

Eastern Illinois University/Multi-University Center at Oak Brook
1010 Jorie Blvd., Suite 200, Oak Brook, IL 60523
Phone (630)990-0740 Fax (630)990-0758

POLICIES AND PROCEDURES

General Information

Office Staff: Judi Skurkis

Classroom Assistant: Lauren Skurkis

Foods and Beverages are allowed in the classrooms except the computer labs. Please dispose of trash properly.

Vending machines are located on the lower level.

Restrooms are located next to the elevators on each floor.

Smoking and alcohol are not permitted on premises.

Faculty Information

Faculty office is adjacent to the general office.

A telephone is located in the faculty office. Area codes 217, 312, 630, 708, 773, 815 and 847 are available. Other area codes will require a credit card. Please limit phone calls to a maximum of ten minutes.

Audio/Visual – requests must be placed two weeks in advance in person, by phone or e-mail. There is an additional charge for LCD projectors, computers and internet access. Faculty must sign for access.

Computer lab – to reserve the lab for your class session, please call a minimum of two weeks in advance. Printing charges, including students' copies, will be billed to your department.

Photocopying – We are unable to provide photocopy services and transparencies for faculty or students. Please make arrangements with your unit to provide this service. Emergency copying is limited and will be charged back to your department.

Reserve Materials – Call us to make arrangements to place books and articles on reserve.

Class Cancellations – Please let us know as soon as possible so we can release the space. Additional fees are charged for non-cancellation.

Caterers, Hotels and Restaurants – lists are available

Study Areas – rooms may be available for student use. Please check in office for availability.

Classrooms – You may rearrange the seating to meet your needs; however, please leave the room as you found it. In Room B, please do not move tables or equipment. Both the equipment and seating arrangements are set for optimum utilization and video courses. Your room assignment will be posted outside the entrance. Please check each week for any room changes. **Please do not use tape/adhesives on walls and the whiteboards.**

White Boards – please use only white board markers provided.