

**School of Nursing Graduate Program
Frequently Asked Questions
Current Students**

1. How do I set up my SIUE email address, CougarNet account, and Blackboard account?

First, you need to request an e-ID and temporary password at the following website:

<https://oitam.isg.siue.edu/~eid/cgi-bin/e-ID>

You will need your SIUE student identification number (800 number) to request an e-ID. You can obtain this number on your admission letter or from the Graduate Academic Advisor.

Once you have your e-ID and password, you should be able to log into your email account and Blackboard:

Email: <https://webmail.siue.edu/imp/>

Blackboard: <http://bb.siue.edu/>

To log into CougarNet, use your student identification number (800 number) as the user name and your birthday as the default password:

https://ssb.siue.edu/pls/BANPROD/twbkwbis.P_GenMenu?name=homepage

2. How do I register for classes?

Registration typically begins in mid-March for fall and summer semesters and mid-October for spring semesters. Shortly before registration begins, the Graduate Academic Advisor will send an email to students listing their registration options. Students will have the option to request a pin number so that they can register themselves or request to be registered by the Advisor.

Please note: Students should only register for courses as listed on their approved progression plans. No changes to progression plans are allowed without the permission of the Graduate Academic Advisor and the Assistant Dean for the Graduate Program.

3. When are fee bills due? Will I receive a bill in the mail?

Students do not receive hard copies of their fee bills in the mail. Students should log onto their CougarNet accounts to view their fee bills and due dates for payment.

Fee bills can be paid in installments throughout the semester. The first installment is generally due BEFORE classes begin. Make sure to check your

CougarNet account regularly for payment due dates. For payment options, contact the Bursar's Office at 618-650-3123.

4. What type of arrangements do I need to make for a clinical course?

Clinical site and clinical preceptor requests are made by students in all nursing specializations. (Nurse Anesthesia students only have to initiate clinical site arrangements for NURS 513.) The guidelines and forms related to this process are available in the "FORMS" section of the Graduate Student Handbook (under the label "Clinical Preceptor Forms") or online at http://www.siu.edu/nursing/currentstudents/graduate/clinical_information.shtml. If you have questions regarding the content or completion of the aforementioned, please contact the Director of Clinical Acquisition at the School of Nursing at 618-650-3341.

5. How do I transfer courses taken as an unclassified student to my Master's program?

Students who take courses as unclassified students, and who are later accepted into a graduate program, must fill out a Graduate Student Request Form asking that the courses taken in unclassified status be transferred to their degree programs. Students must earn a grade of A or B in order for a course to be accepted from unclassified status. A student is allowed to transfer up to 1/3 of the total required credit hours for a degree from unclassified status or from another university. You can download a Graduate Student Request Form from the Registrar's website.

6. How do I transfer courses taken at another university toward my Master's degree?

Students who have taken a course that they think is equivalent to a required SIUE course at another university must submit a Graduate Student Request Form asking that the course from the other university be transferred to their degree program at SIUE. The form should state which SIUE course the student feels is equivalent and must be accompanied by an official transcript and syllabus from the other university. Students must earn a grade of A or B in order for a course to be accepted from another university. A student is allowed to transfer up to 1/3 of the total required credit hours for a degree from unclassified status or from another university. You can download a Graduate Student Request Form from the Registrar's website.

7. Can I make changes to my progression plan? Can I speed up or slow down the program?

Students are accepted into our graduate programs in “cohorts” and are expected to complete the courses as listed on their progression plans from admission through graduation. It is not possible to speed up or slow down the program and stay within the same cohort. A student who does not follow his/her approved progression plan is at risk of losing his/her space in the program. Students who have extenuating circumstances which do not allow them to progress in the program should contact the Graduate Academic Advisor to discuss their options.

8. When should I start working on my Terminal Project?

Students should have a graduate committee and a first draft of their terminal project no later than one year prior to graduation. Terminal projects require many drafts and cannot be completed in one semester.

9. How do I select committee members for my Terminal Project that are knowledgeable about my topic?

The Graduate Program Student Handbook contains a list of graduate faculty and their research and interest areas. This list may help students select faculty members who are knowledgeable about their terminal project topics. You can also contact the Assistant Dean for the Graduate Program at 618-650-3936 to discuss possible committee members or any graduate faculty.

10. Is it possible to take a leave of absence from the graduate program?

Students who have extenuating circumstances which do not allow them to progress in the program should contact the Assistant Dean for the Graduate Program or the Graduate Academic Advisor to discuss their requests. If students wish to take time off from the program, a written request must be submitted to the Graduate Student Affairs Committee. There is no guarantee that students who take time off from the program will be able to return at a later date.

11. Do I have to apply for graduation?

All students must officially apply for graduation with the university no later than the first day of the semester in which they plan to complete their degree requirements. Additional information can be found on the Registrar’s website:

<http://www.siu.edu/registrar/forms/graduation.shtml>

12. How do I meet with my advisor?

The Graduate Academic Advisor is available to meet with students in person or to answer questions via phone or email. Please contact the advisor at 618-650-

3930 or hking@siue.edu to schedule an appointment or to discuss any questions that you have.