

SIUC Spring 2009 Admission, Advisement, and Registration

This information is subject to change.

Records and Registration World Wide Web Page

<http://registrar.siu.edu>

Important information is available via the web address given above. Other "buttons" and "hot-links" on that page currently include: Enrolled Students information via SalukiNet; Student Schedule; Degree Progress Report; Unofficial Transcript; Prospective Students information; Academic Programs; Undergraduate Catalog; Calendars and Schedules; Undergraduate Admissions and Records/Registration Services (including Office Directory); Schedules of Classes (course offerings updated daily); SIU Phonebooks and Directories; Transfer Credit Equivalencies; Costs and Financial Assistance; Housing Information; Student Life Information; Graduate School information; SIUC Factbook; How to Order Transcripts; Graduation and Commencement Information.

Academic Advisement

Southern Illinois University Carbondale uses an academic advisement system in which each undergraduate academic unit has a chief academic adviser and a number of assistant advisers. Undergraduate students will complete the registration process, including selection of specific sections, in their academic units. **Check out the Academic Advisement web page at <http://www.siu.edu/~advise/>**

Graduate students initiate advisement with their graduate advisers and complete the registration process at the Graduate School. Unclassified graduate students go directly to the Graduate School (Graduate Registration Area) to complete both the advisement and the registration processes.

Registration

After advisement, students may register for classes.

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, or call 618-453-4454.

The following sanctions have been implemented by Student Health Programs to comply with the State Mandated Immunization law.

1. New and transfer students who have not provided proof of immunity by the end of the seventh week of their first semester will have their registration stopped until proof of immunity is provided or until they begin receiving the required immunizations. The stop will prevent students from registering for the following semester.
2. Registration stops will not be removed until students have established proof of immunity or have begun receiving the required immunizations. If a scheduled appointment is missed the stop will immediately be reinstated; this will continue until the series of immunizations is completed.
3. To cover the administrative costs, a \$6 front door fee will be assessed for each immunization appointment given. There will be no charge for the administrative evaluation of records.
4. A no-show fee of \$25 will be assessed to students who fail to appear or to students who cancel two hours or less before the scheduled appointment. The higher no-show fee is to encourage students to keep their appointments or to cancel in advance.

5. A \$25 late compliance fee will be assessed to each student who fails to provide proof of immunity or begins to receive the necessary series of immunizations by the end of the seventh week of the semester. This fee is NOT refundable.

Directory of SIUC Advisement Centers

Please visit <http://www.siu.edu/~advise/adv-cntrs.html>.

Graduate Mail Registration

During the Registration period graduate students admitted to a degree program, as well as admitted unclassified graduate students, have the opportunity to register by mail. Graduate students admitted into a degree program should contact their graduate adviser to have the adviser sign their registration form as a prerequisite to the process. Unclassified graduate students need not obtain an adviser's signature.

Students in a degree program should complete the registration form data—SIUC I.D. number, complete student name, current local address, term-year registering for, each class's department abbreviation, course number, call number, section number, credit-hours, list instructor's complete name when registering for an independent study class (000 section number)—and sign the bottom of the form. The completed, signed form should be mailed to the Graduate School, Graduate Registration, Woody Hall B104 MC 4716, SIUC, Carbondale, IL 62901-4716.

Unclassified Graduate students may mail the registration form to the above address or may call in their registration (618-453-2969) between 9 A.M. and 4 P.M., Monday through Friday, during the Registration period.

An enrollment form will be mailed to the student within a week of receipt to verify the registration form processing.

Off-Campus Students

The University offers courses at various locations off campus. The locations of these courses may be obtained from the Division of Continuing Education. Students who wish to enroll in off-campus courses may register at the first class meeting.

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. However, registrations will not be processed for students whose accounts are delinquent.

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.

Enrollment Requirements for Financial Aid

Undergraduate students must enroll and continue enrollment in at least 6 semester hours to have financial aid requiring half-time status. Graduate students must have at least 6 semester hours in the fall and spring or 3 semester hours in the summer. Loans and grants will be removed in full if a student's credit hours are reduced below these minimums.

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.

Credit Available Through Examination

Proficiency testing is available at Testing Services, Woody Hall B204.

Students or prospective students are eligible to attempt examinations in many different subject areas to demonstrate their knowledge in these areas. It is possible to earn as many as 30 semester hours toward a degree through a combination of tests.

Free, locally developed departmental examinations may be written with no risk to the student. Students may write proficiency exams in courses in which they are already enrolled if they do so before the last day to withdraw without a grade. No entry is made on the candidate's transcript should the student fail the test.

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

Though the tests are administered by Testing Service on a regularly scheduled basis, candidates should contact their academic advisers for information as to their eligibility and to the advisability of attempting exams.

Program Changes

Students are officially registered only for those courses appearing on their Schedule of Classes. Any changes thereafter must be made through an official program change with an academic advisor.

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 must process a Registration Form approved by their academic adviser, dropping the course for the current hours of credit and adding it for the new hours of credit.

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.

Canceled Classes

A section cancelled (not being offered for the term) should be dropped by a program change, so that students' accounts can be credited.

Changing Credit Hours

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.

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 register and pay fees, or those who register later then find that they cannot attend school, must also officially withdraw from school. They may do this by writing to Transitional Programs. This must be done before the deadline date printed in the Registration Calendar, if they wish to get a refund.

A complete withdrawal from the University (all courses for which registered) after the deadline to drop a course must be authorized by the student's dean. See the Registration Calendar for the final date. Students who stop attending and do not officially withdraw, will receive failing grades if they are undergraduates, and may forfeit a portion or all of the financial aid paid.

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

The University Core Curriculum replaced the general education program (effective Summer 1996). For information about the curriculum, see University Core Curriculum in the SIUC *Undergraduate Catalog* or on the UCC website at <http://www.siu.edu/~corecurr/>.

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 call number, a section number, meeting times, meeting days and place, and in some cases the instructor's last name.

Click on "New Enhanced Search" at <http://registrar.siu.edu/records/schedclass.htm> for a presentation of class offerings that are updated instantly.

Title Line

First is the course number. It is a three-digit numeral plus, in some cases, a single letter. It identifies the course and indicates the academic classification of the course as follows.

- 001–099 Course not properly in the following categories
- 100–199 For freshmen
- 200–299 For sophomores
- 300–399 For juniors
- 400–499 For seniors and graduate students
- 500–601 For graduate students only

Next is the short title. For the full title and the course description, refer to the *Undergraduate Catalog* or the *Graduate Catalog*.

Prerequisite

The prerequisite is at the end of the title line. The prerequisite entry lists requirements that must be satisfied before a student registers for the course. These prerequisites, usually other courses in the same subject area, may be listed in various ways: they are indicated by a course number. A prerequisite in another area is indicated by that area's code letters and the course number.

Section Number Line

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:

000	Independent Study
001–099	Meets 13–16 weeks
101–199	Meets 9–12 weeks
201–249	Meets 8 weeks
250–299	Meets 7 weeks
301–399	Meets 4–6 weeks
401–499	Meets 2 or 3 weeks
501–599	Meets less than 2 weeks
800–899	Off-campus and/or ILP

To register for section 000, refer to the "Schedule of Classes Information" section of the web page. Then click on the "Instructors for Independent Study Courses" section. Find the department and instructor name. That instructor's 700 number will be next to their name and that number is to be used in place of the "000" section number when registering for the course.

Spaces Avail

This area indicates how many spaces are still open in the class. If the class has filled, then "Closed" will appear in this area. If the class has been cancelled, then "Cancelled" will appear.

Waitlist

If there is a waitlist for the course, the word "Yes" will appear. It will appear only after the class has filled. If this area is blank, then the class has not filled and it is not eligible to be waitlisted. If the class is not going to have a waitlist, then the word "No" will appear.

Call Number

Associated with each section is a unique call number. It is the 5-digit numeral to the right of the waitlist information.

Max Enr

This number indicates the total number of students the department has specified to be allowed to register for that section.

Enr

This is the current number of students enrolled in that section.

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		

If the class meets for less than the entire semester, then there will be a third line under the days identifying the specific start and end dates for the class.

Session Codes

Session codes are not printed here. They appear on the printout of screen 109 of the student schedule. These codes identify the part of the term in which a class meets and correspond to the section number for the class.

Course sections that have a session code value of 01 through 10 have specific beginning and ending dates that differ from the term beginning and ending dates. Student should be aware of the meeting dates of these sections.

The definition of the session codes appears below:

Blank	Entire semester/term
01	Begin and end within prior intersession
02	Begin intersession, end first half
03	Begin intersession, end second half
04	Begin and end in first half
05	Begin first half, end second half
06	Begin and end in second half
07	Begin first half, end after semester/term
08	Begin second half, end after semester/term
09	Concentrated meeting dates within the semester
10	Begin before semester, end after semester

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.

Bldg. Room

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

Carterville Campus

Buildings coded F, H, L, M, and N are at the Carterville campus, location of some programs of the College of Applied Sciences and Arts.

Activ

This is a system default which indicates the type of instruction for the course. Disregard this area. Due to a system default, "LEC" will always appear in this area.

Cr. Hrs.

This is the number of semester hours of credit that the course is being offered.

Instructor's Name

If known, the name is listed here. Each of the University's catalogs contains an extensive list of members of the faculty, their degrees and related information.

Web Registration and Inquiry

Student self-registration is now available via the Web Registration function of SalukiNet (<http://salukinet.siu.edu>). While many students are eligible to use Web Registration, not all are, since some departments and colleges currently limit or prohibit student self-registration. If you don't know your eligibility for using Web Registration, contact your academic advisement unit or your college to find out.

Please realize that even if students in your department are normally allowed to self-register, there may be reasons why you, as an individual student, are not allowed to do so. These reasons may include academic probation or suspension, financial or other holds, prior approval of your advisor, and various other reasons. Also, SIUC's Office of International Students and Scholars has requested that all international students be prevented from self-registering. Thus, students who are not allowed to self-register will have to register through their academic advisor or college.

Web Registration is part of the *Your Personal Records* section of SalukiNet, which requires you to login using your 9-digit SIUC student ID number and your 4-digit PIN number. New students are normally assigned a random PIN and notified of it sometime after their application for admission is received. You can also change your PIN via SalukiNet, which you are encouraged to do on a regular basis.

To use Web Registration, you will choose the term for which you are registering, and then be taken to a page on which you can enter the courses you are interested in. On that page you can either directly enter those courses, or you can go to one or both of two additional search engines within Web Registration -- called the Power Search and the Section Search -- to find and click on the courses.

There are various links within Web Registration to give you tips on using these three methods, each of which has its advantages. By directly entering your courses, you can register on one screen with the fewest mouse clicks. But by using the Power Search or the Section Search, you can look for alternative classes and even do "what if" types of queries. And if you do something wrong in Web Registration, an appropriate error message will be displayed, with a link to a help file for further explanation.

Web Registration allows you to go back later and add or drop more courses, as well as waitlist in a course. If allowed, you can choose to audit a course. You will not be allowed to use Web Registration to register for certain courses for which you have not met specific prerequisites, and that will be indicated by the display of the appropriate error message.

Other information related to student records is also available via SalukiNet, including: your addresses, the status of your application for admission, your registration status, your class schedule and grades, your unofficial transcript, your degree progress, your Bursar billing information, and your financial aid information.

More information about SalukiNet and Web Registration -- including hours of availability -- can be seen at <http://registrar.siu.edu/records/salukinet.htm>.

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.