

STUDENT SERVICES

NRES Student Services: 217-333-5824 N-509 Turner Hall

Karen Claus, Student Services Secretary (kclaus@illinois.edu)
Piper Hodson, Student Services Coordinator (phodson@illinois.edu)
Susan Helmink, Undergrad Advising Coordinator and Study Abroad
Coordinator (shelmink@illinois.edu)
James Miller, Teaching Coordinator (jrmillr@illinois.edu)
Jeffrey Matthews, Graduate Coordinator (jmatthew@illinois.edu)

Important Teaching, Course, and Student Resources

Academic Calendars (http://senate.illinois.edu/a_calendar.asp)

Calendar of Academic Deadlines (<https://registrar.illinois.edu/academic-calendars/>)

Course Changes: Requests to propose, revise, or change the offering schedule of a course must begin with a request to the Teaching Coordinator, who will provide guidance on the required forms and the approval process.

Course Information Suite (<https://courses.illinois.edu/>) provides the class schedule, course catalog, programs of study, general education requirements and courses, final exam schedule, and much more.

Grade Entry Instructions (<https://registrar.illinois.edu/faculty-staff/staff-grades/>)

Self-Service (<https://apps.uillinois.edu/selfservice/>) allows you to access your class rosters, enter grades, see your list of advisees, etc.

Teaching Evaluations (<http://cte.illinois.edu/teacheval/teacheval.html>)

You will receive an e-mail from Karen when it is time for you to request your ICES Packet.

If you teach an online course, your ICES will be Online (<https://citl.illinois.edu/citl-101/measurement-evaluation/teaching-evaluation/ices-online>)

Teaching Improvement Resources (<http://cte.illinois.edu/index.html>) offered by the Center for Teaching

Excellence include workshops and reading groups on a wide variety of topics. In addition, the ACES Academy of Teaching Excellence (<https://academics.aces.illinois.edu/faculty-and-staff/academy-teaching-excellence>) has provided “Resources for Better Teaching and Student Learning” (<https://academics.aces.illinois.edu/files/documents/resources-teaching-learning.pdf>).

Textbook Ordering: Karen will e-mail you, requesting your textbook order. Deadlines are usually late March for Fall and late September for Spring.

Undergraduate Advising (<https://academics.aces.illinois.edu/faculty-and-staff/advising-guide>) questions should be directed to Susan Helmink (shelmink@illinois.edu) or 265-0170

CLERICAL SUPPORT CONTACTS

Office of Business and Financial Services: <http://www.obfs.uillinois.edu>

NRES Business Office: 217-300-3180
Angela Beach: 217-244-2736
NRES Main Office :
Lisa Kelly 217.333-2770

- Lisa is available to provide clerical support to faculty members. In the event that your regular support person is absent, please contact the Department Office Administrator, Nicole Nelson (nunelson@uillinois.edu) or 217-300-6499.

POLICIES AND PROCEDURES RESOURCES & CONTACTS

Office of Business and Financial Services: <http://www.obfs.uillinois.edu>

NRES Intranet: <http://intranet.nres.uiuc.edu/>

NRES HUMAN RESOURCES CONTACT

Cindy McCullough 217.244.5549