AAS) Management program generally attend two four-hour class meetings per week over an approximate 22-month period. While the AFT program is intensive and rigorous, it is manageable for individuals who are highly motivated and self-disciplined. Entry into the AFT program is through a special admission process. The AFT program is administered at the Westmont Regional Center. AA and AGS classes are held at the Westmont Regional Center. The first half of the AAS in Human Services/Generalist program is held on campus in Glen Ellyn with the last half of the program being offered at the Westmont Regional Center. The AAS in Management program meets on main campus. For more information, call (630) 942-FAST or log on to [www.cod.edu/fast](http://www.cod.edu/fast).



### Field and Experiential Learning

The Field and Experiential Learning program combines major non-classroom college level experiences with classroom content to provide an environment where learning is “hands on.” Field and Experiential Learning courses use the world as their classroom. Programs travel to the seven continents of the world, to many local places and throughout the United States.

### Independent Study/Special Project Courses

Independent study allows students to pursue a special topic or project with the supervision of a faculty member. Normally, independent study students investigate areas that are not covered in-depth in a regular *Catalog* course.

For information, call the program coordinator at (630) 942-2271.

### Adult Education Program

Adult Education classes are tuition free. Funding for Adult Literacy, Adult GED Preparation and Adult ESL classes is provided by state and federal grants. Adult Education classes assist adults in becoming literate, in obtaining knowledge and skills necessary for employment and self-sufficiency, in obtaining educational skills necessary to become full partners in their children’s education, and in completing their secondary school education. Eligible participants in the program are adults who are not enrolled or required to be enrolled in secondary school and who lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society; do not have a secondary school diploma or its recognized equivalent and have achieved an equivalent level of education; or who are unable speak, read or write the English language.

### Adult ESL

Tuition-free Adult ESL classes serve adults whose first or primary language is not English and who wish to understand, speak, read and write English for everyday use. Beginning through advanced-level courses are offered at locations throughout the district. This program helps adults engage more fully in the community and the workplace by improving their English skills. For more information, call (630) 942-3697.

### Adult Literacy and Basic Skills

Adult Basic Education (ABE) courses serve adults who do not have a high school diploma and who need to develop basic skills in literacy, reading, spelling, grammar, writing, math, or problem solving. Adults reading below sixth-grade level are advised to begin their GED Test preparation here. For more information, call (630) 942-3697.

### Pre-GED Preparation

Adult Basic Education (ABE) courses are for adults who do not have a U.S. high school diploma and who need to refine their skills in reading, spelling, grammar, writing, math, or problem solving. Many adults begin their preparation for the GED Test in the Pre-GED program. Recommended for adults reading at a 6.0-8.9 level. For more information, call (630) 942-3697.

### GED Preparation

General Education Development courses prepare adults who lack a U.S. high school diploma, have a 9.0 reading level and need to prepare to take the GED test to earn a High School Equivalency Certificate. Instruction is offered in the six areas covered on the GED Test: Language Arts — Writing, Mathematics, Science, Social Studies, Language Arts — Reading, and the U.S. and Illinois Constitutions. Instruction is also offered to prepare students to write the required essay. Instruction is available in English or Spanish. Recommended for students reading at least at a 9.0 level. For more information, call (630) 942-3697.

### ESL Family Literacy

ESL Family Literacy is an integrated program of instruction that helps non-English language background parents learn the English language and other skills needed to become primary teachers for their children and economically self-sufficient. For more information, call (630) 942-3797.

### U.S. Citizenship Program — Adult Secondary Education course

This program serves adults who are preparing to take the test for U.S. citizenship. It provides an overview of American history; federal, state and local government; U.S. customs, institutions, citizenship rights and responsibilities; and the Illinois and U.S. Constitutions. Instruction is restricted to English. For more information, call (630) 942-3697.

### Academic ESL Program

The Academic ESL program offers upper-level, tuition based courses to prepare individuals for study at U.S. colleges and for professional employment in the United States. This program offers single and combined skills courses in listening, speaking and pronunciation, reading, writing, and grammar. Language and Culture courses focus on cross-cultural communication. For more information, call (630) 942-3796.

### English Language Institute

The English Language Institute (ELI) is an intensive ESL program for individuals who want or need to improve their English quickly for academic or professional purposes. The tuition-based program requires full-time study (18 credit hours) in integrated

skills courses focusing on listening/speaking/pronunciation, reading/vocabulary, writing/grammar. Language and culture courses focus on cross-cultural communication. Community residents, international and foreign-born professionals, and F-1 International Students are eligible. Language assessment is required. Program planning and language assessment are available through the ESL Advising office, Berg Instructional Center (IC). For more information or to apply for admission, call (630) 942-3796.

**ESL (English as a Second Language) Advising Office**  
The ESL department's advising office provides English skills assessment, advising and assistance with program planning and course selection for individuals whose first or primary language is not English. ESL faculty advisers work with students to help plan a program of study to meet individual needs and goals, as well as department and institutional requirements. Call the ESL department office at (630) 942-3796 for current schedule or additional information.

**Volunteer Tutor Program for Adult Literacy — People Educating People (PEP)**  
PEP recruits, trains and primarily places volunteers to support adults enrolled in the college's Adult Literacy (ABE) or Adult ESL classes. Volunteers work with faculty to support students as in-class tutors. PEP tutors also support other department services including the regular Pre-Term Testing, Advising, and Pre-Registration Sessions. The PEP Pre-Service Training Institute prepares volunteers to work with students in Adult Education and is usually required prior to placement. For more information, call (630) 942-3788.

## Student Affairs

The mission of the Student Affairs Division is to provide a diverse and global community with learning opportunities, support services and programs that enable individuals to achieve success in meeting educational and career goals, in fostering strong values, in developing leadership and good citizenship, and in enriching their lives. Student Affairs vision is to be in the forefront among community colleges in providing student support services and to foster an environment that is student-centered and team-oriented, providing initiatives to enhance lifelong learning.

The Student Affairs Division provides a number of educational support services designed to assist the student before, during and after matriculation into academic life at College of DuPage. The basic philosophy of each area is to provide convenient and accessible services to enhance the educational experience at C.O.D. Programs are designed to assist students in becoming effective, self-supporting and active learners with an appreciation for what they and others have to offer.

The Admissions office provides prospective students with information about how to get started at College of DuPage, programs of study, services available and transfer information. Prospective students wishing to enroll in credit classes can submit an Admission form online or request a paper copy to complete. The Information office answers basic questions about the college, its programs, courses, services, activities, current events, registration, faculty and facilities. The International Student services office is part of the Admissions office. Brochures about



academic programs and student services, the *Catalog* and the *Class Schedule* are provided to students and community members upon request.

Registration for both credit and continuing education classes is provided through the Registration office in a variety of methods: online, by touchtone and in person. Other services include withdrawal from classes, special registrations, late registration and refund appeals and change of student information.

The Records office processes student requests for transcripts, petitions for a degree or certificate, and verifies student enrollment for employers, loan deferments and insurance purposes. Evaluation of transcripts from other institutions specifying credits accepted by College of DuPage are furnished upon request. Final grades can be accessed online or a printed grade report may be requested if needed for verification. A student can run a degree audit online reporting progress toward completion of a degree or certificate, or one may be requested through the Records office.

A number of student financial assistance programs are available from federal, state and local sources through the Student Financial Aid office. A number of scholarships are available through the College of DuPage Foundation and other sources. Students are urged to contact the Student Financial Aid office to apply for these scholarships. Advice and counseling on personal resources management to meet educational expenses are also available.

Career-related programs and services are available through the Career Services Center. Opportunities are available to explore fields of study, earn credit and receive pay through participating in Cooperative Education and internships. Students can enroll at any time during the academic year. Other special services available from Career Services specialists include individual assistance with resumes, interviewing skills, and tips on networking and job leads. Also, up-to-the-minute job information is available, as well as on-campus recruiting by local, state and national employers. In addition, service-learning opportunities are available through the Career Services Center.

The Student Activities staff provides support and resources for student clubs and organizations sponsoring a variety of programs, services and experiences that parallel and reinforce classroom instruction. A Leadership Development Program consisting of retreats and speakers is sponsored by the department. The annual commencement ceremony is coordinated by the staff. A variety of discount tickets are sold through this office, including PACE bus passes and movie tickets.

Counseling and Advising Services provides a wide array of counseling and advising services to students. Counseling services include educational, career, personal development, and life transition counseling. Counselors also teach credit-granting course work in

interpersonal skills and in career development.

Advising Services provides advising information to students and resources and consultation to faculty. General information about the college, advising resources and transfer materials are available in print form in the Counseling and Advising Center (SRC) or can be accessed online using the C.O.D. website. General advisers are available in the Advising Center to assist students on a walk-in or phone-in basis. Specialized advising is also made available, including transfer, multicultural, and developmental education advising.

Advice and assistance with health concerns and educational services for students with special needs, including physical or learning disabilities, are available through the Health and Special Services office.

The Athletic Department has one of the most successful community college athletic programs in the nation, winning numerous national, district and regional championships. Student-athletes find an all-around quality program here, complete with winning athletics and academics. Intercollegiate sports for men include baseball, basketball, cross country, football, golf, soccer, swimming and diving, tennis, and track and field. Intercollegiate sports for women include basketball, cross country, soccer, softball, swimming and diving, tennis, track and field, and volleyball. The Intramural Sports program provides students, faculty and staff the opportunity to participate in a variety of competitive or recreational sports activities. Contact the Athletic Department, (630) 942-2365, for more information.

## Definitions

### Academic Support Center

The Academic Support Center, located in the Berg Instructional Center (IC), is a convenient, one-stop location for student support services in the areas of mathematics, writing, speech, reading, and peer tutoring assistance. The services are free of charge and are meant to assist students who may be having difficulty completing their coursework in one or more classes. The center is staffed with college faculty and peer tutors. Students may access the services by scheduled appointments or walk-in service. For questions about the Academic Support Center, call (630) 942-3941.

### Admissions Specialists

These professional staff members provide information to prospective or newly admitted students about academic programs, student services, and steps to getting started at the college. Contact the Admissions and Information office, (630) 942-2380.

**Adult Continuing Education**

A program of study that provides a broad range of non-credit courses and workshops on campus in Glen Ellyn and throughout the College of DuPage District in the areas of career enhancement, personal development and investment, conversational foreign languages and cultures, home improvement, sports and fitness, and fine arts. Special event workshops are also offered featuring nationally recognized professionals and guest speakers. Continuing Education Units (CEUs) and Continuing Professional Education credits (CPEs) and certificates are available for many of these non-credit courses.

**Adult Fast Track**

An accelerated degree program designed to accommodate the needs of adults who are seriously committed to continuing their education. Depending on their program of interest, students attend class for either one four-hour meeting per week over an approximate 24- or 32-month period of time or two four-hour meetings per week for an approximate 22-month period. Completion of all coursework results in the attainment of an associate's degree.

**Advanced Placement**

Advanced Placement courses are those offered through high schools in cooperation with the College Board. Students who score with a 3 or above will be eligible for credit in designated college-level courses at C.O.D.

**Advising**

College of DuPage has established a Comprehensive Advising System to serve the needs of all students. Full-time faculty advisers assist students specific to the faculty's subject area. Counselors provide academic advising to students who are undeclared or undecided regarding a field of study. General advisers assist students with advising questions not specific to a major, explanation of degree requirements and refer students to other College of DuPage services.

**Articulated Credit**

Articulated credit is C.O.D. credit for matching courses at the secondary level of instruction. Articulated agreements with the high schools are updated by faculty and administrators on an annual basis.

**Associate's Degree**

College of DuPage awards seven different associate's degrees: Associate in Arts, Associate in Science, Associate in Engineering Science, Associate in Applied Science, Associate in General Studies, Associate in Fine Arts — Art Option, and Associate in Fine Arts — Music Option; refer to Degree Requirements in this *Catalog*.

**Basic Skills**

Courses for adults who lack a high school diploma to develop literacy, reading, spelling, English grammar, writing, math, and problem-solving skills. Also see ABE.

**Broken Enrollment**

Enrollment is broken in any semester in which a grade of A, B, C, D, F, or S in a course numbered 1000 or above is not recorded in the student's record. When enrollment is broken for more than three consecutive semesters, including Summer semester, the student is subject to all conditions outlined in the College of DuPage *Catalog* current at the time of re-entry.

**Business and Professional Institute (BPI)**

The Business and Professional Institute provides credit and non-credit business education, training, and work force development assistance to businesses and professionals within the district through the centers for Corporate Training and Entrepreneurship.

**Career Services**

Assists students with resume writing, interviewing and job-search strategies. Information is available about area employers, along with a listing of full and part-time jobs.

**Centers for Independent Learning (CIL)**

The Centers for Independent Learning deliver a variety of flexible self-paced courses and provide skill development programs in mathematics, reading, communication and study skills. The centers are located on campus in Glen Ellyn, and at three off-campus locations in Bloomingdale, Naperville and Westmont.

**Center for Entrepreneurship**

The Center for Entrepreneurship houses the economic development arm of the college. Through the Small Business Development Center, International Trade Center, and Procurement Technical Assistance Center, district business can access a multitude of business assistance resources. In addition, a range of short-term courses, seminars and conferences and a variety of business topics are offered.

**Certificate Program**

Certificate programs are designed for students not currently pursuing an associate's degree but who desire certification of career or technical skills in a faster, focused program.

**CEU (Continuing Education Unit)**

A Continuing Education Unit (CEU) is a nationally recognized, standardized unit of measurement that provides a record of a person's continuing professional development when attending non-credit workshops and/or seminars. One CEU is granted for each 10 hours of class time.



### **Chargebacks/Joint Agreements**

This program enables students to enroll at other approved Illinois community colleges in occupational degrees and certificates that are not offered at C.O.D. If authorized, students may attend the approved Illinois community college at in-district tuition rates. An approval letter can be obtained from the Admissions and Information office, (630) 942-2441.

### **Class Schedule**

This publication contains the course schedule and registration information for each semester along with feature articles and course promotional material. It is available through the Admissions and Information office, the Registration office, and the Counseling and Advising office. It is also mailed to every household in the district. The *Class Schedule* is also available at seven College of DuPage regional sites, and at numerous libraries throughout District 502. The *Class Schedule* course listings are also online each term at: [www.cod.edu](http://www.cod.edu).

### **CLEP (College-Level Examination Program)**

The College Board sponsors this national program through which a student may receive college credits for knowledge or experience. College of DuPage serves as a national testing center for CLEP through Assessment and Testing Services.

### **College of DuPage Regional Sites**

College of DuPage has six regional sites to serve students. See list on Page 17.

### **Community Education Sites**

More than 80 off-campus teaching facilities provide district residents with convenient college programs and services located in their communities.

### **Cooperative Education**

An academic course that allows transfer and occupational students the opportunity to acquire realistic, hands-on, career-related job experience while earning elective credit. The grade is based on completing goals developed by the student, employer and faculty adviser, and on evaluations by the supervisor and co-op faculty adviser.

### **Corporate Training**

The Business and Professional Institute's Center for Corporate Training provides employers customized training in credit and non-credit courses in a variety of fields. Courses are held at business and industry sites, as well as at college facilities.

**Course Overload**

Students who wish to enroll for 20 to 24 or more credits must have approval from a general adviser or counselor. Students who wish to enroll for 25 or more credits must seek approval by making an appointment with a counselor.

**CPE (Continuing Professional Education)**

A Continuing Professional Education (CPE) unit is a nationally recognized, standardized unit of measurement that provides a record of a person's continuing professional development when attending an approved organized program of formal learning that contributes directly to the knowledge, ability or competence to perform one's professional duty. One CPE is granted for every 50 minutes of class time.

**Credit by Demonstrated Competence**

This program provides the opportunity for students and community residents to earn college credit for knowledge acquired in a variety of non-traditional settings.

**Degree Audit**

A computerized report of a student's progress toward a specific degree or certificate, including degree requirements satisfied, outstanding requirements, and specific courses or other methods that will fulfill the outstanding requirements.

**Dual Credit**

Dual credit provides high school students the opportunity to enroll in courses for which they receive both college credit and high school credit. Dual credit agreements are updated by faculty and administrators on a yearly basis.

**Financial Aid**

Grants, loans and student employment assistance at C.O.D. are based on a student's financial need and eligibility. Further information and applications are available in the Office of Student Financial Aid.

**Full-Time Students**

Students registered for 12 or more credits in a term are considered full-time.

**Grade Point Average**

A grade point average (GPA) is determined by dividing the grade points earned by the credit hours attempted, excluding courses graded "S," "X," "R," "I" and zero-level courses. The semester GPA reflects grades in each semester; the cumulative GPA reflects all grades earned at College of DuPage. See page 63 for grade point value of each letter grade.

Students who have enrolled in C.O.D. courses prior to Fall 2005 will receive a single cumulative grade point average (GPA) that reflects the total quarter

and semester credits attempted at C.O.D. Quarter credits and honor points will be divided by 1.5 to yield the equivalent semester credits. Transcripts will list either quarter or semester credits per course, depending on the term in which the student originally enrolled. A transcript notation will indicate that the cumulative GPA reflects both quarter and semester credits for students whose original enrollment was before Fall Semester 2005 and has continued after Fall Semester 2005.

**IAI (Illinois Articulation Initiative)**

Illinois Articulation Initiative is designed to facilitate the transfer of students from one Illinois institution to another. Both a general education core curriculum and selected baccalaureate recommendations for majors have been implemented state-wide.

**Library**

A facility in the Student Resource Center that provides learning resources in all formats as well as computer workstations, audiovisual equipment, and study space to students, faculty, staff, and community borrowers. The Library provides reference and information services, instruction and assistance in the use of the Library and all types of information resources. The Library provides a number of services to off-campus students as well.

**Math Assistance Area**

A college facility that provides short-term, walk-in math assistance for students enrolled in C.O.D. math courses from Mathematics 0460 to Mathematics 2232.

**Non-Credit Course, Seminar or Workshop**

These instructional activities normally do not last a semester, are designed to present a special topic or skill, and are not part of a degree program. They are not recorded on the academic record.

**Off-Campus Program**

Credit and non-credit programs are offered at neighborhood locations throughout the district. See Page 17 for details.

**Older Adult Institute**

Older Adult Institute (OAI) offers credit courses, workshops, a lecture series and non-credit activities. They are offered, but not limited, to adults 55 years and older. OAI is located on campus in Glen Ellyn; additional programming is available at neighborhood locations throughout the district.

**Part-Time Students**

Students registered for less than 12 hours in a term are considered part-time. Six hours are required for half-time status.

**PEP (People Educating People) Volunteers**

PEP recruits, trains, places and supports volunteers to tutor adults enrolled in the ABE or Adult ESL programs and to support other department services.

**Placement Testing**

Tests in the areas of reading, writing and mathematics are given to entering students to determine the appropriate placement into courses. Students accumulating six or more credits must meet the Reading Competency Requirement. The Reading Placement Test is one way to meet this requirement. Students are also required to take a placement test before registering for English 1101 or Mathematics 0482, 1218, 1220, 1428, 1431, 1432, 2134 or 2231.

**Pre-Baccalaureate Program**

Students may complete the first two years of college study for bachelor's degrees at College of DuPage. Many different programs of study are offered in this university-parallel program.

**Prerequisite**

A prerequisite is a listed course or requirement that should be completed prior to attempting some other course or task. Before registering for any course with a listed prerequisite, students are expected to have met the prerequisite requirement(s). Failure to meet the prerequisite may result in withdrawal with no refund of tuition and course fees.

**Reference Service**

Reference staff is available all times the Library is open to provide individual reference assistance to users, including research consultation and assistance with electronic sources of information. In addition, they provide instruction to classes and individuals in the use of the Library and information resources. Reference service is available: in the Library; by telephone at (630) 942-3364; through the web site at [www.cod.edu/library/research/askalib.htm](http://www.cod.edu/library/research/askalib.htm); by e-mailing [askalib@cod.edu](mailto:askalib@cod.edu); or through instant messaging.

**Refunds**

See Pages 34 and 35 for complete refund information.

**Semester Hours**

College of DuPage grants credits in semester hours. Prior to Fall semester 2005, credits were granted in quarter hours.

**Suburban Law Enforcement Academy (SLEA)**

The Suburban Law Enforcement Academy provides the highest quality training to meet the needs of law enforcement agencies. This includes basic police training, as well as continuing education for law enforcement personnel.

**Tutoring**

Peer tutoring provides course-based tutoring to eligible students free of charge for a variety of C.O.D. courses. Sessions are conducted in an environment conducive to learning; on campus in Glen Ellyn, other select C.O.D. locations and online.

**Variable Credit Courses**

Specific courses may be offered for a differing number of credits. These courses are listed as variable 1 to 6 in this *Catalog*. Consult the *Class Schedule* for the specific credits offered during a particular term.

**90.9fm WDCB Public Radio**

The college's public radio station broadcasts in stereo on 90.9fm — and on the web at [WDCB.org](http://WDCB.org) — 24 hours a day, seven days a week. WDCB is Chicagoland's only daytime jazz station, and also offers a wide variety of music, news and educational programming.

**Writing Assistance Area**

A college facility that offers student, faculty and staff writers one-to-one writing assistance ranging from idea generation to final draft.

**Youth Education**

Students ages 4 through high school are invited to enroll in a variety of non-credit programs designed to supplement regular school instruction. Program areas include Talent Search, The Institute of World Languages, and Scholars Academy.

**Zero-Level Courses**

Courses with numbers lower than 1000 are offered for developmental or continuing education. These credits do not apply toward degrees or certificate programs. They do not transfer and are not part of a student's grade point average. They are recorded on the student academic record.



