



Summer 2012 Class Schedules



Office of the Registrar

<http://www.siu.edu/registrar/schedules/>

Summer 2012 SIUE Class Schedules

Message from the Chancellor

Welcome to the Summer 2012 academic semester! We're delighted that you have chosen to enroll at Southern Illinois University Edwardsville. The entire SIUE community is dedicated to assisting you in achieving your goals and to making your educational experience a successful one. Undergraduate education charts a course for your adult life, and our faculty and staff are ready to help you navigate.

Emphasizing teaching, research, and public service programs, Southern Illinois University Edwardsville is a premier Metropolitan University with more than 14,000 students enrolled. SIUE is listed in the Best Colleges of 2012 issue of *U.S. News & World Report* as an "up-and-coming school firmly focused on improving the job they're doing today." One of 46 schools nationwide recognized for its innovative changes, SIUE is also ranked, for the eighth consecutive year, in the best Regional Universities Midwest (master's granting) category, and among the top 15 public universities in the category. In addition, *Washington Monthly* magazine has ranked SIUE among the Top 50 of 553 master's universities in the nation for contributions in Social Mobility, Research and Service. The quality of our programs and commitment of our faculty and staff ensure that your time here at SIUE will be rewarding and well spent.

Throughout your years at SIUE, you will discover just how much our location affects the opportunities and experiences that will become your favorite college memories. We have a beautiful campus of more than 2,600 acres, including biking and hiking paths, a swimming pool, top quality athletic facilities, and a scenic lake, complete with geese. On campus, there is always something exciting happening – concerts and world-class speakers to art exhibits and Division I Cougar sporting events! The entire St. Louis metropolitan community also is host to thousands of different cultural and entertainment events and is a wellspring of internships and cooperative educational experiences with regional, national, and international employers.

Make the most of your time at SIUE, both in and out of class. Interact with our outstanding faculty – they are committed to your education. Get involved in some of the over 200 student organizations. Share your talents with the University community and, above all, believe in yourself and invest in your future.

Go Cougars! Go Big "e!"

Vaughn Vandegrift

Chancellor



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Academic Calendar

March 2012	1	Undergraduate and Graduate applicants from abroad who require F-1 Visas and are seeking admission in the Summer Semester must have their file information complete no later than March 1, 2012.
	12	Priority Registration begins for graduate students, undergraduates with 90 or more earned hours, and seniors with degree.
	19	Registration begins for undergraduates with 60 or more earned hours.
	26	Registration begins for undergraduates with 30 or more earned hours.
April 2012	1	Undergraduate freshman application deadline.
	2	Registration begins for all remaining students.
	15	International in-country undergraduate and graduate application deadline.
	26	Graduate admissions application file completion deadline. Undergraduate (non-freshman) application deadline.
May 2012	1	Admission deadline for freshman undergraduate students.
	11	<i>Deadline for first Summer installment payment.</i> Payments (with the exception of web payments) must be received by 4 p.m. on May 11 to avoid service charges. Web payments have to be completed by 6:15 p.m.
	14-18	International student registration week
	21	Weekday and evening classes begin. Deadline for Summer term graduation applications. Deadline for submission of the Registration of Thesis Title form for graduate students to Graduate Records. Late registration begins, including non-refundable \$25 late registration fee.
	25	Last day to file the Directory Hold information form in the Service Center.
	26-28	Memorial Day Holiday. Classes not in session.
June 2012	1	Last day to add a class. Last day to drop or withdraw without receiving a grade.

Deadline for second Summer installment payment.

Last day for full refund of tuition and fees for 10-week classes. Last day to pay tuition and fees for students registering after May 11.

INDIVIDUAL CLASSES DROPPED AFTER JUNE 1 WILL NOT REDUCE OR CANCEL TUITION AND FEES LIABILITY.*

- 2 Full-term weekend classes begin.
- 8 Last day for **graduate students** to change audit/credit status.
- 15 **Last day for partial refund when withdrawing from all classes. There will be no refunds for 10-week classes after this date.**

Last day for undergraduate students to change Audit/Credit status.

- 22 Last day to withdraw from a class without permission of advisor and instructor.

Final Payment deadline for Summer Semester due.

- 29 Last day to change Pass/No Credit status.

July 2012 2 Last day to submit Residency Appeals for Summer 2012.

Last day for Suspension Appeals for Fall 2012 reinstatement.

- 4 Independence Day. University Closed.

- 13 Last day to withdraw from a class with permission of advisor and instructor.

- 27 Last day for submission of a thesis draft to Graduate Records for graduate students. Please submit in the Graduate School.

- 28 Final exams for weekend classes.

July 30-Aug 3 Final exams for weekday and evening classes.

August 4 Textbook return deadline at 5:00 p.m.

Summer Commencement

**NOTE: Deadlines for weekend, special format, and short term classes differ from those listed above. Please contact the Service Center for additional information.*

Academic News & General Information

ACADEMIC NEWS

Army ROTC Leadership Development

Basic level [Army ROTC](#) courses MSC 101(1) and 201(1) allow students to develop critical leadership skills with no obligation to the U.S. Army or to Army ROTC whatsoever.

The SIUE School of Business International Program provides students with many opportunities to gain global perspectives and competitive advantages in the job market through international business study experiences. The School of Business offers international study programs in Brazil, China, England, France, Germany, Hong Kong, and Hungary, creating valuable academic experiences for business students. Programs range in length from one week to a semester or more. Classes taught in English are offered at all locations.

www.siu.edu/business/international

Program Director: Janice Joplin, Ph.D.

618-650-3412 or 618-650-2922

Cooperative Education Program (Co-op) at SIUE is a centralized work experience program for all majors which is a service of the [Career Development Center](#) (CDC). Students are offered an opportunity to work in their major or career-related field of study for a salary in either parallel or alternating assignments. The Co-op program is a major component of the career development process in assisting students with gaining career-related work experiences in paid paraprofessional positions while attending SIUE.

For enrollment certification purposes, university-sponsored Cooperative Education participation is considered equivalent to full-time enrollment. This requires formal enrollment in an approved Co-op course through the CDC. Students do not pay to enroll for the Co-op course nor receive credit/hours for the course, but do receive transcript recognition.

Office of Educational Outreach

For information about all of the University's nontraditional credit, noncredit and professional development courses, programs and services, including on-line and hybrid classes, contact Educational Outreach at 618-650-3210, email: outreach@lists.siu.edu; www.siu.edu/educationaloutreach.

Foreign Language

Majors planning to seek certification to teach must complete the Advanced Level Check to determine if the student has met the oral proficiency requirement. It is the student's responsibility to arrange for the telephonic interview and to arrange for a faculty proctor. Information regarding the Advanced Level Check may be found on the Departmental web page. The results of the Advanced Level Check must be sent to the departmental certification advisor before the student's practice teaching assignment begins.

Nursing

For students seeking a Bachelor's degree in Nursing, the School of Nursing offers a Traditional Option (for high school and transfer students), an Accelerated Option (for students with a prior bachelor's degree), and an RN to BS on-line option for registered nurses. Master's degree options are available plus a new Post-Master's DNP option which began in Fall 2011. For more information on these options, contact the School of Nursing at (618) 650-3956 or email nursing@siue.edu.

[Speech-Language-Hearing Center](#)

Located in Founders Hall, Room 1300, provides diagnostic services in the areas of speech, language, and hearing. Therapy is also provided. Charges for students, faculty and staff at SIUE are waived. Services are also available to the general public. For more information, call 650-5623.

Study Abroad

Through its study abroad programs, SIUE complements the work of its academic departments by facilitating study abroad placements through which students may earn SIUE credit. Whether studying a foreign language and its culture, observing international business practices, or participating in service learning activities, students who study abroad learn valuable new perspectives and ideas. SIUE offers opportunities for undergraduate study abroad in a variety of countries. These take the form of semester-long, direct exchange programs arranged by SIUE or approved study abroad programs offered by recognized study abroad organizations. SIUE students recently have participated in programs in China, Mexico, Chile, France, the UK, Austria, Spain, and Australia, just to name a few. In addition, SIUE offers short term travel study opportunities in which students accompany SIUE faculty to a foreign destination to undertake academic course work directed by that faculty member. Travel study programs vary in length from 2 to 6 weeks. For more information about study abroad, visit the study abroad website at <http://www.siu.edu/studyabroad> or call (618) 650-2419.

GENERAL INFORMATION

Personal Data Changes

When you register, be sure to review your personal data. It is your responsibility to report changes to your permanent address and other personal data to the Service Center. Forms may be obtained [here](#) and submitted to the Service Center. Local address changes must be submitted on the web at <http://www.siu.edu/COUGARNET>.

Once you log in, select *Personal Information*, then *View and Update Addresses and Phones*. If this information is not maintained, critical University information will not reach you. (Note: Changing your permanent address may change your residency and tuition rate.)

If you are a student employee, you must report address changes to the [Office of Student Employment](#) to keep your tax cards up to date. Address and name changes for loan recipients should be reported to the Office of the Bursar.

Directory Information

Under Public Law 93-380 as amended, specific types of student directory information are made available to the general public. The information listed below will be available to any person inquiring as to such data for each student enrolled at SIUE unless the student has filed a written objection to the release of this information with the Office of the Registrar. Students will be included in our web directory which displays name, address, phone number and email address unless a written objection is filed with our office.

Deadline to file an objection to be included in the web directory:

Summer 2012 semester: May 25, 2012

Students who have not filed an objection to the release of directory information by the end of the first week of classes will be included in the web directory.

Please note: This objection will remain in effect until the student files a cancellation with the Office of the Registrar. The form may be obtained [here](#) and submitted to the Service Center.

Please see the [University Policies](#) section of this document for a list of items considered to be directory information.

Declaring or Changing Major

Undeclared undergraduate students apply for a major through Academic Advising. Changes of major for undergraduates should be processed through the new, or intended, major department. Graduate students apply for a change of major by completing an application for admission to the new program.

Senior Assignment

The Senior Assignment represents the culmination of the undergraduate experience at SIUE and should integrate the best aspects of your baccalaureate education. Each academic major has its own version of the Senior Assignment and all seniors are required to complete one. For more information, contact your academic advisor.

Change in Undergraduate Degree Requirements

You are required to complete the catalog degree requirements in force when you first enter the University. However, with the approval of your academic advisor, you may choose requirements published in a subsequent catalog. You may not follow degree requirements published in a catalog that is more than seven years old without the written permission of the Dean of the school of your major. For further explanation, contact your academic advisor.

Graduation

[Applications for graduation](#) for undergraduate and graduate students are due no later than the first day of the term in which you expect to complete degree requirements.

Both undergraduate and graduate graduation applications are processed in the Office of the Registrar, with a non-refundable fee of \$35 (subject to change). Applications may be obtained and submitted with payment to the Service Center. Students who are unable to satisfy degree requirements during the initial application term will be considered for the following two consecutive terms without reapplying or paying an additional fee. However, students who fail to meet graduation requirements within three consecutive terms beginning with the initial application term, will be required to re-apply and pay an additional \$35 fee by the first day of the term in which requirements will be completed. Applications for graduation are available in the Service Center, on the web at www.siu.edu/registrar/forms/index.shtml, or students can apply for graduation online on CougarNet.

Commencement

Commencement will be held on the Saturday following final exams, except for the Spring semester when ceremonies are held on Friday evening and Saturday following final exams.

Your academic advisor will determine whether you are eligible to participate in commencement. See the commencement website at www.siu.edu/commencement for additional details.

Transcript Fee

The transcript fee is \$5.00 per copy. Transcripts should be requested in the Service Center, you may obtain the form [here](#), or you can submit a transcript request on-line on CougarNet. Faxed requests, submitted to (618) 650-3332, are acceptable with your signature, although request forms are available on the web. Be sure to send payment for the transcript fee along with your request. Students submitting requests on-line or by fax will be billed for the transcript charge. Telephone and e-mail requests cannot be honored. Transcripts may not be issued for students with outstanding financial obligations to the University.

Admission

You must be formally admitted to the University before you can be advised or register for classes. If you do not enroll in the term in which you planned to enroll, but wish to enroll in a subsequent term, it is important that you file a new application by the deadline listed for the new term in which you plan to enter the University. Contact an Admission Counselor at 618-650-3705 for more information.

Application Deadline Information

For a listing of deadlines, please visit www.siu.edu/apply and click on the "Admission Criteria/Deadlines" menu item at the top right, and then follow the prompts to answer the questions that apply to you. The deadlines will be posted on the right side of the page.

Campus Tours

Guided walking tours of the campus are offered Monday through Saturdays throughout the year. All tours are directed by STARs (STudents Assisting in Recruiting). For a complete schedule of available dates and to schedule an appointment, go to our web site at www.siu.edu/visit or call 1-800-447-SIUE or 618-650-3705. The Office of Admissions is located in Rendleman Hall, Room 2120.

Pre-Registration Information

Advisement Information

Undergraduate Students

FRESHMEN

FALL ADMITS

New freshmen admitted for the fall term will be advised and registered for courses during the Springboard to Success program; information regarding and registration for this program is available online at www.siu.edu/springboard.

Invitations to the Springboard to Success program are mailed two weeks after being admitted to the Fall term.

Attendance at this program is mandatory and students must submit the Springboard to Success registration/enrollment fee prior to May 1; this fee is nonrefundable. All Springboard to Success registrations and fees submitted after May 1 will be considered on a space available basis.

Mark your calendar for The SIUE Experience, our mandatory orientation program that starts the Thursday before classes begin. More details will follow at Springboard to Success.

SPRING/SUMMER ADMITS

New freshmen admitted for the spring or summer terms are required to schedule an hour advising appointment with an academic advisor in the Office of Academic Advising at 618-650-3701. **You will receive specific information about your advising appointment at a time that is appropriate to your first term at SIUE.**

TRANSFER STUDENTS

Transfer Credit Evaluation

If you are pursuing a first baccalaureate degree, SIUE's Transfer Center staff will evaluate credit submitted on official transcripts from regionally accredited institutions within the next 15 working days. Please allow time for this process before contacting the Advising Offices. The Office of Admissions will notify you once your credits have been reviewed and registration is open.

You may review the results of your evaluation by accessing your transcript online at siue.edu/cougarnet. Additional information regarding the way in which SIUE evaluates transfer coursework as well as a document for assistance interpreting the transfer credit evaluation may be obtained online at siue.edu/transfer.

If you are pursuing a second bachelor's degree, your general education requirements are considered complete and individual courses will not be evaluated. Your major advisor will help you determine the appropriateness of your transfer credit toward SIUE requirements.

Advisement/registration

Before you register, it is recommended you complete the following.

Activate your e-id (www.siue.edu/eid)

Complete eTRACS modules 1& 2 prior to registering (www.siue.edu/transfer/online-orientation.shtml)

Prior to registering, you will need to meet with an advisor. It is important that you ensure that your transfer coursework has been evaluated prior to meeting with an advisor if you are pursuing your first bachelor's degree. The advisor will use this information to assist you in understanding the manner in which transfer courses apply to SIUE degree requirements.

If you hold an AA, AS, ASA, or bachelor's degree and you meet requirements for the proposed major indicated on your application for admission, you have been declared directly into your chosen major. Please contact the major department for an advisement appointment (*see phone numbers on the back of your application*).

All other students enter SIUE as undeclared and will have the opportunity to discuss the requirements for declaring a major during an academic advisement appointment.

If you are an undeclared transfer student, you are required to schedule a one-hour advising appointment with an academic advisor in the Office of Academic Advising after your transfer coursework has been evaluated.

Placement testing information (if required) will also be included in the packet with the registration information. You can find additional information about placement testing and register for necessary tests at siue.edu/is/test/placement.shtml.

RE-ENTRY REGISTRATION (degree-seeking)

Eligible students are readmitted into the class and major (if available) under which they left. If you have indicated a different proposed major on your application for readmission, you have been readmitted as an undeclared major. You will have the opportunity to discuss the requirements for declaring your major during an academic advisement appointment. Undeclared majors should contact Academic Advising at 618-650-3701 to schedule an appointment. Declared majors should contact the major department for advisement.

If you have college credit from regionally accredited institutions other than SIUE, you must submit official transcripts from the granting institution to SIUE, Office of Admissions, Box 1047, Edwardsville, IL 62026-1047. Please note any college credits obtained while attending high school must be reported on an official transcript from the college or university at which the credit was earned. Intentional nondisclosure of transfer credit may result in dismissal from the University.

If you are pursuing a first baccalaureate degree, SIUE's Transfer Center staff will evaluate credit submitted on official transcripts from regionally accredited institutions within the next 15 working days. **Please allow time for this process before contacting the Advising Offices. The Office of Admissions will notify you once your credits have been reviewed and registration is open.**

You may review the results of your evaluation by accessing your transcript online at www.siue.edu/cougarnet. Additional information regarding the way in which SIUE evaluates transfer coursework as well as a document for assistance interpreting the transfer credit evaluation may be obtained online at www.siue.edu/transfer/pdf/Student-How_to_View_Transfer_Credit.pdf.

If you are pursuing a second bachelor's degree, your general education requirements are considered complete and individual courses will not be evaluated. Your major advisor will help you determine the appropriateness of your transfer credit toward SIUE requirements.

VISITING REGISTRATION (This admission status indicates you are not pursuing a degree at SIUE.)

Registration occurs in the Service Center (Rendleman Hall, Room 1309). Information regarding registration is available at www.siu.edu/registrar/visiting.

The following restrictions apply:

- You may enroll in any undergraduate course for which you have satisfied appropriate prerequisites. Students may be required to present evidence of prerequisite completion.
- Enrollment in graduate-level classes is not permitted.
- Credit earned as a visiting student is not applicable toward a graduate degree at SIUE.
- Credits earned while in visiting status cannot exceed 30 semester hours at SIUE.
- You may not be eligible for veterans' educational benefits or most other forms of financial assistance. Check with your home institution to see if you are eligible to receive aid through a consortium agreement. Please call 618-650-3880 if you have questions regarding financial aid or student employment.

If you wish to pursue an undergraduate degree program at SIUE in the future, you will need to apply for admission to the University as a degree-seeking student. To be reclassified, you must satisfy the appropriate admission requirements. Please refer to the Office of Admissions website at www.siu.edu/apply for admission eligibility requirements.

If you wish to enroll in 400- or 500-level courses for later application to a graduate degree at SIUE, you must have the prior approval of the course instructor, the Graduate Program Director, and the Graduate Dean. You must also have submitted an application for admission to classified (degree-seeking) status in the Graduate School before permission can be granted.

Undergraduates who seek permission to enroll in graduate-level courses for graduate credit must be within 16 hours (and not more than one semester) of completing an undergraduate degree. The Graduate Student Request Form (available in the Service Center) is used for this purpose. See the Graduate Catalog for detailed information.

NOTE: Courses numbered 500 or above cannot be applied to an undergraduate degree.

Graduate Students

If you have been admitted to a graduate degree program, or if you are in classification pending status, contact your major department.

If your status is unclassified non-degree seeking, contact the major department(s) in which the course you wish to take is offered.

Business Majors and Minors

Information regarding School of Business Advisement is available online at <http://www.siu.edu/business/advisement/>.

Prerequisites and Class Restrictions

Once you select classes, it is your responsibility to ensure that you have satisfied all prerequisites and class restrictions. These requirements may be found in the catalog or class schedule by clicking on the class title. If you are currently enrolled in a prerequisite needed for a planned class, you will be allowed to register. However, if you fail to satisfactorily

complete the prerequisite prior to the beginning of the term you plan to enter, you should drop the planned class and select another. If you fail to drop the class for which you do not meet pre-requisite requirements, the University may drop you. It is your responsibility to manage your schedule to avoid administrative procedures that could reduce your desired class load.

Immunization Requirement

State law requires students born on or after January 1, 1957, who enter Illinois colleges to provide proof of immunization against the diseases of Measles, Mumps, Rubella, Tetanus and Diphtheria. Proof of immunity can be provided by having your health care provider complete the SIUE immunization form or by attaching a copy of a certified school immunization, military record, or child health immunization record to the SIUE form with Part I of that form completed. Return the forms to University Health Service, Box 1055, Southern Illinois University Edwardsville, Edwardsville, IL 62026-1055. Blank forms may be obtained in the University Health Service. Failure to return the completed form will make it impossible for you to register for the next term. A \$25.00 fee is charged to newly enrolled students who fail to complete this requirement by the first day of the first term of attendance.

Southern Illinois University Edwardsville established a mandatory health insurance requirement for all international students in 1990. All international students must obtain and show proof of medical insurance every semester of attendance at the University. Failure to provide this proof will result in cancellation of the currently enrolled courses for those international students.

University Holds

You may be prevented from registering if you have a Hold on your record. For example, if you have an outstanding past due balance, you will be unable to register until the balance is paid. To determine whether or not you have Holds that would prevent registration, check your registration status on CougarNet (www.siu.edu/COUGARNET).

CHECK SIUE email and CougarNet

The University communicates important information regarding things such as your bill, financial aid status and enrollment information. Check your SIUE email account regularly. In addition, ALWAYS verify changes to your academic record and/or bill in CougarNet (www.siu.edu/COUGARNET)! This can be done in the Service Center if you don't have personal internet access.

Students with Disabilities

Students with disabilities should contact Disability Support Services in the Student Success Center, Room 1270, email disability support@siue.edu, call (618) 650-3726 or visit the website at <http://www.siu.edu/dss>.

Registration

Schedule

March 12, 2012	Priority web registration begins for undergraduate students who have completed 90 or more earned hours and all graduate students.
March 19, 2012	Web Registration begins for undergraduate students who have completed 60 or more earned hours.
March 26, 2012	Web Registration begins for undergraduate students who have completed 30 or more earned hours.
April 2, 2012	Web Registration opens for all remaining undergraduate students and visiting students.

General Information

The University offers web registration to students. In order to access web registration, go to CougarNet at www.siu.edu/COUGARNET during the above timeline. Follow these steps:

- Select *Admitted Students*
- Select *Register for Summer 2012*
- Enter your User ID and PIN (additional information below)
- Select *Student and Financial Aid Information*
- Select *Registration*
- Select *Add or Drop Classes*
- Select *Summer 2012* & Click *Submit*

Note: If you receive a message stating that you are not permitted to register, click *Return to Menu* then select *Registration Status* for more information.

- Enter the 6-digit PIN given to you by your advisor & click the *Submit* button
- Enter the CRNs (Course Reference Numbers) at the bottom of the screen or search for classes using the Class Search button
- When the CRNs are noted on the “Add Classes Worksheet” at the bottom of the screen, click the *Submit Changes* button
- Confirm that “Registered” status displays to the left of each class

If any other status appears, refer to the Office of the Registrar website at www.siu.edu/registrar to receive further information regarding your options.

User ID & PIN

You will be prompted to enter your User ID (University ID) which contains nine digits and begins with an 8. In addition, you will be asked to enter your PIN. This PIN will be defaulted in as your birthday (MMDDYY) for your initial log-in. However, you will be prompted to change this number the first time you access the system. If you already logged in and changed your PIN, continue to use the PIN that you previously selected. If you do not know your User ID and PIN, click

the button above the log-in labeled Banner ID and PIN Lookup. Using this button will allow you to enter your e-id and password to access your User ID and PIN.

Enrollment/Alternate PIN

When accessing registration, you will be prompted to enter a six-digit PIN referred to as an Enrollment or Alternate PIN. This number will be required **every time** you access registration for Summer 2012. Review the Pre-Registration Section for more information.

Additional information regarding the web registration process is available at www.siu.edu/registrar. In addition, you may visit the Service Center, RH 1309, or call 618-650-2080 during normal business hours for assistance.

Registration Policies & Procedures

Academic Course Load

The normal academic load for undergraduates is 15-16 hours per semester. The maximum load without special approval is 19 hours. If you have a 3.25 (A=4.0) grade-point average or above for the preceding term, you may be allowed by the dean or director of your academic unit to exceed 19 hours. If you are on scholastic probation, you may not register for more than 12 hours without the approval of your advisor.

If you are receiving scholarships or other aid, contact Student Financial Aid to determine the course load requirements for this assistance. ISAC Monetary Award recipients may not include repeat classes for which a previous passing grade was received.

Adding Classes

If it is necessary to add a class after the class has started, you must obtain the written authorization of the instructor. The instructor's authorization is required the first week of class. The department chair must also authorize additions during the second week of class. Once obtaining the appropriate authorization to add the class, you should present the signed Add/Drop Form to the Service Center, Rendleman Hall, room 1309, for processing. Students will not be permitted to add classes after the second week. The last day to add a standard length, full-term class is August 31st.

Attendance

Upon registration, students accept responsibility for attending all class sessions and completing course work. Attendance at all sessions is expected. It is especially important to attend the first meeting of a class. Failure to attend the first session could result in your place being assigned to another student. It is your responsibility to ascertain the policies of instructors with regard to absence from class, and to make arrangements satisfactory to instructors with regard to incomplete course work. Although absence from a class does not constitute dropping a class or withdrawing from the University, faculty members have the authority to request removal of undergraduate students who fail to meet attendance requirements, as published in their syllabus. Such removal results in a grade of WR (Withdrawal by Registrar). Faculty who choose not to drop for failure to attend class will assign an appropriate grade at the end of the term. Under no circumstances will non-attendance in any course or courses be considered a valid reason to permit dropping the course from a student's schedule after the second week. Dropping a class that you do not plan to take or complete is your responsibility. You must submit your request to drop classes within the established deadlines to avoid punitive grades.

Audits

No letter grades or credit hours are awarded for audit credit; tuition and fees are the same as for other types of credit. You must confer with the instructors of courses for which you will receive audit credit to determine the requirements for the grade.

Undergraduate students may change from credit to audit status, or vice versa, through the end of the sixth week of the term. Graduate students may change from credit to audit status, or vice versa, through the end of the third week of the term. The Veteran's Administration, and federal and state monetary awards, will not pay for audit courses.

Dropping Classes

Students who find it necessary to drop a class must do so at the Service Center. If you simply stop attending, you are not withdrawn. It is your responsibility to drop any class you do not intend to take or complete.

Absence from a class does not constitute dropping a class or withdrawing from the University, so you must follow the instructions below to avoid the assignment of failing grades.

You must drop an unwanted class or section of a course by the end of the second week to be eligible to receive a refund.

If you do not drop unwanted classes or course sections by June 1, 2012 you will be liable for all tuition and fees associated with the class or section. In addition, you may receive a grade of F or UW (Unauthorized Withdrawal), which are failing grades calculated into your grade point average.

The following grading policy applies when dropping classes or withdrawing from school.

Week 1-2: No entry on transcript

Week 3-10: A "W" grade is automatically assigned, but does not affect your cumulative GPA.

Week 11-13: Drops or withdrawals require the signature of the instructor and advisor.

The instructor will assign a grade of either WP or WF. WF grades are calculated in the average as failing grades.

After week 13: No drops or withdrawals are allowed; the instructor will assign normal grade.

Inquire in the Service Center for add, drop and withdrawal information for weekend short-term and special format classes.

Pass/No Credit

If you choose this grading option, you will receive a grade of Pass instead of A, B, or C, and No Credit for grades of D or F. Another choice, the D-Option, allows you to receive a grade of D when issued, but No Credit for an F.

The written approval of an advisor is needed to register for classes on a Pass/No Credit basis. You may enroll in no more than 12 hours of undergraduate classes under the Pass/No Credit option. This limitation does not apply to courses which are offered only for Pass/No Credit.

This option is open to graduate students only for courses that are NOT part of their degree programs and only with the written permission of their major advisor. You must officially select this grade type no later than the eighth week of the term.

Repeated Courses

You are responsible for the accuracy of your registration. It is your responsibility to be aware of your academic record including classes completed in transfer to avoid unnecessary repeats. If transfer credit has not been evaluated you should carefully consider the consequences of enrolling in classes that could be considered a duplication of credit. If you are unsure consult your advisor prior to enrolling. It is your responsibility to seek information and make informed choices. If you are intentionally repeating a class, it is your responsibility to understand the impact that this action will

have on your academic average, accumulated hours, and academic standing. Because repeat grades affect so many forms of financial aid and scholarships, you should consult with Student Financial Aid before registering for a repeat course.

You may not repeat for credit a course that is a prerequisite for a course already completed successfully.

Credit for repeated courses is recorded as follows:

A student may attempt an SIUE course a total of four times (i.e., a student may repeat a course previously taken at SIUE up to three times). Only the grade earned in the most recent attempt is used in computing the grade point average. The grades for each attempt of an SIUE course appear on the transcript. Credits earned will be applied only once toward degree requirements regardless of the number of successful completions except in specific instances where repeatable credit is allowed for special topics or different class content. When classes are repeatable for credit, all grades received are calculated into the student's grade point average. Students are limited in the number of hours that may be earned in repeatable classes. Check with your academic advisor for specific information. Individual academic programs may set more stringent conditions and restrictions regarding repeated courses.

Schedule Changes

You may make schedule changes online through May 20. You will need to enter the 6 digit Enrollment or Alternate PIN given to you by your advisor each time you access registration on the web. Beginning May 21, all schedule changes must be made in the Service Center.

ALL term withdrawals must be submitted to the Service Center in writing. A term withdrawal means that you wish to drop all classes for the term.

If you have questions about the registration process, call 650-2080.

Tuition and Fee Refunds

Tuition and mandatory student fees shall be refunded to students who officially withdraw from the University by the deadlines listed in the [Tuition and Fee Refund Policy](#) section below.

Veterans

Students receiving VA educational benefits should notify the Veterans Certification Office, RH 1207, of any course drops or withdrawals as soon as possible.

Waitlisting

Waitlists are available for some classes. A waitlist is a way for you to express your interest in enrolling in a class that is closed. If a waitlist is available, you will have the option of electing to be waitlisted at the time of registration. When you add your name to the waitlist of a closed class, you are NOT registered for that class. You do not pay fees for that class, nor can you check out textbooks for that course; a waitlist is only a list of the students who wanted to register for the class after it closed.

Being on a waitlist does not guarantee eventual registration in that class. If space becomes available in the class either as a result of an added section or previously enrolled students dropping, the department may change your status from waitlisted to registered. You should check your schedule on CougarNet before the term begins to determine whether the class was added to your schedule. If your plans change, and you no longer wish to be either waitlisted or enrolled, you should drop the class by selecting "Drop" as the action to the right of the class.

If your status changes to registered, you are considered officially enrolled in the class. However, when sufficient space is not available to allow your enrollment prior to the first day of class, you may elect to attend the first day in the event that space becomes available on that day. If the instructor authorizes enrollment on the first day of class, you must bring the signed authorization to the Service Center to complete the registration. Waitlists will not be monitored for potential enrollment after the first day of the class.

Withdrawal from School and Refund of Tuition and Fees

If you find it necessary to withdraw from all your classes, you must complete a withdrawal form, consult with the Office of Student Financial Aid (financial aid recipients), notify University Housing (resident students only), and return the form to the Service Center.

Textbooks and library materials must be returned. Total refunds or cancellation of tuition and fees liability are subject to the refund deadline published in the Academic Calendar.

Withdrawal grades, for classes dropped after the second week, are determined on the basis listed above. University Housing requires you to cancel your housing contract in writing in the Central Housing Office, Rendleman Hall, Room 0248.

You should not assume that neglecting to attend and/or pay for classes will result in your withdrawal. You must formally withdraw by completing a withdrawal form in the Service Center. You may also notify the Service Center in writing by sending a FAX to 618-650-2081. Be sure to include your signature on your request. E-mail requests are not accepted. It is your responsibility to check your CougarNet record at the time of your withdrawal to ensure that the University received and processed your request.

Student Services

Academic Advising

Academic advisors help undeclared students design programs of study that correspond with their career and life goals. Undeclared students can schedule an appointment on Grades First at <https://siue.gradesfirst.com/>.

CougarNet web access to your personal records: <http://www.siue.edu/COUGARNET>.

Early Childhood Center

Child care is available for children of SIUE students and employees. For information, call (618) 650-2556.

Instructional Services Academic Support

[Instructional Services](#) offers several types of academic support for students.

THE WRITING CENTER, Student Success Center, Room 1254, (618) 650-2045, provides individual assistance with papers, reports, and theses, and offers writing-related handouts. More information is available at www.siue.edu/IS/WRITING.

THE MATH RESOURCE AREA, Student Success Center, Room 1252, (618) 650-2039, provides individual and small group tutoring for SIUE students enrolled in math courses through Calculus II. For current hours check the website at www.siue.edu/IS/MATH.

SUPPLEMENTAL INSTRUCTION (SI), a peer facilitated academic support program that targets historically difficult courses,

offers regularly scheduled out-of-class review sessions to enhance student success. Consult the web site at www.siu.edu/IS/SI for a list of SI courses and the current schedule.

Parking Services

SIUE parking is based on color-coded lots with corresponding permits. All students, faculty and staff who park a vehicle on University property must purchase and display a current, valid SIUE permit. You may not purchase a permit if you have outstanding parking fines. Permits may be purchased online at <http://www.siu.edu/parking> or by mail to the Parking Services office, Box 1044, Edwardsville, IL 62026. Permits may also be purchased in person at Parking Services, Rendleman Hall, Room 1113.

All violations assigned to a registered vehicle are the responsibility of the person in whose name the permit is issued. Citations issued on a non-registered vehicle belonging to members of a student's or employee's immediate family will be the responsibility of the student or employee. Citations may be paid online at <http://www.siu.edu/parking> or by mail to the Parking Services office. Include the citation with the appropriate payment and be sure that they are received in Parking Services within ten (10) working days of the citation issue date. An appeal may not be filed until a \$5 partial payment has been made. Appeals must be written and filed within ten (10) working days immediately following the citation issue date.

Evening students have the option of purchasing one of a limited number of evening permits. These permits are sold on a first come, first served basis and allow parking after 4 p.m. in specific lots that are closer to the classroom buildings.

Members of the University community who have state-issued disability hang tags, parking cards or plates are also required to purchase and display current SIUE permits in order to use parking spaces for persons with disabilities on University property. For short-term problems, one 30 day temporary disability parking permit may be authorized by the University's Health Service. If an individual already has a note from his or her doctor, it may be taken directly to Parking Services for the 30 day permit. The purchase of a current SIUE parking permit is also required. A SIUE temporary disability permit does not authorize an individual to park in a space for individuals with a disability. Rather, Health Service and Parking Services work together to provide parking that is closer and more convenient. A state-issued permit is required if the need persists for more than 30 days.

For more information, please call (618) 650-3680 or visit the parking website at <http://www.siu.edu/parking>.

The Service Center

SIUE students can plan just one stop for assistance with most of their student business. The Service Center, in Room 1309 of Rendleman Hall, offers the following services: class registration and changes (adds, drops, withdrawals); tuition calculation; CougarCard ID cards; CougarNet access to student records; transcript requests and residency applications; applications for admission (undergraduate and graduate); applications for graduation; address, name and ID changes; Graduate Records information and a Bursar Satellite cashier. The Service Center also offers limited assistance for Parking Services and selected other offices when those offices are closed.

During fall and spring semesters the Service Center has regular hours Monday and Thursday from 8 a.m. until 6 p.m., Tuesday, Wednesday and Friday from 8 a.m. until 4:30 p.m. The Service Center is also open extended evening and Saturday hours one week prior to and the first two weeks of fall and spring terms. Hours are subject to change when classes are not in session and other times as needed.

During fall and spring semesters, other student service offices are open at least one evening a week when classes are in session. Please contact the offices directly for verification of their extended hours.

Academic Counseling and Advising, School of Business Services, Lovejoy Library, the University Center Bookstore and several computer labs are open Monday through Thursday evenings whenever classes are in session.

For further information call (618) 650-2080, or from St. Louis (888) 328-5168 ext. 2080 or visit the Service Center website at <http://www.siu.edu/registrar>.

Services for Persons with Disabilities

The Director of [Disability Support Services](#) is responsible for programs, counseling, special equipment needs, activities and services for persons with disabilities. Students with documented disabilities are encouraged to utilize the accommodations available through the Disability Support Services office. These accommodations include special tests, volunteer note-takers, adaptive software and other accommodations as requested. Visit the Disability Support Student Services Office, located in the Student Success Center, Room 1270, at your earliest convenience or call (618) 650-3726.

Testing Services

Instructional Services provides a full range of testing services for SIUE students as well as non-students. Tests offered include the Miller Analogies Test (MAT), Graduate Record Examination (GRE), Subject Tests, American College Test (ACT), Pharmacy College Admissions Test (PCAT), Certified Health Education Specialist (CHES) exam, College Level Examination Program (CLEP) exams, Standardized Nursing exams, SIUE proficiency and placement exams, and the Michigan Test of English Language Proficiency (MTELP). Information regarding examination fees, administration dates, and registration procedures for these and other examinations can be obtained from the Testing Services website at <http://www.siu.edu/IS/TEST>.

Testing Services is located in Instructional Services, 1246 Student Success Center. Hours of operation are 8:00 a.m. until 4:30 p.m. Monday through Friday. For additional information, call (618) 650-2826 or 650-2295.

Textbook Service

For a nominal rental fee per credit hour, all undergraduate students are entitled to rent the majority of their required books for their courses, including off-campus classes. The textbook rental fee is charged to the student's account, along with tuition and other fees. Students enrolled in classes simply visit Textbook Service, present their ID and obtain their books for the semester. Supplemental and optional texts for undergraduate courses are available for purchase in University Bookstore, on the first floor of Morris University Center. The University Bookstore also provides purchase texts for graduate, professional and online courses.

Textbook Service is located in University Park on the edge of campus. Students may park in adjacent Parking Lot P4. Textbook Service has expanded hours of operation for issue and return periods at the beginning and end of each term. Call (618) 650-3020 for dates and times of expanded hours, or check the web at www.siu.edu/muc/textbooks.shtml. During the rest of the semester regular business hours are Monday 8 a.m. to 6 p.m. and Tuesday through Friday, 8 a.m. to 4:30 p.m.

Students dropping classes or withdrawing from all classes must return their texts immediately to avoid penalties. Textbooks may be returned at any time if they are not needed. At the end of each semester, textbooks must be returned to Textbook Service by 5:00 pm. the Saturday of finals week. Books not returned by the above deadline will be charged to the student's account. The amount charged will be the full replacement cost of each book.

University Police

The [University Police](#) at Southern Illinois University Edwardsville is a law enforcement agency responsible for the

protection of life and property. Officers are sworn police personnel under the authority granted by Illinois law and have power to make arrests. Law enforcement services are provided to the Edwardsville campus, the School of Dental Medicine in Alton, and the East St. Louis Center. The University Police provides services 24 hours per day, 365 days per year.

Emergency 911 calls are directed to University Police, which is responsible for dispatching appropriate police, fire, or ambulance services. Other services provided include assistance retrieving keys from locked vehicles and lending jumper cables and tools to engrave items for prevention of theft. Upon request, and subject to immediate availability of University Police, an escort service is provided to accompany students from one campus location to another.

Crime statistics relative to Southern Illinois University Edwardsville may be obtained from University Police. The telephone numbers for University Police are 650-3324 for non-emergencies and 911 for emergencies.

Crime Statistics

The SIUE ANNUAL SECURITY REPORT is available on-line at: <http://www.siu.edu/securityreport>. The report contains campus safety and security information and crime statistics for the past three (3) calendar years. This report is published in compliance with Federal law, entitled the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. For those without computer access, a paper copy of the report may be obtained from: Office of the Vice Chancellor for Administration, Rendleman Hall, Room 2228, 618-650-2536.

Tuition and Fees, Financial Clearance and Financial Aid

Tuition and Fees

Tuition and fee rates are available on our web site at <http://www.siu.edu/apply/tuition/>. If you are unable to access this information, contact the Service Center, Rendleman Hall, Room 1309 or call 650-2080.

PLEASE NOTE: Southern Illinois University Edwardsville has implemented a Guaranteed Tuition Plan for undergraduate students. The Guaranteed Tuition Plan is a state law, Public Act 93-0228, requiring the tuition charged a first-time undergraduate public university student who is an Illinois resident to remain at the same level for four continuous academic years following initial enrollment. The act and its guaranteed tuition does not apply to students who entered the university prior to Fall 2004.

Additional Fees - Studio and Lab

The current studio and lab fee information is available on our web site at <http://www.siu.edu/apply/tuition/>.

Cancellation of Registration/Financial Clearance

The University will not cancel the Summer registration of students for failure to make the minimum required installment payment by the first payment due date of the semester, May 11, 2012. However, students will not be financially cleared until the minimum required payment is received. Access to University Services including classroom attendance, Blackboard, housing, meal plan, library, computer labs, fitness center and Student Job Finder are provided to students once they are financially cleared for the semester. For complete information on the [Installment Payment Plan](#) and [Payment Options](#) visit the Bursar's Office website at www.siu.edu/bursar.

Tuition and Fee Adjustments

To be eligible for a refund of any part of tuition and fees, you must complete a drop prior to the close of business on the last day to obtain a refund (see the Academic Calendar). Classes dropped after this date will have no effect on the

assessment. Your billing data will be updated if a change in your class schedule raises the number of hours to a higher assessment level (see the tuition and fee table).

BEGINNING THE FIRST DAY OF THE TERM, ALL SCHEDULE CHANGES MUST BE MADE IN THE SERVICE CENTER.

Tuition and Fee Refund Policy

Tuition and mandatory student fees* shall be refunded to students who officially withdraw from the University by the following deadlines:

Refund Policy for Full-Term Classes**	Summer 2012 Deadlines	
Student officially withdraws from any class by the last day of the 2nd Week.	Refund 100% of tuition and mandatory fees*	June 1
Student officially withdraws from all classes by the last day of 3rd week of class.	Refund 50% of tuition and 100% mandatory fees* less an administrative fee of \$100	June 8
Student officially withdraws from all classes by the last day of the 4 th week of class	Refund 50% of tuition only less an administrative fee of \$100 but no refund of mandatory fees.	June 15

**Includes Student-to-Student Grant fee.*

***Deadlines for weekend, special format, and short-term classes differ from those listed above. For information, please contact the Service center at 618-650-2080.*

NO REFUNDS AFTER JUNE 15, 2012

Payment Due Dates – Summer semester:

May 11	June 1	June 22
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For complete information on [Payment Due Dates](#) and [Viewing Your Bill](#) visit the Bursar’s Office website at www.siu.edu/bursar.

Financial Responsibility

Students are officially enrolled and financially responsible for the payment of tuition and fees upon registration. Students are not relieved of their financial responsibility unless they officially withdraw from classes by the deadlines published above under “Tuition and Refund Policy”. Although students may be eligible for various forms of financial aid, the final responsibility for these financial obligations will be the student's. Financial obligations under the Installment Payment Plan constitute an educational loan to assist in financing students’ education and are not dischargeable under the United States Bankruptcy Court. Failure to meet such financial obligations will have serious consequences: service charges of 1.5% per billing will be applied to past-due amounts, registration for subsequent terms will be blocked, and transcripts and diplomas may not be issued. Continued failure to pay a past due debt may result in the debt being referred to a collection agency. In that event, all reasonable collection costs may be added to the student’s account in addition to any service charges that have accrued on the account.

Student to Student Grant Fee Refund

Payment of the Student to Student Grant fee is voluntary. You may apply for a refund of the fee within the first two weeks of the semester in the Office of Bursar, 1101 Rendleman.

Special Rates for Missouri Residents

Missouri residents who are **graduate students** and enrolled for 6 hours or less are charged the same tuition and fees as Illinois residents, on a space available basis.

For information about the rate reduction for those who live in Missouri but work and pay income taxes in Illinois, inquire at the Service Center.

Student Financial Aid

To pay all or a portion of your semester bill with financial aid, you should apply for financial aid by March 1 (preferred filing date) or at least 90 days before the first day of classes for the desired term. If you apply later than this, you must pay the appropriate installment payment(s) to hold your classes until financial aid is applied.

Once financial aid is applied to your account, if you have excess credit on your account, the Office of the Bursar will mail a refund check to your billing address. Be sure your address is up-to-date with that office.

Financial aid is available in the form of grants, loans, scholarships, and student employment. Contact Student Financial Aid, 2308 Rendleman Hall for complete information on programs, application processes, and deadlines or go to the office's web site at <http://www.siu.edu/financialaid>.

Financial Aid Degree Requirements

To receive financial aid or work as a student employee at SIUE, you must be classified as one of the following:

- pursuing a first baccalaureate degree
- pursuing a second baccalaureate degree in a different major than the first degree
- pursuing initial teacher certification after the first baccalaureate degree
- pursuing a graduate degree

A visiting student cannot receive financial aid (unless the student's home institution arranges a financial aid consortium agreement with SIUE) but may be eligible for student employment if approval is given by the Associate Director of Student Financial Aid for [Student Employment](#), Rendleman Hall 2212. Unclassified students are not eligible for financial aid or student employment.

Financial Aid Enrollment Requirements

To receive assistance from nearly all programs of university, state, and federal assistance, undergraduate students must be enrolled for six hours and graduate students for five hours each semester. An exception is made for summer session graduate student employment; graduate students only are eligible to work as SIUE student employees if enrolled for three hours or more.

Financial Aid Satisfactory Progress Summary

All students applying for and/or receiving most federal, state, and institutional financial aid must maintain Satisfactory Academic Progress in order to receive such assistance. All applicants and recipients are required to know the standards and be able to apply them to their academic situation. The complete Satisfactory Academic Progress Standards for Southern Illinois University are found on the Financial Aid web site at www.siu.edu/financialaid.

Withdrawal/Return of Financial Aid

Students receiving Title IV financial aid who withdraw on or before the 60% point in time of the semester must return all or a portion of the funds awarded to the student. Awarded funds include aid credited to the student's account or provided in a refund check.

The Higher Education Amendments of 1998 and subsequent regulations made federal aid recipients subject to this Return of Title IV Funds policy. The federal aid programs under the policy include Pell Grant, Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, Science and Mathematics Access to Retain Talent Grant, Teacher Education Assistance for College and Higher Education, Federal Direct/Stafford Loan, Federal Parent PLUS Loan, Federal Graduate PLUS Loan, and Perkins Loan.

In general, the policy indicates that a student *earns* his/her financial aid on the basis of the portion of the semester he/she completes. For example, a student who withdraws on the 28th day of the semester in which there are 110 days will be entitled to keep 25% of his/her financial aid. The remaining 75% must be returned to the federal government.

University Policies

Attendance

Upon registration, students accept responsibility for attending all class sessions and completing course work. Attendance at all sessions of a class is expected. It is especially important to attend the first meeting of a class. Failure to attend the first session could result in your place being assigned to another student. It is your responsibility to ascertain the policies of instructors with regard to absence from class, and to make arrangements satisfactory to instructors with regard to incomplete course work. Although absence from a class does not constitute dropping a class or withdrawing from the University, faculty have the authority to request removal of undergraduate students who fail to meet attendance requirements, as published in their syllabus. This results in a grade of WR (Withdrawal by Registrar) being recorded. Faculty who choose not to drop for failure to attend class will assign an appropriate grade at the end of the term. Under no circumstances will non-attendance in any course or courses be considered a valid reason to permit dropping the course from a student's schedule after the second week. Dropping a class that you do not plan to take or complete is your responsibility. You must submit your request to drop classes within the established deadlines to avoid punitive grades.

Final Exam Conflict

Students who have more than two final examinations scheduled on the same day, or who have two examinations scheduled for the same time, may contact the Assistant Vice Chancellor for Enrollment Management for the purpose of rescheduling. The Assistant Vice Chancellor for Enrollment Management will work with the instructors of record involved in those courses, and, if necessary, the appropriate Chair and Dean, to reschedule so that the student will have no more than two exams on any one day. A signed written request for change must be made at least two weeks prior to the first day of the final examination period. The request must include the student's name, student identification number, a list of scheduled courses and the preferred exam to reschedule.

Inclement Weather Policy

The SIUE Operating Policy in the Event of Inclement Weather and Other Special Conditions states that "The general policy of the University is to remain open for programs and operations as scheduled." Although employee and student safety will be a primary consideration, every reasonable effort will be made to avoid closures. The Vice Chancellor for Administration has been delegated authority to decide if the University will be closed or remain open.

If we need to close or delay opening the University, announcements will be made on WSIE (FM 88.7), KMOX (AM 1120), WBGZ (AM 1570) WSMI (AM 1540), WGEL (FM 101.7). Additionally, three television stations will provide information relevant to University operations and programs: KTVI-Channel 2; KMOV-Channel 4, and KSDK-Channel 5. Notices will be posted on the University website at <http://www.siu.edu>; email will be sent to the faculty, staff and student listservs; voice mail will be sent to faculty and staff; and cell phone ([e-Lert](#)) alerts will be sent to individual faculty, staff, and

students who signed up for the service. Every attempt will be made to make a decision by 5:30 a.m., so that the information will be available.

PLEASE DO NOT CALL THE UNIVERSITY POLICE DEPARTMENT FOR INCLEMENT WEATHER UPDATES

Religious Observance Act

The University Religious Observances Act (110ILCS 110) prohibits public institutions of higher education from discriminating against students for observing religious holidays. If a student believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices, he or she may seek redress. If the matter is not resolved with the professor of the class, he or she may seek redress from the Dean of the School, the Provost and Vice Chancellor for Academic Affairs, and the Chancellor. Personnel matters will be referred through the channels of the unit in which the student is employed.

Under the Act, “religious observance” or religious practice” includes all aspects of religious observance and practice, as well as belief.

Sexual Harassment Policy

Southern Illinois University Edwardsville does not tolerate sexual harassment of students by faculty, staff members, or other students. Students should file complaints of sexual harassment with the Office of Assistant Provost for Cultural and Social Diversity, Room 3110, Rendleman Hall. Students may also obtain a copy of the complete Sexual Harassment Policy from the Office of Human Resources.

Statement of Fair Practice

Southern Illinois University Edwardsville maintains reasonable and fair practices in all matters affecting students: the delivery of educational programs, provision of adequate support services, and due process with regard to disciplinary matters and the handling of grievances. In addition, the University endorses the basic principles of the codes of ethics issued by the American Association of Collegiate Registrars and Admissions and Officers, and the National Association of College and University Business Officers.

Information regarding fair practices may be obtained from the Office of the Provost and Vice Chancellor, the Office of the Vice Chancellor for Student Affairs, and the Assistant to the Chancellor for Equal Opportunity Programs.

Statement on Equal Opportunity and Affirmative Action

Southern Illinois University Edwardsville is an equal opportunity/affirmative action employer and administers all of its academic programs in conformity with state and federal laws prohibiting discrimination based on sex, race, national origin, age, handicap and other proscribed categories, including Title VI (1964 Civil Rights Act) and Title IX (Higher Education Act), Title IV (General Education Provisions Act), Section 504 of the Rehabilitation Act of 1973, and the Illinois Student School Records Act. Inquiries regarding affirmative action in admissions, administration, and employment should be directed to the Human Relations Office. Inquiries regarding the Family Educational Rights and Privacy Act of 1974 or the Student School Records Act should be directed to the Office of the General Counsel.

Statement on Right to Privacy and Nondisclosure

Under the Family Educational Rights and Privacy Act (FERPA), all students have the right to inspect and review their official University records in accordance with provisions of the aforementioned act and within the University guidelines. Inquiries regarding the Family Educational Rights and Privacy Act of 1974 should be directed to the [Office of the Registrar](#).

In addition, the University, through the Assistant Vice Chancellor for Enrollment Management, the Registrar, and the Office of the Vice Chancellor for Student Affairs, may make accessible to any person directory information concerning students.

Directory Information includes:

- Student Name
- Local address and telephone number
- Student home address and telephone number
- E- mail address
- Major field of study
- Classification
- Dates of attendance
- Full or part-time status
- Attempted hours
- Degrees and awards received
- The most previous educational agency or institution attended prior to enrollment at SIUE
- Participation in officially recognized activities or sports
- Weight or height of members of athletic teams
- Date of birth

In cases where students have filed timely written notice that they object to the release of any or all items of directory information, the specified items will not be released to any person except University personnel, who, because of their educational function or research, have a legitimate need. Legal obligations to government agencies may also compel the release of directory information. The notification must bear the student's signature and be submitted to the Service Center. A student may either submit a [form](#) or a letter requesting that directory information be withheld from persons external to the University. Such objection must be filed as directed by the notice published in the [Alestle](#) at the beginning of the academic term in which it is to be effective and, once effective, will remain in effect until the student files a [cancellation](#) in the Service Center.

Further, in accordance with the Privacy Act of 1974, applicants and students are advised that the requested disclosure of their social security number is voluntary. Students retain a University ID for the duration of their affiliation with the University. University IDs will be used to identify the permanent records of students, such as registration, program changes, transcript requests, and certification requests. Students applying for Pell Grants or Guaranteed Student Loans are required to provide their social security numbers to the appropriate federal agencies; students applying for other Title IV federal student aid programs are requested to submit their social security numbers. Social security numbers may be used to determine eligibility for financial assistance, student status, and school attendance.

Telephone Directory

NOTE: SIUE annually publishes a student/faculty/staff telephone directory during Fall Semester, in addition to a [web directory](#). Your Directory Information, as defined above, will appear in that publication unless a formal Directory Hold is filed with the Office of the Registrar **by the end of the first week of Fall semester**. Students who have not filed an objection to the release of directory information **by the end of the first week of Fall or Spring Semester** will be included in the web directory as well. The objection will remain in effect until the student files a [cancellation form](#) with the Office of the Registrar.

Student Conduct and Student Grievances: Rights and Responsibilities

Students enrolling in the University assume responsibility for conduct compatible with the learning environment of the University. Students are expected to be familiar with Student Conduct and Student Grievances: Rights and Responsibility. This policy describes the University's expectations for student conduct, sanctions imposed for violations of the standards, and procedures which students may follow in filing grievances.

The University gives high priority to matters of academic ethics and abhors all types of cheating, including plagiarism. Plagiarism is the act of representing the work of another as one's own and may consist of copying, paraphrasing, or otherwise using written or oral work of another without proper acknowledgment of the source or presenting oral or written material prepared by another as one's own.

Instructors may impose sanctions for academic cheating in accordance with Student Conduct and Student Grievances: Rights and Responsibilities. In the case of plagiarism, the minimum sanction of the first instance of plagiarism is disciplinary probation; for the second instance of plagiarism, the minimum sanction is separation from the University for one term; and for a third instance of plagiarism, the minimum sanction is permanent separation from the University.

Students who wish to understand matters relative to academic ethics and plagiarism should consult their advisors or instructors.

Copies of the policy are available in the Office of the Vice Chancellor for Student Affairs, the Office of the Provost and Vice Chancellor for Academic Affairs, the Graduate School, the Service Center, and in the Office of the Dean, School of Dental Medicine.

Final Exam Schedule

These schedules apply only to full-term (i.e. 10-week) courses. **All other classes will administer final examinations during the final class session.**

For scheduling purposes, classes are divided into two categories:

- Type A classes are those that meet only on Tuesday and Thursday, or on Tuesday only, or on Thursday only.
- All other classes (except weekend) are considered Type B. Exams are scheduled according to the starting time of the class.

Final Exams Conflict Policy

Students who have more than two final examinations scheduled for the same day, or who have two examinations scheduled for the same time, may request that one of the examinations be rescheduled. This can be accomplished by submitting a written request to the Assistant Vice Chancellor for Enrollment Management, in Rendleman Hall 1207. The request must include the student's name, student identification number, and list of scheduled courses, and must be received by the Vice Chancellor at least two weeks prior to the first day of the examination period.

Schedule for 10-week weekday classes

Exam time	Monday July 30	Tuesday July 31	Wednesday August 1	Thursday August 2	Friday August 3
9:00 am – 10:40 am	Type B classes starting at 9:30 a.m.	Type B classes starting at 11:00 a.m.	Type B classes starting at 8:00 a.m.	Type A classes starting at 8:00 a.m.	
11:00 am – 12:40 pm	Type B classes starting at 2:00 p.m.	Type A classes starting at 2:00 p.m.	Type A classes starting at 11:00 a.m.	Type B classes starting at 12:30 p.m.	Makeup Exam Day
1:00 pm – 2:40 pm	Type B classes starting at 3:30 p.m.				

Schedule for evening classes

Exam time	Monday July 30	Tuesday July 31	Wednesday August 1	Thursday August 2
6:00 pm – 7:40 pm	MW or M only classes starting before 7:00 p.m.	Tues/Thurs and Tues only classes starting before 7:00 p.m.	W only classes	Thurs only classes
8:00 pm – 9:40 pm	MW or M only classes starting at 7:00 p.m. or later	Tues/Thurs and Tues only classes starting at 7:00 p.m. or later		

Schedule for weekend classes

Saturday July 28
Weekend course exams follow the last class session