

Certification and Advisement ~ School of Education
Box 1062
Edwardsville, IL 62026
www.siu.edu/education

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(618) 650-2433 / (618) 650-5468 – fax

*****Registration for Summer and Fall 2009 begins Monday, March 16th, 2009*****

IMPORTANT INFORMATION:

The most important communication device utilized by students, faculty and staff is the *siue email account*. All students in School of Education graduate programs must set up and regularly check their SIUE e-mail. The bursar's office will send you a notice every semester stating that a change has been made to your statement and to view your statement on CougarNet. Important updates from the School of Education and SIUE will be sent to this e-mail address, including alerts that your E-ID password is set to expire. The E-ID password expires every 60 days and needs to be reset to remain active.

To set up your SIUE E-ID account, go to:
<https://oitam.isg.siu.edu/~eid/cgi-bin/e-ID>

To log into your SIUE e-mail account, go to:
webmail.siu.edu

IMMUNIZATION:

Please note that you will be required to comply with the State of Illinois immunization requirement. Call 618/650-2843 for information and to request the Immunization Form. *A \$25.00 fee is assessed by the fourth week of the semester to any student who is not compliant.* To download the form:
<http://www.siu.edu/healthservice/forms/index.shtml>

You may request an exemption from the immunizations for the following reasons:

1. Age – Students born prior to January 1, 1957 are exempt and must call Health Services to release hold.
2. Medical – see form
3. Pregnancy or suspected pregnancy - The student must present a signed and dated statement from a physician stating such. The Estimated Date of Delivery must be indicated.
4. Religious – see form

If you attended a high school or college in Illinois, your records may be still be on file at that institution.

SUMMER & FALL REGISTRATION:

Registration for Summer & Fall 2009 begins March 16th, 2009. Please send an email request to angewhi@siue.edu listing the course numbers you wish to be enrolled in. (ex. CI 571, EDAD 525) If you are not planning on taking courses in the summer or fall, please send me a quick email as well.

HOLDS:

I cannot waive Health Service, Bursar, or Admission holds to enroll you in courses. Please check prior to emailing your registration request to see if you have any holds on CougarNet.

TEXTBOOKS:

Textbooks for off-campus courses may be purchased on-line through the SIUE Bookstore at: www.books.siuebookstore.com/. You may look up books for specific courses by going to the SIUE Bookstore page (see link above) and click on Course/Textbook Review. Textbook lists for the upcoming term are available 4 weeks prior to the start of the semester.

Students are also welcome to utilize other online vendors, such as Amazon.com, for textbooks where prices are often lower.

COST (SUMMER 2009):

EFFECTIVE SUMMER 2009, THE OFF-CAMPUS FEE WILL CHANGE TO \$50.00 PER CREDIT HOUR VERSUS \$177.00 PER COURSE.

The general tuition and fee structure for **off-campus** courses (Illinois residents*) is as follows:

Graduate Students - \$243.25 per credit hour for tuition plus \$50.00 per credit hour for facilities maintenance fees and \$6.25 per credit hour technology fee
Total for one 3.0 semester hour class: \$898.50
Total if using a tuition waiver: \$168.75

Fall 2009 tuition rates and fee schedule will be available prior to the start of the summer term.

* Missouri residents taking 6 hours or less are charged the in-state rate.

Payment Options: ***SEE PAYMENT SCHEDULE LISTED ON THE BACK OF THIS PAGE*******

At the time of registration you should be prepared to pay one-third of your total tuition and fees regardless of tuition waivers or scholarship funds credited to your account, plus \$20 service charge, plus any other charges you may owe (such as parking fines, book fees, etc.). The \$20 service charge only applies to students making payments. **Please note: the Bursar's office does not send bills to your mailing address.** Instead, you are notified via e-mail (siue email address) that your billing statement has been updated and is available to view on CougarNet.

The Bursar's Office accepts payments of cash, check, money order, Discover, MasterCard or VISA, but is unable to accept payment by fax or phone. Payments can be made by mail, in person during Bursar's Office hours, or by [Web \(credit card only\)](#). A 2% convenience fee is added to web payments.

Educational Outreach will take credit card information over the phone and does not charge the 2% service fee. (618-650-3215 or 618-650-2630)

Make all checks payable to Southern Illinois University Edwardsville and include the student's University ID number (800-xxx-xxx) with your payment. When remitting by mail, please allow at least 7 days for Post Office handling. Payments by mail should be sent to

SIUE Bursar's Office
P.O. Box 1042
Edwardsville, IL 62026-1042

Overnight express or shipping service address:

SIUE Bursar's Office
Rendleman Hall Room 1001
#6 Hairpin Drive
Edwardsville, IL 62026-1042

Tuition waivers – if you are using a tuition waiver for your course, ***be sure to make a copy for your records before mailing it to our office.*** Our address is: OCECA, SIUE, Campus Box 1062, Edwardsville, IL 62026. Lost waivers cannot be reissued. Tuition waivers issued from SIU-Carbondale may be used for courses at SIU-Edwardsville.

Drop/refund requests must be made in writing to the office of Certification and Advisement. Special drop/add dates are in effect for 8-week courses. Call 618-650-3210 for details.

NOTE: DO NOT JUST STOP ATTENDING CLASS; YOU WILL STILL BE OFFICIALLY ENROLLED AND WILL BE RESPONSIBLE FOR PAYMENT OF TUITION AND FEES.

BURSAR'S OFFICE/PAYMENT INFORMATION:

Spring 2009

Bill Date

November 29, 2008

January 24, 2009

February 21, 2009

March 14, 2009

Due Date

December 12, 2008

February 20, 2009

March 13, 2009

April 10, 2009

Summer 2009

Bill Date

April 18, 2009

May 16, 2009

June 6, 2009

Due Date

May 15, 2009

June 5, 2009

June 26, 2009

Fall 2009 (TBA)

Bill Date

Due Date