



Graduate School

FAQs



Fall, 2009



FAQs

Graduate School at SIUE

<http://www.siu.edu/graduate/faqs.shtml>

Pre-Application Questions

1. **I don't know what I want to do. What graduate program can I go into?**

Take a look at the program descriptions listed online in the graduate catalog at http://www.siu.edu/graduate/catalog/Graduate_Catalog_Home.shtml. If you have an idea of the area in which you are interested, you should talk to the graduate program director of that department. See http://www.siu.edu/graduate/catalog/ch2/graduate_program_directors.shtml for contact information.

2. **What programs do you offer at the graduate level?**

We offer 40 master's degree programs plus specialist degrees, post-baccalaureate certificates and three cooperative doctoral programs. For a list of degrees offered, see http://www.siu.edu/graduate/catalog/ch1/degrees_list_of_graduate.shtml. More information about these programs is available online at the Graduate School website at <http://www.siu.edu/graduate/>, and online at the Registrar's website at <http://www.siu.edu/registrar/>.

3. **I'm interested in the _____ program, what do I need to do to get information?**

First, check out our degrees at <http://www.siu.edu/graduate/prospective/index.shtml>. We recommend contacting the graduate program director or the department directly after you've selected a master's program that meets your needs. You can find contact information through the graduate catalog online at http://www.siu.edu/graduate/catalog/ch2/graduate_program_directors.shtml.

4. **Can you send me an application, catalog, and program information?**

Print catalogs are no longer being produced but you can visit http://www.siu.edu/graduate/catalog/Graduate_Catalog_Home.shtml to view the catalog online for information on our graduate programs. You can find the application for Graduate School at <http://www.siu.edu/graduate/apply/index.shtml>.

5. How long does it take to receive printed material?

It takes about three weeks to receive information in the mail after it is requested. If it has been longer than three weeks, please email us at gradsch@siue.edu your name, address, social security number or birth date and we will put in another request to make sure you receive the information. All information that is mailed can also be found online.

6. Do I have to take the GRE/MAT/GMAT for my major?

Check the catalog or department to see if a test is necessary. These requirements are also outlined in the classified graduate application form, at <http://www.siue.edu/graduate/prospective/index.shtml>.

7. How do I go about taking the GRE/MAT/GMAT?

Testing Services offers the Miller's Analogy Test (MAT) on campus. For scheduling information and to sign up please go to <http://www.siue.edu/IS/TEST>. For information on the Graduate Record Examination (GRE) visit the website <http://www.ets.org/portal/site/ets/> and click on GRE. For information on the Graduate Management Admission Test go to <http://www.mba.com/mba/TaketheGMAT>. If you have any questions about these tests, please call Testing Services at (618) 650-3717.

8. What is SIUE's test score code for the GRE/MAT/GMAT and TOEFL?

SIUE's test score code is 1759. There is no additional number for a program or department.

9. What is the cost of tuition at SIUE?

See <http://www.siue.edu/apply/tuition>. Please note that Missouri residents pay the same tuition rate as Illinois residents for the first six credit hours of enrollment each semester, if the enrollment does not exceed six credit hours. If a Missouri resident takes seven or more credit hours, the tuition is two and a half times the Illinois rate.

10. I would like to tour SIUE. Do you have tours for Graduate Students?

Yes, campus tours are available. Please contact the Office of Admissions Counseling at (618) 650-3705. You may also wish to schedule a meeting with the director of your graduate program at that time. See http://www.siue.edu/graduate/catalog/ch2/graduate_program_directors.shtml for contact information.

11. I am from a country outside of the United States. Is there a website that can give me more information on being an international student at SIUE?

Please see the International Student Services website at <http://www.siue.edu/prospectivestudents/international>

Application Questions

12. What is the difference between classified and unclassified status?

Unclassified means that you are taking courses but not admitted to a graduate degree program; classified means you are applying to a specific graduate degree program.

13. How do I apply to graduate school?

Submit application (classified or unclassified), application fee, TOEFL score if international, and request official transcripts be mailed to Graduate Admissions, campus box 1047, SIUE, Edwardsville, IL 62026-1047. If you graduated from SIUE and did not take any additional courses since then you do not need to order transcripts. We can get your SIUE transcripts. Some departments require an application in addition to the application to the graduate school. Consult <http://www.siu.edu/graduate/prospective/index.shtml> for more application information about your desired graduate program.

14. Where can I get an application?

Applications are available in the Service Center, Rendleman Hall, room 1309, or the Graduate School, Rendleman Hall, room 2202, or online at <http://www.siu.edu/graduate/apply/index.shtml>.

15. Is there a separate application for my program?

Some programs have their own application. Consult <http://www.siu.edu/graduate/prospective/index.shtml>.

16. Is there an application fee?

Yes, the Application fee is \$30.00.

17. When is the application deadline?

In most cases for domestic classified status, the deadline is approximately a month before the start of classes (Definite dates are on the application itself). For unclassified, the deadline is no later than five days before the start of classes, and you should be aware that the classes you wish to take may be full at the beginning of the term. Please note that some graduate programs have earlier deadlines. Those are: Art Studio (Fall only – Feb 1st); Art Therapy Counseling (Fall only – Feb 1st); Biotechnology Management (Fall only – Feb 28th); Nursing (Nurse Anesthesia – Summer only – June 1st for the following summer); Nursing (Health Care and Nursing Administration/Nurse Educator/Family Nurse Practitioner – Fall only – March 1st); Psychology SD (Fall only - Feb 1st for external applicants, July 1st for those already attending SIUE); Psychology MA/MS (Fall only – Feb 1st); Social Work (Fall only - February 15th); Sociology (Fall - July 10th, Spring - Nov 15th, Summer - April 1st); Speech Language Pathology (Fall only – Feb 1st); and Teaching (Summer only – last workday in April).

For in country international students, the application deadline for classified (degree-seeking) status requires that Graduate Admissions receive all documents for admission to Graduate

School no later than July 15th for Fall Semester, November 15th for Spring Semester and April 15th for Summer Semester.

For out of country international students, the application deadline for classified (degree-seeking) status requires that Graduate Admissions receive all documents for admission to Graduate School no later than June 1st for Fall Semester, October 1st for Spring Semester and March 1st for Summer Semester.

NOTE: If you are a new graduate student and you intend to apply for a Competitive Graduate Award (CGA - see question #26), the deadline for having all of your application materials turned in for all degrees except Nurse Anesthesia moves up to January 15th. If you apply for the CGA but your SIUE application is incomplete, your application for the Competitive Graduate Award will be removed from consideration.

18. Where do I turn in my application?

Hard-copy application & application fee can either be mailed to the Bursar Office, Box 1042, SIUE, Edwardsville, IL 62026-1042, or hand delivered to the Bursar Office at Rendleman Hall, room 1101 or to the Service Center, Rendleman Hall, room 1309.

*Electronic application and fee submission is available for domestic students for both classified (degree-seeking) and unclassified (non-degree seeking) applications.
<http://www.siu.edu/apply/>*

If you wish to FAX your application, FAX it to (618) 650-2081 and also send a note with your credit card number, permission to charge your credit card for \$30, and your signature.

19. If I just want to take a class but not declare a major, what do I do?

Submit an unclassified application along with the \$30.00 application fee.

20. What if I need to take an undergrad class before I can be admitted into the Grad program?

Check with your advisor to obtain approval to take an undergraduate class. If you do not know who your advisor is, see the table at http://www.siu.edu/graduate/catalog/ch2/graduate_program_directors.shtml.

21. How do I change my major?

Submit a new classified graduate application checking the box for "new graduate major". If you have been an active student within nine terms of the term of admission, there will be no additional application fee. Be sure to check with the new graduate program for additional admission requirements. Also see http://www.siu.edu/prospectivestudents/grad_admission_requirements.shtml.

22. How do I reapply to graduate school?

If you have not attended grad school for three consecutive terms (a term being either summer, fall, or spring), you must submit a new application, check the box for returning

students, and pay the application fee of \$30 if you have been out of school for nine consecutive terms.

23. How is graduate credit completed at another institution evaluated for my degree at SIUE?

Graduate students must request that prior credit be reviewed for applicability toward a graduate program. Request that an official transcript from the other institution be mailed directly to SIUE, Registrar's Office, Campus Box 1047, Edwardsville, IL, 62026. Submit the Graduate Student Request Form at <http://www.siu.edu/graduate/current/pdf/GSRF.pdf> to your graduate adviser for review. The form will then be forwarded to Graduate Records for review and you and the department will be notified of the results.

24. I stopped attending and am returning to complete my degree. Will my prior course work be considered for completion of my program?

Graduate policy requires the completion of a master's degree or certificate program within six years and within seven years for a specialist degree. If your course work falls within this time frame, your credit will be considered toward completion of your degree. If your credit was completed past this time frame, contact your Graduate Advisor to discuss the credit. Students can use the Graduate Student Request Form at <http://www.siu.edu/graduate/current/pdf/GSRF.pdf> to request an exception to policy to include older course work as part of the accepted courses of the graduate program. The request must be initiated by the student and approved by the Graduate Program Director and Graduate Records.

Post- Application Questions

25. How long will it take to process my application?

An unclassified application takes approximately 5 working days to process from time of receipt in the Admissions Office. For classified, it would depend on how long it takes to receive all necessary paperwork and how long it takes for departmental approval.

26. How do I check the status of my application?

Please call the Student Service Center at (618) 650-2080 or e-mail them at servicecenter@siue.edu or call Graduate Admissions at (618) 650-3770. The Toll-Free telephone number for Graduate Admissions in Illinois is (800) 447-7483 and the Toll-Free National number is (888) 328-5168. International applicants may e-mail International Graduate Admissions at intladm@siue.edu.

27. Will the courses I completed as an unclassified graduate student at SIUE be automatically applied toward my major once admitted?

No. Unclassified credit at SIUE falls under the transfer credit policy and must be requested for transfer to the graduate degree program by submitting a completed Graduate Student Request Form at <http://www.siu.edu/graduate/current/pdf/GSRF.pdf> to your graduate

adviser for review. The request must be approved by the Graduate Program Director and Graduate Records.

Financial Assistance Questions

28. What Types of Federal Financial Aid are available for Graduate Students?

*In 2006-07 Graduate Students received Student Direct Loans totaling more than \$11 million. Other forms of Federal Student Aid awarded to Graduate and Professional Students include Federal Work Study and Perkins Loans. Graduate students are **not** eligible for Federal and State grants such as the Pell, SEOG, and MAP grants.*

Students apply for Federal Financial Aid electronically using the FAFSA (Free Application for Federal Student Aid). A link to the electronic FAFSA can be found on our website <http://www.siu.edu/financialaid>.

Graduate students must be pursuing a graduate degree (classified graduate status), and be enrolled in at least 5 hours. Other eligibility criteria can be found on our website <http://www.siu.edu/financialaid>.

29. Where do I get more information on Federal Financial Aid?

Contact the Student Financial Aid office at (618) 650-3880 or drop by at Rendleman Hall, room 2308, or e-mail them at finaid@siue.edu. The Student Financial Aid Office is open Monday through Friday, 8:00 AM to 4:30 PM. Evening hours are the first Monday and Thursday of every month until 6:30 PM during the Fall and Spring, and the first Monday of every month during the Summer.

Financial Aid Advisors staff phones and front counter. If you need specialized (one-on-one) assistance our Advising Hours are Monday through Thursday, 12:30 to 4:00 PM.

30. What sort of scholarships, assistantships, or other financial aid is available from SIUE and the Graduate School?

***The Competitive Graduate Award (CGA)** is available through the Graduate School. There are 19 awards per year. Each award carries a tuition waiver for the fall semester and the spring semester, and a stipend of \$930 per month for nine months. The CGA recipient must pay all fees and the award is not renewable. The purpose of the CGA program is to support highly qualified new students, including students from underrepresented groups, who are accepted into advanced degree programs at SIUE. Applicants must be new graduate students, whose first term of enrollment as a classified student in a graduate degree program at SIUE will be no earlier than Summer 2009. SIUE undergraduates approved for admission to a 3+2 program may submit an application provided their eligibility for such enrollment does not occur before Summer 2009. The application deadline is January 15th for the following fall semester, and applicants for the CGA must also have all their materials for admission to their graduate program submitted by this date. Recipients are required to enroll in at least 9 hours of graduate credit for each of the fall and spring semesters. This prestigious award is highly competitive, so begin the application process early. For more information, see <http://www.siu.edu/graduate/prospective/awards.shtml> and the CGA FAQs at <http://www.siu.edu/graduate/prospective/pdf/cgafaqs2009-2010.shtml>. If you have questions about the CGA after reading the guidelines and the CGA*

FAQs on the website, contact the Graduate Recruitment Coordinator at (618) 650-2811 or e-mail us at gradsch@siue.edu or michero@siue.edu.

Graduate Assistantships are available to classified graduate students taking at least six hours of graduate credit in the fall and spring semesters, and at least 3 hours of graduate credit in the summer. There are approximately 450 assistantships each year. 50% (full time) assistantships require 20 hours of work per week; 25% (part time) assistantships require 10 hours of work per week. All assistantships include a tuition waiver and a stipend, but the student is responsible for all fees. For more information, see <http://www.siu.edu/graduate/assistantships.shtml>. The website includes postings of currently available assistantships. You may also come by the Graduate School office in Rendleman Hall, room 2202, to see hard copies of the same postings, and you are encouraged to start your search by checking with the academic department to which you are applying. Use the phone number on the table at http://www.siu.edu/graduate/catalog/ch2/graduate_program_directors.shtml to call your department.

The Graduate Scholar Award (GSA) is available through the Graduate School. There are fifteen awards available each year. Each award consists of a tuition waiver for the fall and spring semesters. The recipient must pay all fees. The purpose of the Graduate Scholar Award is to provide financial support in the form of tuition waivers to academically qualified individuals from groups underrepresented nationally in graduate programs. Applicants must be U.S. citizens enrolled full-time (at least 9 graduate hours) as classified graduate students (degree-seeking) in good academic standing who are members of groups underrepresented nationally in academic disciplines. The deadline each year is July 15th. For guidelines and application, go to <http://www.siu.edu/graduate/misc/scholar.shtml>. If you have questions about the GSA after reading the guidelines on the website, contact Cindy Fulton at (618) 650-3164 or e-mail her at cfulton@siue.edu.

The Diversifying Faculty in Illinois (DFI) Award is available through the Vice Chancellor and Provost's office; information can be found at <http://www.dfi.siu.edu/>. There are one or two winners per year. Quoting from the website, the purpose of DFI is "to increase the number of underrepresented faculty and staff in Illinois institutions of higher education and higher education governing boards. The goal of DFI is to increase the number of minority full-time tenure track faculty and staff at Illinois post-secondary institutions (two- and four-year colleges and universities)... Upon graduation, fellowship recipients are obligated to actively seek and accept, when offered, a teaching or non-teaching fulltime appointment at an Illinois post-secondary educational institution for the same amount of time as funded." If you have questions about the DFI, please e-mail SIUE's Assistant Provost Venessa Brown at vbrown@siue.edu or call her at (618) 650-5867.

31. How do I apply for a graduate assistantship?

All the hiring is done within the individual departments so you must contact the department offering the appointment. You can find contact information at http://www.siu.edu/graduate/catalog/ch2/graduate_program_directors.shtml. Use the department phone number to reach the secretary.

32. How do I go about getting my tuition waived for summer if I have a graduate assistantship?

You may be eligible for a Summer Tuition Waiver if you have had an assistantship appointment for two consecutive semesters (fall and spring), have never had a summer tuition waiver before, and if there are no assistantships available in your unit during the

summer. The application form can be found at http://www.siu.edu/graduate/faculty/pdf/summer_tuition_waiver-1.doc. It must be completed, signed by your supervisor and academic dean or director and returned to the Graduate School, Rendleman Hall, room 2202, for processing.

33. I'm a Graduate Assistant. When will my tuition waiver be credited?

It is an overnight batch process and takes 24-48 hrs for the waiver to go through.

34. I'm a Graduate Assistant. My tuition waiver is not in the system, who can help me?

Cindy Fulton, (618) 650-3164 will be able to help you. You may e-mail her at cfulton@siue.edu. For other waivers, such as Cooperating Teacher Waiver, you can contact financial Aid at (618) 650-3880.

Enrollment Questions

35. How do I register for classes?

Classified students must meet with their academic advisor in their major department each semester to receive a PIN before registering for classes so that they can register themselves on Cougar Net. Unclassified students may contact Cindy Fulton at (618) 650-3164 or cfulton@siue.edu.

36. When is it too late to register?

That depends. Are you a current student? When was the last time you took classes at SIUE? If you have not attended graduate school for three consecutive terms, you will need to apply for re-admission. Classes may close enrollment several months ahead of the beginning of the term so check the availability of the class(es) that you wish to take before deciding which term to re-apply for. If classes have already started, it is usually too late to register.

37. Can I register for classes over the phone or on-line?

Not every department offers registration over the phone. You will need to check with your department to see if they offer phone registration or if they would prefer to meet with you in person.

38. Is the class I need still open? If not, what can I do to get into it?

Check Cougar Net by choosing "Course Status." If the class is full you may contact the department or go to the first class meeting, ask the professor if you may join the class and obtain a closed class card from the professor. The professor has the right to decline your request. If you receive a closed class card, you will need to take it to the Service Center to register for the class.

39. Where is the class I'm taking being held?

This information is available in the "Schedule of Classes," online at <http://www.siu.edu/registrar/schedules/index.shtml> by clicking class schedules or on Cougar Net under course status.

40. As a graduate assistant, how do I gain approval to take more classes (overload) or fewer classes (underload)?

If you are a graduate assistant, you must submit an Overload/Underload form available at http://www.siu.edu/graduate/faculty/pdf/Overload_Petition.doc to the Graduate School, Rendleman Hall, room 2202.

Graduation Questions

41. Who needs to apply for Graduation?

Every graduate student who is in a master's degree program, a post-baccalaureate certificate program or a post-master's certificate program. Graduation from a certificate program is noted on the transcript and the student will receive a diploma.

42. How do I apply for graduation?

Applications for graduation are available in the Service Center, in the Graduate School, and on the website: <http://www.siu.edu/registrar/forms/graduation.shtml> The application should be turned into the Bursar's Office with the application for graduation fee of \$35.00.

43. When Must I apply for graduation?

Students must apply for graduation no later than the first day of the term in which the student expects to complete all degree requirements, including such final elements as thesis, project, recital, or internship.

44. Can I change the date of my graduation?

Yes, you can either pick up a graduation change form available in the Service Center, e-mail the information to the Service Center at servicecenter@siue.edu, or contact Graduate Records at (618) 650-3167 to update the term of graduation.

45. Do I need to be enrolled in a class in order to graduate this semester/term?

No. Enrollment in your final semester is not required in order to graduate. If you need access to University resources such as the Library, maintaining an active student status, or to keep your SIUE e-mail account active, you can enroll in UNIV 500 for a course fee of \$37.50. Contact your adviser, the Service Center at servicecenter@siue.edu or (618) 650-2880, or Graduate Records at joolson@siue.edu or (618) 650-3167 to enroll in UNIV 500.

46. What forms are required for a thesis?

You are responsible for submitting the Registration of Thesis Title form at <http://www.siu.edu/graduate/faculty/pdf/REGTHES.pdf> to the Service Center, Rendleman Hall, Room 1309, by the first day of your graduation term. If you need to change the title, your thesis committee, or have any questions, please contact Graduate Records in the Service Center or call (618) 650-3167 or e-mail joolson@siue.edu. When you submit your final thesis to the Graduate School, the Thesis Approval Page at <http://www.siu.edu/graduate/faculty/pdf/APPROVAL.pdf> must be included.

47. Where and when do I submit my thesis for review?

Submit one copy of your thesis on copy paper to the Graduate School, Rendleman Hall, Room 2202, by the Friday before finals week. Once you have met this deadline, you have four (4) weeks to submit the final version of the thesis with one on copy paper and one on 20 lb. bond paper.

48. When is the final version of my thesis due?

Four weeks after the end of the term (not counting finals week) in which you are graduating.

49. If I am completing the non-thesis option of my program, do I need to submit anything to the Graduate School?

No, submission of a paper is only required for students completing the thesis option.

50. Do I need to notify the Graduate School of the scheduled date of my exit requirement defense/exam/etc.?

No. Students and departments will decide upon a mutually agreeable date. The student must complete the exit requirement by the last day of finals week in their graduation term.

51. Since I don't wish to attend the Commencement ceremony, do I still need to apply for graduation?

Yes. All students must apply for graduation in order to graduate, regardless of whether they wish to participate in a commencement ceremony or not.

52. Where can I find information on Commencement?

Visit the Commencement website at <http://www.siu.edu/commencement>.