

SOUTHERN ILLINOIS UNIVERSITY  
**EDWARDSVILLE**



Summer 2019  
Class Schedule  
Supplemental Information



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

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# Summer 2019 SIUE Class Schedules

## Message from the Chancellor

Welcome to the Summer 2019 academic semester! We are so glad that you have chosen to enroll at Southern Illinois University Edwardsville and will do our very best to support and assist you in achieving your educational goals. Undergraduate education provides the foundation for your future and SIUE's faculty and staff are ready to help as you build on your dreams.

Southern Illinois University Edwardsville, as a premier metropolitan university, enrolls more than 13,000 students, is recognized by *U.S. News & World Report*, now for the fifteenth consecutive year, among the top Regional Universities Midwest and, according to *Washington Monthly*, is among the Top 100 master's universities in the nation for the ninth consecutive year. SIUE has also been ranked first for research expenditures among emerging institutions in the Midwest by the National Science Foundation and has received, for the fifth consecutive year, the Higher Education Excellence in Diversity award from *INSIGHT Into Diversity*. In other words, we are fulfilling our mission to "shape a changing world" and ensuring that your SIUE degree will be of great value going forward.



Throughout your years at the University, you will be amazed at just how much our mission and our location will affect your growth and enrichment. With our stunning campus of 2,660 acres, including an extensive biking and hiking path system, high quality athletics facilities, and scenic lakes, there is always something to enjoy right in your own backyard. And for those times when you just want to "get away," the entire St. Louis community is practically next door! From major fine arts and sporting events to numerous and varied internships and cooperative educational experiences, you will have the opportunity to enjoy and learn about the world.

So, get involved and make the most of your time as an SIUE Cougar. Get to know our outstanding faculty and participate in campus life -- there are over 300 student organizations from which to choose and your talents are needed and valued!

Best wishes for a very successful semester – let us know how we can help you make the most of your SIUE experience.

**ENGAGING THE FUTURE,**

Randall G. Pembroke, Ph.D.  
Chancellor



## Academic Calendar – Summer 2019

March 2019	25	Summer 2019 - Web registration opens (All Students).
April 2019	1	International out-of-country and in-country undergraduate and graduate application deadline.
May 2019	3	<i>Deadline for first Summer installment payment.</i>  Payment must be made by 4:30 p.m. Central Time to be considered the same business day.  Undergraduate and Graduate admissions application deadline for Summer 2019
	13	May Term begins (3-week May Session)  Last day for full credit of tuition and fees when dropping May Term class.  Summer Eight Week – Early begins  School of Business - Summer 1 session (SU1) begins
	15-19	International student registration week
	24	Last day to drop May Term class without permission from instructor. W grade will be assigned.
	27	Memorial Day Break. Classes not in session unless otherwise specified.  Memorial Day Holiday. University closed.
	29	Last day to drop May Term class with permission from instructor. WP or WF grade will be assigned.
	31	May Term ends  Visiting and Unclassified admissions application deadline.
June 2019	3	Summer Term Full, 10-week Term begins  Summer First Five Weeks begin  Deadline for Summer term graduation applications.  Deadline for submission of the Registration of Thesis or Doctoral Project Title form for graduate students to Graduate Records.  Late registration begins, including non-refundable \$25 late registration fee.

7 *Deadline for second Summer installment payment*

Weekend classes begin.

Last day for full refund when dropping first-five week session classes.

Last day to file the [Directory Hold information form](#) in the Service Center.

10 Summer 4-week, Graduate Teacher Ed Session begins  
Summer Eight-week Term begins

14 Last day for full refund of tuition and fees for 10-week classes. INDIVIDUAL 10 WEEK CLASSES DROPPED AFTER JUNE 14 WILL NOT REDUCE OR CANCEL TUITION AND FEES LIABILITY.

Last day for graduate students to change audit/credit status.

21 *Final Payment deadline for Summer Semester due.*

Last day to drop first-five week session course without permission from instructor and advisor. Grade of W will be assigned.

Last day for undergraduate students to change audit/credit status.

28 Last day for partial refund when withdrawing from all classes (pertains to full-term session only). There will be no refunds for 10-week classes after this date. Short term classes have different deadlines.

Last day to drop a first-five week session course with the permission of instructor and advisor. WP or WF will be assigned.

29 School of Business – Summer 1 session (SU1) concludes.

July 2019

1 School of Business – Summer 2 session (SU2) begins.

4 Independence Day Break. Classes not in session unless otherwise specified.

Independence Day Holiday. University Closed.

5 Last day to change Pass/No Credit status (full-term session.)

Summer 4-week, Graduate Teacher Ed Session concludes.

Summer First Five Weeks concludes.

Summer Eight Week – Early concludes.

Deadline for Suspension Appeals for Fall 2019 reinstatement.

8 Summer Second Five Weeks begins

Last day to submit Reclassification of Residency Applications for Summer 2019

- 12 Last day to drop a 10-week class without permission of instructor and advisor. Grade of W assigned.

Last day for full refund of tuition and fees when dropping a Second Five Week Session class.

- 26 Last day to withdraw from a 10-week class with permission of advisor and instructor. WP or WF will be assigned.

Last day to drop a Second Five Week Session class without the permission of instructor and advisor. A grade of W will be assigned.

- 29 Deadline for graduate students' first thesis/doctoral project submission to the Graduate School.

August 2019

- 2 Summer Eight-week Term concludes

Last day to drop a Second Five Week Session class with permission of advisor and instructor. WP or WF will be assigned.

- 10 Summer Term Full, 10-week Term concludes

Summer Second Five Weeks concludes

Summer 2019 graduation date (no commencement ceremony)

Final exams for weekday, evening and weekend classes held last session of class or instructor advised.

- 17 School of Business – Summer 2 session (SU2) concludes.

September 2019

- 2 Last day for graduate students to submit final thesis/doctoral project version to the Graduate School.

*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(2), 102(2), 201(3) and 202(3) allow students to develop critical leadership skills with no obligation to the U.S. Army or to [Army ROTC](#) whatsoever. Email [rotc@siue.edu](mailto:rotc@siue.edu) for more information or call 618-650-2500.

**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 China, England, France, Germany, Hong Kong, Hungary, and Italy, 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.siue.edu/business/international](http://www.siue.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.siue.edu](mailto:outreach@lists.siue.edu); [www.siue.edu/educationaloutreach](http://www.siue.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 adviser 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 Accelerated RN to BS on-line option for registered nurses. Master's degree specializations and post-master's certificates in Nurse Educator and Health Care and Nursing Administration are available. The master of science in Nurse Anesthesia and Family Nurse Practitioner have transitioned into accredited Doctor of Nursing Practice degrees. Also, a Post-Master's Doctor of Nursing Practice degree is available for nurses with a practice master's degree, such as nurse anesthesia,

nurse practitioner, clinical nurse specialist, or administration. For more information on these options, contact the School of Nursing at (618) 650-3956 or email [nursing@siue.edu](mailto:nursing@siue.edu).

### [Speech-Language-Hearing Center](#)

For children who have difficulty communicating, combining words, understanding or making themselves understood, the center offers therapy programs that are play-based and incorporates the family and other caregivers into the program.

One-on-one therapy services are also provided for the school-age child who may have difficulty with articulation, language, stuttering, voice production, or central auditory processing. For many children, language difficulties affect academic performance. Therefore, open lines of communication are maintained with classroom teachers and school-based professionals to ensure that therapy targets the academic areas that are most impacted.

In addition, the center provides functional therapy to those individuals who have a communication disorder that is affecting their quality of daily living, employment, school, and relationships with family.

The Accent Modification Program (AMP) serves members of the SIUE community who are non-native speakers of English and would like to improve their American English pronunciation. AMP sessions are individualized and focus on improving the intelligibility and naturalness of clients' spoken English. For more information, call 618-650-5623.

### **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, learning about international business practices, studying art history on site, 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 with most courses taught in English. These opportunities take many forms, from short one - four week SIUE faculty led programs or intensive language study to a full semester at a foreign institution abroad. SIUE has more than 250 approved or sponsored study abroad opportunities in over 30 countries. For more information about study abroad, visit the study abroad website at <http://www.siue.edu/study-abroad> 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.siue.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 2019: June 3, 2019  
***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 for a list of items considered to be directory information.

## Declaring or Changing Major

Undeclared undergraduate students apply for a major through Office of 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 adviser.

## 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. Summer applicants wishing to participate in May commencement should apply for graduation no later than the first day of the Spring semester.

Both undergraduate and graduate graduation applications are processed in the Office of the Registrar, with a non-refundable fee of \$60. 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 \$60 fee by the first day of the term in which requirements will be completed. Applications for

graduation are available on the web at [www.siu.edu/registrar/forms/index.shtml](http://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 in the Fall semester and on both Friday and Saturday following exams in the Spring semester. No commencement ceremony is held during the summer semester. See the commencement website at [www.siu.edu/commencement](http://www.siu.edu/commencement) for additional details.

### **Transcript Fee**

The transcript fee is \$5.00 per copy, if you order directly from SIUE. Transcripts should be requested in the Service Center or Bursar's Office, or you may obtain the form [here](#). 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. You may also order a transcript through Credentials, Inc., our third party vendor. Electronic (PDF) transcripts and expedited transcripts sent by FedEx are available from Credentials, Inc., as are regular printed transcripts. The fee for ordering through the Credentials, Inc. site is \$7.50 per copy. You may access Credentials, Inc. through [CougarNet](#) or at [www.siu.edu/registrar](http://www.siu.edu/registrar). 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 the Office of Admissions at 618-650-3705 for more information.

### Application Deadline Information

For a listing of deadlines, please visit [www.siu.edu/apply](http://www.siu.edu/apply) and click on “Admission Criteria/Deadlines” for the appropriate application you wish to file, and then follow the prompts to answer the questions that apply to you. The deadlines will be listed at the top of this web page.

### Campus Tours

Guided walking tours of the campus are offered Monday through Saturdays throughout the year. All tours are directed by undergraduate student tour ambassadors. For a complete schedule of available dates and to schedule an appointment, go to our web site at [www.siu.edu/visit](http://www.siu.edu/visit) or call 1-800-447-SIUE or 618-650-3705. The Office of Admissions is located in Rendleman Hall, Room 2101 (2<sup>nd</sup> Floor).

## Pre-Registration Information

### Advisement Information

#### Undergraduate Students

#### FRESHMEN REGISTRATION

##### 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](http://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.

Placement testing information (if required) will be included in your enrollment packet. You can find additional information about placement testing and register for necessary tests at <http://www.siu.edu/testing/>

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

##### Spring/Summer Admits

**New freshmen admitted for the spring or summer term are required to schedule an hour advising appointment with an Academic Advisor. You will receive an enrollment packet with specific information about your advising appointment at a time that is appropriate to your first term at SIUE.**

Placement testing information (if required) will be included in your enrollment packet. You can find additional information about placement testing and register for necessary tests at <http://www.siu.edu/testing/>

#### TRANSFERRING STUDENTS

Transfer Center staff evaluates transfer credit within 15 working days after admission. Once your transfer credit is evaluated, you may review the results by accessing your transcript online at [siu.edu/cougarnet](http://siu.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.siu.edu/transfer/credit](http://www.siu.edu/transfer/credit).

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. **The Office of Undergraduate Admissions will notify you once your credits have been reviewed and registration is open.**

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

- Activate your e-id ([www.siu.edu/eid](http://www.siu.edu/eid))
- Then, you will need to complete orientation.

For more information on orientation options, visit [Orientation and Advisement](#). Transfer Orientation is where you will register for courses and learn about all that SIUE has to offer. Transfer Orientation is a pre-entry advisement and course registration program for transfer students (and family members). This program includes academic advisement and course registration but also assists you in learning more about the resources for success at SIUE.

For more information about items that must be completed to enroll in courses at SIUE and the Transfer Orientation program, visit <http://www.siu.edu/transfer/enroll.shtml>

All transfer students enter SIUE as undeclared and will have the opportunity to discuss the requirements for declaring a major during an academic advisement appointment. Undeclared transfer students are required to schedule a one-hour advising appointment with an academic advisor in the Office of Academic Advising.

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. Students should be aware there are competitive programs which require a separate admissions process.

If you are pursuing a second bachelor's degree, your general education requirements are considered complete and individual courses will not be evaluated. You may be required to complete additional courses to meet Intellectual Area requirements if the second degree you are pursuing is different than your first degree. Your major advisor will help you determine the appropriateness of your transfer credit toward SIUE requirements.

Placement testing information (if required) will be included in the packet with the registration information. You can find additional information about placement testing and register for necessary tests at [www.siu.edu/testing](http://www.siu.edu/testing).

### **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 Registrar, C/O Service Center, Box 1080, Edwardsville, IL 62026-1080. 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 15 working days.

You may review the results of your evaluation by accessing your transcript online at [www.siu.edu/cougarnet](http://www.siu.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 <http://www.siu.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. You may be required to complete additional courses to meet Intellectual Area requirements if the second degree you are pursuing is different than your first degree. 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](http://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 for admission eligibility requirements.

## **UNDERGRADUATES IN GRADUATE COURSES**

Undergraduates who seek permission to enroll in graduate-level courses for graduate credit must be within 12 hours (and not more than one semester) of completing an undergraduate degree. 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 Registrar on a Graduate Student Request Form. A Graduate School Admission Application must be on file before permission can be granted. 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 if assistance is needed.

### **Prerequisites & 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**

The state of Illinois has implemented a new state mandate for immunizations. Please review the details at:

<http://www.siu.edu/healthservice/immunization/index.shtml>

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. To facilitate this requirement, SIUE has secured a medical health insurance policy for you. Our International Insurance Committee has coordinated your premium and plan benefits through Academic Health Plans (<http://siue.myahpcare.com/>). All F-1 and J-1 visa students who are enrolled in at least 1 credit hour with SIUE are automatically enrolled in this plan and are assessed a medical insurance fee on their Bursar bill. All international students must obtain and show proof of medical insurance every semester of attendance at the University.

### **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](#).

### **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!](#) This can be done in the Service Center if you don't have personal internet access.

### **Services for Students Needing Accommodations**

Students needing accommodations because of medical diagnosis or major life impairment will need to register with Accessible Campus Community & Equitable Student Support (ACCESS) and complete an intake process before accommodations will be given. Students who believe they have a diagnosis who do not have documentation should contact ACCESS for assistance and/or appropriate referral. The ACCESS office is located in the Student Success Center, Room 1270. You can also reach the office by e-mail at [myaccess@siue.edu](mailto:myaccess@siue.edu) or by calling 618.650.3726. For more information on policies, procedures, or necessary forms, please visit the ACCESS website at [www.siu.edu/access](http://www.siu.edu/access).

## Registration

### General Information

March 25, 2019

Web Registration for Summer 2019 semester begins for all students.

The University offers web registration to students. In order to access web registration, go to [CougarNet](#) during the above timeline. Follow these steps:

- Enter your User ID and PIN (additional information below)
- Click on the *Student* option from the Main Menu
- Choose the “Registration” option from the Student Menu
- You may be prompted to accept the University’s Financial Agreement. Please read and click the “I Accept” or “Exit” button to continue.

Note: If you do not accept the financial agreement, you will be unable to register.

- Click on *Select Term*
- From the drop down menu select *Summer 2019* AND CLICK THE “Submit” button

Note: If you receive a message stating you have holds preventing registration, these will need to be resolved before being allowed to continue. The “View Holds” link will re-direct you to the list of active holds on your account.

- Click the *Add or Drop Classes* option on the Registration Menu
- From the drop down menu select *Summer 2019* and click the “Submit” button

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.

- If prompted, 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](#) 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 may 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 2018. Review the Pre-Registration Section for more information.

Additional information regarding the web registration process is available at [www.siu.edu/registrar](http://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 in the summer is 12 hours. The maximum load without special approval is 15 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 15 hours. If you are on scholastic probation, you may not register for more than 12 hours without the approval of your advisor. Graduate students may enroll in a maximum of 12 hours in summer terms. Graduate students with assistantships may enroll in a maximum of 9 hours in summer terms.

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 June 12.

#### **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, failure to attend or actively participate to the extent necessary for completion of a class will result in the assignment of one of the following grades: NS, WR or UW (calculated as an F in the grade point average).

#### **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 fourth 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 grades.

You must drop an unwanted class or section of a course by the end of the second week, or the equivalent for varied length classes, to be eligible to receive a refund.

The following grading policy applies when dropping classes or withdrawing from school for full-term summer courses:

- Week 1-2: No entry on transcript
- Week 3-5: A “W” grade is automatically assigned, but does not affect your cumulative GPA.
- Week 6-8: 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 8: 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 fifth 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 Sunday, June 5 for full-term classes. Beginning June 6, 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 618-650-2080.

### **Tuition and Fees Refund Policy**

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

<b>Refund Policy for FULL-TERM CLASSES**</b>		<b>DEADLINE DATES: SUMMER 2019</b>
<b>Student officially withdraws from any class by the last day of the 2nd Week.</b>	<b>Refund 100% of tuition and mandatory fees*</b>	<b>June 14</b>
<b>Student officially withdraws from all classes by the last day of 3rd week of class.</b>	<b>Refund 50% of tuition and 100% mandatory fees* less an administrative fee of \$100</b>	<b>June 21</b>
<b>Student officially withdraws from all classes by the last day of the 4th week of class</b>	<b>Refund 50% of tuition only less an administrative fee of \$100 but no refund of mandatory fees.</b>	<b>June 28</b>

\*\*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.

### **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.

Please note that withdrawn students do not retain access to the services provided to enrolled students regardless of tuition and fee payment.

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 assist undeclared, undergraduate students in understanding their major, minor, general education, and degree requirements. Students discuss their personal interests and career goals with academic advisors, who help them identify appropriate major and course options. Academic advisors serve as referrals to the many other resources available to students. Undeclared students can schedule an appointment on Starfish, through Blackboard. The Office of Academic Advising is located in the Student Success Center, Room 1220, 618-650-3701, [siue.edu/oaa](http://siue.edu/oaa).

Students can access their academic records via CougarNet, [siue.edu/cougarnet](http://siue.edu/cougarnet).

### Counseling Services

Counseling Services provides short-term, time-limited confidential counseling for students who are dealing with personal concerns, such as feelings of anxiety, depression, academic stress, difficult life transitions (such as a relationship breakup), multicultural concerns, LGBTQIA+ issues, the impact of past or recent trauma, or difficulties in managing regular life stressors, to name but a few. We offer individual and group counseling, crisis intervention, psychiatric services, ADHD and personality testing, consultation, outreach programming, and assistance with accessing community mental health resources. Our services are paid for through student fees and are offered at no additional charge to currently enrolled SIUE students.

Counseling Services is located in room 0222 on the ground floor of the Student Success Center, sharing an office location with Health Services. We are open 8:00 a.m. to 4:30 p.m., Monday through Friday. To schedule an appointment, simply call (618-650-2842) or stop by our office. We're here to help! [www.siue.edu/counseling](http://www.siue.edu/counseling)

### Early Childhood Center

The Early Childhood Center is a NAEYC (National Association for the Education of Young Children) Accredited Center, conveniently located on campus. The ECC provides developmentally appropriate programs and services for the children of students, faculty, staff, and others in the University community, ages two through five. To download an application for our Waiting List or for additional information, please visit our website at [www.siue.edu/earlychildhood](http://www.siue.edu/earlychildhood).

### Learning Support Services Academic Support

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

THE SPEECH CENTER, Student Success Center, Room 1242B, 618-650-3085, [www.siue.edu/lss/speechcenter](http://www.siue.edu/lss/speechcenter), offers tips on proper speech research, writing, and delivery. Students have an opportunity to have practice speeches recorded and critiqued, PowerPoint presentations focused, and messages clarified before presenting to a group.

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/lss/writing](http://www.siue.edu/lss/writing).

THE TUTORING RESOURCE CENTER, Student Success Center, Room 1252, 618-650-2055, provides individual and small group tutoring for SIUE students enrolled in math, science and business courses. For current hours check the website at [siue.edu/lss/tutoring](http://siue.edu/lss/tutoring).

SUPPLEMENTAL INSTRUCTION (SI), a peer facilitated academic support program that targets historically difficult courses and offers regularly scheduled out-of-class review sessions to enhance student success. Consult the web site at [www.siue.edu/lss/si](http://www.siue.edu/lss/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 [www.siue.edu/parking](http://www.siue.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 may be paid online at [www.siue.edu/parking](http://www.siue.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 fourteen calendar 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 fourteen calendar 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 3:30 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 [www.siue.edu/parking](http://www.siue.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; and Graduate Records information. 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. Hours during summer semester are Monday from 8 a.m. until 6 p.m. and Tuesday through Friday 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](#).

### **Services for Students Needing Accommodations**

Students needing accommodations because of medical diagnosis or major life impairment will need to register with Accessible Campus Community & Equitable Student Support (ACCESS) and complete an intake process before accommodations will be given. Students who believe they have a diagnosis who do not have documentation should contact ACCESS for assistance and/or appropriate referral. The ACCESS office is located in the Student Success Center, Room 1270. You can also reach the office by e-mail at [myaccess@siue.edu](mailto:myaccess@siue.edu) or by calling 618.650.3726. For more information on policies, procedures, or necessary forms, please visit the ACCESS website at [www.siue.edu/access](http://www.siue.edu/access).

### **Testing Services**

Provides various testing opportunities for SIUE students and the surrounding community. Tests offered include the ACT, SAT, placement tests, proficiency examinations, CLEP exams, standardized nursing assessments, Miller Analogies Test, GRE Subject Tests, and the Michigan Test of English Language Proficiency. Information regarding exam fees, administration dates, and registration procedures for these and other assessments can be obtained from the Testing Services website at [siue.edu/testing/](http://siue.edu/testing/).

Testing Services is in the Student Success Center, Room 1246. Hours of operation are 8:00 a.m. until 4:30 p.m. Monday through Friday. For additional information, call 618-650-1246 or email [testingservices@siue.edu](mailto:testingservices@siue.edu).

### **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](http://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 p.m. 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 Campus. 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, lending jumper cables to help start vehicles, and loaning 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, faculty, and/or staff 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 618-650-3324 for non-emergencies and 911 for emergencies. For more information, visit the University Police website at [www.siu.edu/police](http://www.siu.edu/police).

### **Crime Statistics**

The SIUE ANNUAL SECURITY REPORT & FIRE SAFETY REPORT is available on-line at: <http://www.siu.edu/securityreport>. The report contains campus safety and security information, crime statistics, fire safety policies and fire safety statistics for the previous three (3) calendar years. This report is published in compliance with Federal Law known as the "*Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*", and the Higher Education Opportunity Act also known as the "*Campus Fire Safety Right to Know Act*."

For those without computer access, a paper copy of the report may be obtained (with 24-hour notice) from:

Office of the Vice Chancellor for Administration  
Rendleman Hall, Room 2228  
Campus Box 1158  
Edwardsville, IL 62026-1158

Phone: 618-650-2536

## Tuition & Fees, Financial Clearance & Financial Aid

### Tuition and Fees

Tuition and fee rates are available on our web site at [www.siu.edu/paying-for-college](http://www.siu.edu/paying-for-college). If you are unable to access this information, contact the Service Center, Rendleman Hall, Room 1309, by e-mail address [servicecenter@siue.edu](mailto:servicecenter@siue.edu), 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 do 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/paying-for-college/>.

### Cancellation of Registration

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 (due dates are listed below). 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, and fitness center, 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](http://www.siu.edu/bursar).

### Financial Clearance

Access to University Services, including classroom attendance, Blackboard, housing, meal plan, library, computer labs, and fitness center are provided to students once they are financially cleared for the semester. Students must be financially cleared to obtain access to these services. Students are financially cleared by paying all charges in full, making the minimum required installment payment, or having enough financial aid to cover all charges in full. To check your financial clearance status, please visit the Bursar icon on the SIUE mobile app or login to your [CougarNet](#) account and select *Student*, *Student Account*, and *Student Bill*. For complete information on the [Installment Payment Plan](#) and [Payment Options](#), visit the Bursar's Office website at [www.siu.edu/bursar](http://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 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 <b>FULL-TERM CLASSES**</b>		DEADLINE DATES: <b>SUMMER 2019</b>
Student officially withdraws from any class by the last day of the 2nd Week.	Refund 100% of tuition and mandatory fees*	June 14
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 21
Student officially withdraws from all classes by the last day of the 4th week of class.	Refund 50% of tuition only less an administrative fee of \$100 but no refund of mandatory fees.	June 28

\*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 28, 2019 FOR FULL-TERM CLASSES

**Payment Due Dates** – Summer semester payment due dates --

<b>May 3</b>	<b>June 7</b>	<b>June 21</b>
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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](http://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 may not be dischargeable under the United States Bankruptcy Court. Failure to meet such financial obligations will have serious consequences: late fees of 1.5% per billing will be applied to past-due amounts, 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 fees may be added to the student's account in addition to any late fees that have accrued on the account.

## Residency and Tuition

Domestic graduate students living in Missouri, Wisconsin, Iowa, Arkansas, Indiana, Kentucky, and Tennessee are assessed the equivalent of in-state tuition.

All undergraduate domestic students are assessed the equivalent of in-state tuition.

## Student Financial Aid

To pay all or a portion of your semester bill with financial aid, you should apply for financial aid on October 1 or as soon after as you can, 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 disburse a refund to you via direct deposit or check. You will receive an email from the Office of the Bursar inviting you to enroll in the direct deposit program. It is important that your billing address and email address is up-to-date on [www.siu.edu/cougarnet](http://www.siu.edu/cougarnet).

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:

- 1) Pursuing a first baccalaureate degree;
- 2) Pursuing a second baccalaureate degree in a different major than the first degree;
- 3) Pursuing initial teacher certification after the first baccalaureate degree; or
- 4) 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 staff in [Student Employment](#), 2212 Rendleman Hall. 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 in at least six hours and graduate students in at least 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 Academic 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 Edwardsville are found on the Financial Aid web site at [www.siu.edu/financialaid](http://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.

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, Teacher Education Assistance for College and Higher Education (TEACH) grant, 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 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.

Once the culminating project has begun or all course enrollments have been completed, graduate students enrolled in no other credit hours are required to enroll in UNIV 500 Continuing Enrollment in all subsequent terms (including summer) until graduation requirements have been completed. Students may request an exception to this policy by requesting a Continuous Enrollment Cancellation. Refer to graduate policy [1L16](#).

### Suspension Appeal for Reinstatement

If you have been placed on Academic Suspension, you are ineligible to attend SIUE for a waiting period of at least one term. After at least one term on Academic Suspension, you may petition the Appeals Committee to reenroll. Reinstatement is not automatic. It is dependent on Committee review of a number of factors. You must complete an [Academic Suspension Reinstatement Appeal](#) form. The completed form must be received by the Appeals Committee (see address below) **by the deadline listed below for the term for which you are seeking reinstatement**. Should you have any questions regarding your current academic standing, you may contact your academic advisor. Refer to Academic Warning, Probation and Suspension Policy – [111](#).

### 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**

It is the policy of Southern Illinois University Edwardsville to make every reasonable attempt to accommodate the religious observances of individual students in regards to admissions, class attendance, and the scheduling of examinations and work requirements: "Section (b) Any student in an institution of higher learning, other than a religious or denominational institution of higher learning, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work requirement that he or she may have missed because of such absence on a particular day; provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance and provided that the make-up examination, study, or work does not create an unreasonable burden upon the institution. No fees of any kind shall be charged by the institution for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this Section."(Source: P.A. 97-1038, eff. 1-1-13.).

Any student, who believes he or she has been unreasonably denied an educational benefit because of their religious belief or practices should contact the Office of Equal Opportunity, Access and Title IX Coordination at 618-650-2333.

### **Sexual Harassment Policy**

Southern Illinois University Edwardsville is committed to a policy of providing equal employment and educational opportunities. In particular, the University is committed to maintaining a community, in which students, faculty, and staff can work and learn together in an environment free of all forms of discrimination, including sexual harassment. Sexual harassment is a violation of University Policy and Federal and State employment laws including Titles VII and IX of the Civil Rights Act of 1964 and the State of Illinois Human Rights Act. Sexual harassment violates the dignity of the individual and the integrity of the University as an institution of higher learning, and thus, sexual harassment in any form will not be tolerated. To obtain a copy of the University's sexual harassment policy visit <http://www.siu.edu/policies/2c5.shtml>.

For more information about the policy or to file a complaint, contact the Office of Equal Opportunity, Access and Title IX Coordination at 618-650-2333, or Room 3310, Rendleman Hall.

### **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 for Academic Affairs, the Office of the Vice Chancellor for Student Affairs, and the Office of Equal Opportunity, Access and Title IX Coordination.

### **Statement on Affirmative Action and Equal Opportunity**

As an Affirmative Action and Equal Opportunity employer, Southern Illinois University Edwardsville, is committed to ensuring that all individuals have an equal opportunity for admissions, employment, access to and participation in the University's programs and activities without regards to race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran. For more information regarding the University's affirmative action and equal opportunity requirements, contact the Office of Equal Opportunity, Access and Title IX Coordination at 618-650-2333.

### **Statement on Right to Privacy and Nondisclosure**

Under the Family Educational Rights and Privacy Act (FERPA), all students have certain rights with respect to their education record. These rights include:

1. 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](#).
2. The right to request the amendment of the education record that the student believes is inaccurate, misleading, or otherwise a violation of student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. The University will notify the student in writing of the decision and hearing procedures if appropriate.
3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent to school officials with a legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or organization with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agent, or clinical/practicum site personnel); University-related organizations; or students assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The University may make accessible to any person directory information concerning students unless such release violates state and/or federal regulations. For example, in accordance with the Southern Illinois University Management Act, the University will not release a student's personal identifying information to a business or financial institution that issues credit or debit cards, unless the student is 21 years of age or older.

Directory Information includes:

- Student Name
- Student address and telephone number (local and permanent)
- Student e- mail address
- Major field of study
- Classification
- Dates of attendance
- Full or part-time status
- Attempted hours
- Degrees and awards received
- Most recent 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

Students may object to the release of their directory information by submitting a Directory Information Release form. This form is found in the Service Center or online at <http://www.siu.edu/registrar/forms/pdf/DirectoryInfoRelease.pdf>. SIUE publishes a web directory located at [siue.edu/search/index.shtml](http://www.siu.edu/search/index.shtml). The information in the directory is refreshed once in fall and once in spring. To ensure exclusion from this online publication, the Directory Information Release form must be on file by the end of the first week of the semester during which the objection is to go into effect. Once filed, requests to withhold directory information will remain in effect until the student submits a written cancellation of the request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

Note: The University's complete Policy on Release of Student Information and Access to Student Records may be found at <http://www.siu.edu/policies/3g2.shtml>.

### **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 the [Student Code of Conduct](#) and the [Student Grievances: Rights and Responsibility](#) policies. These policies describe 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 dishonesty in accordance with the Student Academic Code policy. 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 advisers 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.