

ADD...DROP...WAITLIST – WHAT?

WAITLIST

What do you do if you are on a waitlist? **Go to class the first day!!!** If you are trying to add a class that you are waitlisted, you have to show up the first day. Sit in a seat and listen to the lecture the first day. At the end of class, ask the professor's permission to add the class, letting the professor know your position on the waitlist. If the instructor says yes, then have him/her sign your Course Request Form. (Otherwise known as CRF – these are available in the Service Center or Academic Advising). If the instructor says, no, you will have to find an alternative class to add or simply have one less class on your schedule. You will not be charged for a waitlisted class until you are officially enrolled in the class.

ADD CLASSES

You can add classes the first week of classes with the professor's permission. The only way to add a class the first week is to get the professor's permission and then have your advisor's permission. Have your professor and your advisor fill out the Course Request Form and then turn the form into the Service Center to officially add the class.

You can add classes the second week of classes with the professor's permission. You must also have the advisor's permission and the Dean or Chairperson of the school or college to add the class. You must have the Course Request Form signed by the professor, the advisor, and the dean or chair of the department.

DROP CLASSES

You can drop classes within the first two weeks of the semester. To drop a class, you must fill out a Course Request Form and turn it into the Service Center. To drop a class within the first two weeks, you do not need permission from the instructor, advisor, or chair. If you drop your class within the first two weeks, you will receive a full refund of your tuition and fees.

If you are in a linked class, you cannot just drop one of the classes. You must keep them both or drop both of them!

If you want to drop a class, you must officially drop the class. **Do not assume that by not going to the class that the professor will automatically drop you.**

Also keep in mind that professor's have the right to drop you from their class if you do not show up the first day. So, *show up the first day to class!!* It is also important to know that professors can drop you from their class if you have too many absences. Be sure to understand your professor's attendance policy.

CHECKLIST and FYI

Have you gotten your Student ID – available in the Service Center in Rendleman Hall
-you'll need a state issued photo ID to get your student ID

Have you picked up your textbooks?
-textbooks are rented and available for pick-up in Textbook Services in University Park. You need your Student ID to pick up your rented textbooks.

Have you purchased your parking permit?
-parking permits are available in parking services in Rendleman Hall.

Have you established your e-id for your email account at SIUE?
-you apply for your e-id by clicking on e-id under the current students tab of the homepage. If you have questions, contact OIT – 650-3739.

Have you printed out a copy of your class schedule to make sure there haven't been any time or classroom changes?

Have you checked your schedule to make sure that you are still enrolled in all of your classes? If you did not make your first payment on time, you will be dropped from all of your classes. (If you have been dropped, see me after this presentation!)

Do you know where you are going?
Take the time today or tomorrow to walk around campus. Walk through your schedule, going to each classroom so that you know exactly where you are going and are not lost the first day. When you go to each of your classes, find the nearest restroom, computer lab, and vending machine. You'll spend a lot of time on campus in classroom buildings and you need to know where to find the essentials!

Do you know what the abbreviations mean for each day of the week?

M = Monday

T = Tuesday

W = Wednesday

R = Thursday

F = Friday

S = Saturday

U = Sunday

Do you need proof of enrollment for insurance or another purpose?

-The Service Center provides enrollment verification and will also sign forms proving that you are a full-time student.

You WILL get a ticket if...

- you are speeding on campus
- you do not yield to pedestrians
- you park in the grass
- you park in a lot other than the lot that your tag allows you to park
- you are in an expired meter

Theft is a reality at SIUE just as it is in society. Do not leave valuables out in plain view in your car. Lock your doors!

You MUST study daily. You need to study 2 hours out of class for every hour in class. If you have difficulty studying at home or in your residence hall, the library has very convenient hours to utilize for study time.

GPA at SIUE is a 4 point scale. 4 points for A, 3 points for B, 2 points for C, 1 point for D, 0 points for F. We do not give points for (+) and (-).

You must have a cumulative GPA of 2.0 or higher to stay in good academic standing at the university. If your GPA falls below a cumulative 2.0, you will be placed on academic probation.

-cumulative GPA is a calculation of all the classes you've taken at SIUE.

GPA does not transfer to SIUE. If you took classes at a community college and transferred them to SIUE, we will accept the credit, but the grade will not calculate into your SIUE GPA.

You can put money on your CougarCard to use at a variety of places on campus including dining services, vending machines, and printing documents in computer labs.

Invest in a flash drive (jump drive). They are a small way to store a lot of data.

Desk advisors are available everyday in the Office of Academic Advising for all undeclared students. They can answer general questions to help guide you in the right direction. For appointments, you must use AdvisorTrac.

Counseling services is available to you if you are having difficulty with the transition. The first few weeks transitioning to a university or on campus housing can be stressful. Counselors are available for free to help you have a positive experience at SIUE.

Health Services is available to you if you begin feeling under the weather. You can see a doctor or nurse practitioner for free who can also prescribe medication. The pharmacy also has over-the-counter medication for a very reasonable rate. Health Services and the pharmacy are located in the basement of Rendleman Hall.