

SIU

Advisement and Registration

This information is subject to change.

Registrar's Office World Wide Web Page <http://registrar.siu.edu>

Important information is available via the web address given above.

Academic Advisement

Academic advisement is administered by the academic units. Each unit employs a select group of trained advisors. They operate under the supervision of a chief advisor who is responsible to the dean of the academic unit.

Undergraduate students will complete the registration process via [SalukiNet](#) after meeting with their academic adviser.

Academic Advisement Center contact information can be found at <http://registrar.siu.edu/students/advisors.html>.

Graduate students initiate advisement with their graduate advisers and complete the registration process through [Salukinet](#). Unclassified graduate students go directly to the Graduate School (Graduate Registration Area) to complete the advisement and the registration processes.

Registration

After advisement, students may register for classes via [SalukiNet](#).

A student may not attend a class for which he/she is not officially registered. Mere attendance does not constitute registration in a class, nor will attendance in a class for which a student is not registered be a basis for asking that a program change be approved permitting registration in that class. Students should complete the registration process before classes begin.

Students who register for courses are then considered enrolled and must officially withdraw from the University if they should then choose not to attend.

Requirements

Under the State mandated immunization program, all new and transfer students are required to show proof of immunity to certain diseases before they may enroll for their second term. Students who fail to show such proof or make arrangements with the Health Service to update their immunizations will have a stop placed on their ability to register or make program changes. For specific information regarding immunization requirements, stop by Student Health Center, visit on the web at <http://shc.siu.edu/>, or call 618-453-4326.

Off-Campus Students

The University offers courses at various locations off campus. The locations of these courses may be obtained from the SIU Extended Campus office. More information about these courses can be found at <http://extendedcampus.siu.edu/> or by calling 618-453-3430.

An off-campus student who decides not to attend after registering for a course must officially withdraw or be liable for payment of that tuition.

Undergraduate Course Load

The minimum number of hours of credit that a student must take during a regular-length semester to be considered by the University as a full-time student is 12 semester hours. The maximum load for a regular-length semester is 18 semester hours unless exception is granted by the student's academic dean.

Undergraduate Student Enrollment in Graduate Courses

Undergraduate students who wish to enroll in graduate courses (500-level) or 400-level courses for graduate credit must have the approval of the Graduate School prior to registration.

Credit Available Through Examination

Through its proficiency examination program, the University recognizes the importance of providing encouragement for academically talented students. Such students are permitted to make application to demonstrate the mastery of certain courses through proficiency examinations. Application forms are available at the departmental offices. Some of these exams are given through Testing Services in Morris Library on the 7th floor.

Students may apply for credit by taking the College Level Examination Program (CLEP) General Examinations. Students passing all five CLEP exams may earn a maximum of 30 hours of credit that will count toward graduation and help fulfill university core curriculum requirements.

Students should contact their academic advisor for further information regarding taking these tests. A maximum of 30 hours can be awarded for a combination of CLEP exams and proficiency credit.

Program Changes

Students are officially registered only for those courses appearing on their Class Schedule. Program changes that involve adding a new course to the schedule or changing sections must be made by the last day to add a class as indicated in the Registration Calendar.

Changing Credit Within Variable Hour Courses

Students who wish to change the number of hours of credit in a variable-hour course can accomplish this on [SalukiNet](#) through the first week of the term.

Students making program changes that result in additional hours, increasing their academic load, will be charged additional tuition and fees when appropriate. If the change is to reduce the academic load, resulting in lower tuition and fees, students will receive credit to their accounts, provided the reduction in program is made officially by a program change during the same period at the start of a semester in which students withdrawing from the University are eligible for a full refund. For dates refer to the Registration Calendar. Students who drop a course after the full refund deadline must pay tuition and fees.

Dropping a Course

A program change must be made in order to drop a course. A student may not drop merely by stopping attendance. Students who stop attending and do not officially drop, may be assigned a failing grade. The last date for dropping a course without receiving a letter grade is printed in the Registration Calendar and can be processed on [SalukiNet](#).

Canceled Classes

A section canceled (no longer being offered for the term) should be dropped by a program change through [SalukiNet](#), so that students' accounts can be credited by the deadline to receive a full refund.

Withdrawing from the University

Undergraduate students who find it necessary to withdraw from the University while the semester is in progress must report to Transitional Programs to initiate official withdrawal action. Graduate students must initiate withdrawal at the Graduate School. A credit for tuition or fees is permitted only if a withdrawal is officially initiated by the deadline stated in the Registration Calendar.

Students who stop attending and do not officially withdraw, may receive failing grades, and may forfeit a portion or all of the financial aid paid.

Deadlines for Withdrawing from the University or from a Course

If Classes Meet for	Section Number Range	**To Receive BR Credit or Full Refund	***Deadline to Drop without Grade	Deadline to Change Audit Status	Deadline to Drop a Course
13-16 weeks	000-099	2nd week	2nd week	2nd week	10th week
9-12 weeks	101-199*	2nd week	2nd week	2nd week	8th week
8 weeks	201-249	2nd week	2nd week	2nd week	5th week
7 weeks	250-299	1st week	1st week	1st week	4th week
4-6 weeks	301-399	1st week	1st week	1st week	3rd week
2-3 weeks	401-499	1st day	1st day	1st day	1st week
1 week or less	501-599	1st day	1st day	1st day	2nd day
****Off-Campus	800-999	2nd week	2nd week	2nd week	10th week

Students are given until Sunday of the 5th week for summer semester to drop a semester-length course. Students are given until Sunday of the 10th week for fall and spring semesters to drop a semester-length course. Course weeks begin on Monday and end on Sunday.

* Exceptions to the section-number range scheme are courses which frequently have an offering of more than 100 different sections that meet for the full 16 weeks.

** Students must drop a course or withdraw from the University by these deadlines to receive an account credit equal to a full refund of tuition and fees. Students who drop courses after the full refund deadline but remain enrolled in the University will not receive any refund. Students who withdraw from the University after the full refund period will receive an account credit equal to the corresponding refund of tuition and fees based on the university's tuition and fee policy. An administrative fee will be assessed to all students who withdraw from the University and receive a pro-rata refund. The amount of the fee will be \$100. See also Tuition and Fee Refund Policy and Procedures.

*** Students withdrawing from the University or dropping a course after this date will have a "W" grade posted to their records. Undergraduate students who do not officially withdraw or drop but who stop attending, may be awarded a "WF" grade which will count as an "F" in undergraduate GPA calculations. Graduate students will be awarded a "WU" grade that will not count in their GPA.

NOTE: Receipt of "WF" or "WU" grades can affect Financial Aid eligibility, and may result in request for re-payment. If a NS grade (no show) holder is submitted, a student may be completely dropped from his/her courses. This may also impact financial aid and result in request for re-payment.

**** Off-Campus sections (not Military Programs) have the same relative deadline dates as On-Campus sections, based on the scheduled meeting dates of the section.

Major Changes

Major changes may be processed and must be received in the Registrar's Office by the Friday of the second week of the semester.

Cancellation of Registration for Scholastic Suspension

A registration made in advance, including the payment of tuition and fees, may be considered invalid if the student is declared to be ineligible to register for scholastic reasons. The same situation may exist due to financial or disciplinary reasons.

Schedule of Classes Information

Schedule information can be found at <http://registrar.siu.edu/schedclass/>. You can also access the Schedule of Classes via [SalukiNet](#).

The subject areas in which courses are being offered are arranged in order by code (two to four letters, in parentheses). The sections in each course are listed in numerical order. The entry for a typical section includes a [Course Reference Number \(CRN\)](#), a section number, meeting times, meeting days and place, and, in some cases, the instructor's name.

Section Number

The section number must be entered after the appropriate subject-area abbreviation and the course number on the student's Registration Form at the time of registration. The section number categorizes course offerings as follows:

- 001 to 099 – on-campus section meeting 13 to 16 weeks
- 101 to 199 – on-campus section meeting 9 to 12 weeks
- 201 to 249 – on-campus section meeting 8 weeks
- 250 to 299 – on-campus section meeting 7 weeks
- 301 to 399 – on-campus section meeting 4 to 6 weeks
- 401 to 499 – on-campus section meeting 2 or 3 weeks
- 501 to 599 – on-campus section meeting less than 2 weeks
- 700 to 799 – typically independent study, research, or internship section
- 800 to 809 – typically travel study section
- 840 to 849 – online section that is part of the online MBA program
- 900 to 939 – off-campus (on-site) section
- 940 to 949 – online section that is part of a particular online program
- 950 to 959 – online section that is not part of a particular online program
- 95A to 95Z – online (site-specific) section offered to limited groups of students
- 980 to 989 – hybrid online section that is mostly online but includes an on-campus component

Days

The days of the week that appear in the course listing are identified as follows:

M	Monday	F	Friday
T	Tuesday	S	Saturday
W	Wednesday	U	Sunday
R	Thursday		

Meeting Times

The times given indicate the beginning and ending of each class period. Those registering for courses listed as "To be arranged" may obtain times and days from the instructor indicated or, if no instructor is listed, from the department. The length of the course is listed under Date Range.

Bldg. Room

In most cases, building names are abbreviated according to the code found on maps of the campus or [here](#). If a building contains more than one classroom, the number of the room follows the building's code name.

Final Exam Schedule

To view the final exam schedule and related information, visit <http://registrar.siu.edu/calendars/finalexam.php>

Schedule of Commencement Ceremonies

Visit <http://commencement.siu.edu/> for detailed commencement information.

Web Registration and Inquiry

More information about [SalukiNet](#) and Web Registration -- including hours of availability and how to register -- can be found at <http://registrar.siu.edu/webreg/>.

Final responsibility for the accuracy of self-registration via [SalukiNet](#) -- including attention to prerequisites and payment of charges associated with registration -- lies solely with the student.