

Summer Class Schedule - 2008

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Message from the Chancellor

Summer 2008

Welcome to the Summer 2008 academic semester! We're delighted that you have chosen to enroll at Southern Illinois University Edwardsville, also known as The e. The entire SIUE community is dedicated to assisting you in achieving your goals and to making your educational experience a rewarding one. Undergraduate education charts a course for your adult life, and our faculty and staff are ready to help you navigate.

For the third consecutive year, *U.S. News & World Report* has named SIUE among 13 of America's Best Colleges for our Senior Assignment Program, an integrative learning experience required of all seniors prior to graduation. In addition, *U.S. News* lists SIUE among the top 10 public master's level universities in the Midwest region and the Association of American Colleges and Universities has recognized The e as a national model for learning assessment.

Throughout your years at SIUE, you will also 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 Cougar sporting events! The entire St. Louis metropolitan community surrounding the campus is host to thousands of different cultural and entertainment activities and a wellspring of internships and cooperative educational experiences from regional, national, and international employers.

Make the most of your time at The e, 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, invest in your future, and always be a Cougar!

Vaughn Vandegrift

Chancellor

Academic Calendar

SUMMER 2008

- March 2008
- 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, 2008.
 - 17 Priority Registration begins for graduate students, undergraduates with 90 or more earned hours, and seniors with degree.
 - 24 Registration begins for undergraduates with 60 or more earned hours.
 - 31 Registration begins for undergraduates with 30 or more earned hours.
- April 2008
- 1 Undergraduate freshman application deadline.
 - 7 Registration begins for all remaining students.
 - 15 International in-country undergraduate and graduate application deadline.
 - 25 Graduate admissions application file completion deadline. Undergraduate (non-freshman) application deadline.
- May 2008
- 1 Admission deadline for freshman undergraduate students.
 - 9 ***Deadline for first Summer installment payment.***

Payments (with the exception of web payments) must be received by 4pm on May 9 to avoid service charges. Web payments have to be completed by 6:15 pm.
 - 19-23 International student registration week.
 - 24-26 Memorial Day Holiday. Classes not in session.
 - 27 Weekday and evening classes begin.

Deadline for Summer term graduation applications.
 - Late registration begins, including non-refundable \$25 late registration fee.
 - 30 Last day to file the [Directory Hold information form](#) in the Service Center.

- 31 Full-term weekend classes begin.
- June 2008 6 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 9.
- INDIVIDUAL CLASSES DROPPED AFTER JUNE 6 WILL NOT REDUCE OR CANCEL TUITION AND FEES LIABILITY.
- 13 Last day for **graduate students** to change audit/credit status.
- 20 **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.
- 24-25 Weekend classes not in session.
- 27 Last day to withdraw from a class without permission of adviser and instructor.
- Final Payment deadline for Summer Semester due.*
- July 2008 3 Last day to change Pass/No Credit status.
- 4-5 Independence Day. University Closed.
- 7 Last day to submit Residency Appeals for Summer 2008.
- 10 Last day for Suspension Appeals for Fall 2008 reinstatement.
- 18 Last day to withdraw from a class with permission of adviser and instructor.
- August 2008 1 Deadline for new freshman application for Fall 2008.
- Last day for submission of a thesis draft to Graduate Records for graduate students. Please submit in the Service Center.
- 2 Final class and exams for weekend classes.
- 2-8 Final exams for weekday and evening classes.
- 12 Textbook return deadline at 4:30 p.m.

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

Admission

You must be formally admitted to the University before you can be advised or register for classes.

If you have attended SIUE in the past but have not been an active student in the past 12 months, a re-admission application is required. Contact an Admissions Counselor at 650-3705 for more information.

Application Deadline Information

The Summer 2008 admission application deadline for freshman undergraduate students is April 1, 2008.

Admission files for graduate and undergraduate (non-freshmen) must be completed no later than four weeks (April 20, 2008) before the term begins.

Undergraduate and Graduate out of country international applicants who require F-1 visas and are seeking admission in the Summer Semester must have their file information complete no later than March 1, 2008.

Undergraduate and Graduate in-country international applicants who require F-1 visas and are seeking admission in the Summer Semester must have their file information complete no later than April 15, 2008.

Campus Tours

Campus tours are available Monday-Friday at 10 a.m. and 2:00 p.m. Saturday tours are available at 10:00 a.m.

The Office of Admission Counseling is located at Rendleman Hall, Room 2120.

Prior to Registration

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 1700, Southern Illinois University Edwardsville, Edwardsville, IL 62026-1700. Blank forms may be obtained in the University Health Service office. 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.

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.

Advisement (Mandatory)

You must meet with your academic adviser before registering for classes. At that meeting, you will be issued an Alternate PIN to be used during web registration.

Undergraduate Students

If you are an admitted new freshman, you will be sent registration information to attend Springboard to Success. Additional information is available on our website at: <http://www.siue.edu/prospectivestudents/admitted/springboard.shtml> or email springboard@siue.edu.

Undeclared transfer students are required to schedule an hour advising appointment with an academic adviser in the Office of Academic Counseling and Advising, www.siue.edu/ADVISING. You will receive specific information about your advising appointment that is appropriate to your first term at SIUE.

If you have not applied for a major, contact Academic Counseling and Advising to make an appointment or contact the office at 618-650-3701, Peck Hall 1315.

If you have been declared in your major program, contact your major department to schedule an advising appointment.

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.

Campus Tours are available Monday-Friday at 10:00 a.m. and 2:00 p.m. Saturday tours are available at 10:00 a.m. The Office of Admission Counseling is located at Rendleman Hall, Room 2120.

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.

Registration

General Registration Instructions

If you have not declared a major and your academic advisement takes place in the **Office of Academic Counseling and Advising**, your adviser will discuss appropriate courses and will provide you with an alternate PIN for web registration. You may then register online at <http://www.siu.edu/COUGARNET> when web registration becomes available for the term.

If you have been accepted into a graduate program or if you have been approved for admission into the graduate school, you will be registered in your major department or will be referred to a department by the Graduate School.

All Graduate and Undergraduate students who are declared majors and have completed 90 or more earned hours may register beginning Monday, March 17, 2008. Undergraduate students who have completed 60 or more earned hours may register beginning March 24, 2008. Undergraduate students who have completed 30 or more earned hours may register beginning Monday, March 31, 2008. All other students may register beginning Monday, April 17, 2008. Registration is available online at <http://www.siu.edu/COUGARNET>.

At the time of your registration, print a copy of your official schedule. **DO NOT LOSE THIS**; it is your official copy of the courses in which you are enrolled as of that date. This reflects what the University considers an accurate statement of your academic course load.

BEGINNING THE FIRST DAY OF CLASSES, ALL REGISTRATIONS TAKE PLACE IN THE SERVICE CENTER. THIS INCLUDES SCHEDULE CHANGES, ADDS, DROPS, AND WITHDRAWALS. A NON-REFUNDABLE \$25.00 LATE REGISTRATION FEE WILL BE ASSESSED BEGINNING THE FIRST DAY OF CLASSES.

Registration Instructions-Business Majors and Minors

School of Business Advisement

Please use the chart below to determine the appropriate location for academic information and advising in the School of Business.

Undergraduate Major	Location
Accountancy	Business Student Services, Founders Hall, room 3301, phone (618) 650-3840
Business Administration	Business Student Services, Founders Hall, room 3301, phone (618) 650-3840
Computer Management and Information Systems	Business Student Services, Founders Hall, room 3301, phone (618) 650-3840
Economics and Finance	Economics and Finance Department, Alumni Hall, room 3129, phone (618) 650-2542
Pre-Business Students	Business Student Services, Founders Hall, room 3301, phone (618) 650-3840

Graduate Major	Location
Accountancy (MSA)	Accounting Department, Founders Hall, room 2117, phone (618) 650-2633
Business Administration (MBA)	Business Student Services, Founders Hall, room 3301, phone (618) 650-3840
Computer Management and Information Systems (MS in CMIS)	Business Student Services, Founders Hall, room 3301, phone (618) 650-3840
Economics and Finance (MS)	Economics and Finance Department, Alumni Hall, room 3129, phone (618) 650-2542
Marketing Research (MMR)	Business Student Services, Founders Hall, room 3301, phone (618) 650-3840

Advising for summer and fall 2008

Students who are advised in Business Student Services may begin meeting with advisors for summer and fall 2008 advising on January 28, 2008. Students who are advised in the individual academic departments should contact their advisor for information on advisement for summer and fall 2008.

Appointments (Business Student Services)

Students who are advised in Business Student Services are encouraged to use appointments which are available for up to a month in advance. Students may make an appointment by calling 618-650-3840 or by coming by the office in Founders Hall, room 3301.

Drop-in time (Business Student Services)

Students who are advised in Business Student services may also drop-in to see an advisor. The drop-in times are:

Monday through Friday 10:00 a.m. to 11:30 a.m.

Monday through Friday 1:00 p.m. to 2:30 p.m., and

Monday through Thursday 5:00 p.m. to 6:00 p.m.

Names are taken only 1/2 hour prior to the beginning of the drop-in period. Students are seen in the order that they appear on that list. If a student is not present when their name is called, we will move to the next student and continue down the list. Students who were not present when their name was called will be added to the bottom of the list when they return. We make every effort to assist any students who come to drop-in, but when the number of students on the drop-in list exceeds reasonable numbers, we will stop taking names until all students on the list have met with an advisor.

Students are encouraged to prepare for their meeting with their advisor by reviewing their program requirements, courses completed and the class schedule for the upcoming semester. Program Guides for each major are available in Business Student Services, Founders Hall, room 3301 or online at <http://www.siu.edu/business/advisement/>. Click on Undergraduate Information for baccalaureate guides and Graduate Information for masters' guides.

Registration for Students with Disabilities

Students with a disability should contact the Director of Disability Support Services (<http://www.siu.edu/dss/>) in Rendleman Hall Room 1218.

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 a previously-enrolled student 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.

Academic Course Load

The normal academic load for undergraduates is 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 adviser.

If you are receiving scholarships or other aid, contact **Student Financial Aid** (<http://www.siu.edu/financialaid/>) 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.

Prerequisites

Course prerequisites are published in the Undergraduate and Graduate catalogs. At an instructor's request, students who have not completed prerequisites can be required to drop a course.

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

Repeated Courses

You are responsible for the accuracy of your registration. **YOU MUST ADVISE THE INDIVIDUAL CONDUCTING THE REGISTRATION IF COURSES ARE BEING REPEATED**, to ensure your academic average, accumulated hours, and academic standing will be calculated correctly. 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.

1. First repeat of a course previously taken at SIUE; only the grade earned in the more recent attempt is used in computing the grade point average. Both grades appear on the transcript.
2. The grades for the second and all subsequent repeats of the same SIUE course appear on the transcript and are used in computing the grade point average.
3. Credits earned for any course will be applied only once toward degree requirements, no matter how often a course is repeated.

Individual academic units and programs may set more stringent conditions and restrictions regarding repeated courses.

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 adviser 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 adviser. You must officially select this grade type no later than the eighth week of the term.

Schedule Changes During the Advance Registration Period

Before the term begins, you can make add and drop changes online, where you originally registered, or at the Service Center. Regardless of where you make your schedule change, **BE SURE TO ASK FOR A NEW PRINTOUT OF YOUR REVISED SCHEDULE OR ACCESS COUGARNET AND OBTAIN YOUR OWN COPY.** If you make your schedule changes in the Service Center, bring your course request form with you showing the courses your adviser has approved for your schedule.

After the term begins, **ALL ADD AND DROP CHANGES MUST BE MADE IN THE SERVICE CENTER.**

ALL WITHDRAWALS MUST BE MADE IN THE SERVICE CENTER . (When you drop all classes, you are withdrawing for that term.) Questions about the registration process, call 650-2080.

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.

Adding Classes

Adding a class is not the same as registering for that class. Effective the first day of the term, all undergraduate classes are considered closed. All currently enrolled students must obtain the instructor's written approval prior to adding any class. This permission to gain admission to the class will generally be given on the Registration Form which must be taken to the Service Center, Rendleman Hall, Room 1309, for processing. Students must confer with an academic advisor who will be approving the appropriateness of this addition to their schedule, while the instructor's written permission will be needed in order to obtain admission to that class. You must make

additions to your schedule within the first two weeks of classes. After the first week, the approval of the department chair is also needed to add a class. **The last day to add a class is June 6.**

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 6, 2008 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 the grade point average.

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

Week 1-2: No entry on transcript

Week 3-5: A “W” grade is automatically assigned.

Week 6-8: Drops or withdrawals require the signature of the instructor and adviser. 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.

Withdrawal from School and Refund of Tuition and Fees

If you find it necessary to withdraw from all your classes, you must complete the withdrawal section of the Course Registration Form, 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 0248.

If you have received a cancellation waiver based upon your eligibility for financial aid or made a minimum payment on the Installment Payment Plan, your registration and all associated charges WILL NOT be cancelled. 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.

You may obtain a partial refund of tuition and fees if your withdrawal from school is processed between the third and fourth weeks of the term. The percent of the reduction on these charges is calculated using the beginning date of the course and the official date of withdrawal.

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		DEADLINE DATES: SUMMER 2008
Student officially withdraws from any class by the last day of the 2nd week of the term.	Refund 100% of tuition and mandatory fees*	June 6, 2008
Student officially withdraws from all classes by the last day of 3rd week of the term.	Refund 50% of tuition and 100% mandatory fees* less an administrative fee of \$100.	June 13, 2008
Student officially withdraws from all classes by the last day of the 4th week of the term.	Refund 50% of tuition and zero mandatory fees* less an administrative fee of \$100.	June 20, 2008

***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 20, 2008

Veterans: <http://www.siu.edu/registrar/about/veteran.shtml>

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

Records Accuracy and Student Responsibility

You are responsible for the accuracy of your records. For example, the printout of your class schedule at the time you registered is the official version of your schedule; it is YOUR responsibility to insure that it is accurate. If you find an error, it is YOUR responsibility to insure the mistake is corrected. Your current schedule is always available on CougarNet. If you make a change to your schedule, be sure to print a new copy.

SAVE YOUR COPIES!

ALWAYS save copies of all your transactions, whether forms, receipts, letters or documents. Keep them in a safe place so you can resolve any problems if you think an error has occurred.

Cancellation of Registration

Nonpayment of tuition and fees or failure to obtain a cancellation waiver prior to May 9, will result in cancellation of your registration. If your registration is cancelled, you must try to register online prior to classes starting. In addition, if you are living on campus housing, you will be notified that your eligibility is revoked and your contract will be cancelled.

Tuition & Fees, Financial Clearance & Financial Aid

Tuition and Fees

Tuition and fee rates are available on our web site at www.siu.edu/prospectivestudents/tuition_and_fees.shtml. If you are unable to access this information, contact the Service Center, Rendleman Hall, Room 1309 or call at 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 93-0028, 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 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.

Financial Clearance/Financial Aid Credits

The Office of Financial Aid will credit awarded or accepted grants, loans, scholarships and waivers to your account. You are financially cleared and your classes will not be cancelled if any of the following occurs:

- The credited financial aid reduces your balance to zero.
- The credited financial aid covers the installment(s) currently due.
- Your payment plus financial aid credit (actual or anticipated) reduces your balance to zero.
- The credited financial aid plus anticipated aid exceeds your charges due You may check your status via CougarNet.

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 FULL-TERM CLASSES		DEADLINE DATES: SUMMER 2008
Student officially withdraws from any class by the last day of the 2nd week.	Refund 100% of tuition and mandatory fees*	June 6, 2008
Student officially withdraws from all classes by the last day of the 3rd week of class.	Refund 50% of tuition and 100% mandatory fees* less an administrative fee of \$100.	June 13, 2008
Student officially withdraws from all classes by the last day of the 4th week of class.	Refund 50% of tuition less an administrative fee of \$100, no refund of mandatory fees.	June 20, 2008

***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 20, 2008

Payment Policy/Installment Payment Plan

A minimum payment is required by the cancellation date for the term--May 9, 2008. Remaining tuition, fees and housing payments for each semester are due on or before the first day of classes for that semester. You may elect, for a \$20 charge per semester, to use the **Installment Payment Plan**. You are considered to be using the Installment Payment Plan and the \$20 charge is automatically added to your account if you are registered for the semester, financially cleared, and have an outstanding balance as of the second day of classes. Use of the Installment Payment Plan constitutes agreement with the terms and conditions contained on the Bursar's web page at www.siu.edu/BURSAR/pay1.htm.

Minimum Payment

A minimum payment of 25% of the total Summer '08 charges (in addition to payment in full of unpaid previous semester charges) is required for financial clearance. If you are not financially cleared for Summer '08 as of the close of business on May 9, 2008, your registration will be cancelled.

Payment Dates

Installment payment deadlines for Summer '08 are:

May 9	June 6	June 27
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In order to be posted the same day and prevent service charges, payments (except Web payments) must be received by 4 p.m. on the payment deadline date; Web payments, accessed at www.siu.edu/bursar, "Web Payment," must be completed by 6:15 p.m. on the payment deadline date.

Payment Options

The Bursar's Office accepts payments of cash, check, money order, Discover, Master Card, or VISA but is unable to accept payment by fax or phone. Payments can be made by mail, in person during Bursar's Office hours, or by Web (credit card only). Make all checks payable to Southern Illinois University Edwardsville and send the billing statement (printed from CougarNet for e-billed accounts) with your payment. Please provide your 9-digit University ID number. When remitting by mail, please allow seven days for Post Office handling. Payments by mail should be addressed to:

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

Payments by overnight express or shipping service should be addressed to:

SIUE, Bursar's Office
Rendleman Hall, Room 1101
#6 Hairpin Drive
Edwardsville, IL 62026-1042

Also, payments by check can be dropped into the Night Deposit located outside the Bursar's main office. Payments dropped into the Night Deposit after 4 p.m. will be posted the next business day. Payments are accepted via the Web until 6:15 p.m. by accessing the Bursar's Office web page (www.siu.edu/bursar) and selecting "Web Payment."

Service/Collection Charges

A service charge of 1.5% per billing will be assessed on installment payments not received and posted by the deadlines. If charges remain unpaid, a hold will be placed on the account, blocking the release of transcripts and diplomas. Failure to pay or make satisfactory payment arrangements may result in the account being referred to a collection agency with all reasonable collection costs added to your account. In addition, a claim for the debt will be submitted to the State of Illinois under Section 10.05 of the State Comptroller Act. This act authorizes the Comptroller to satisfy the debt by withholding any personal warrants (income tax refunds, for example) issued to you.

Financial Responsibility

Students at SIUE will incur certain financial obligations. Although you may be eligible for various forms of financial aid, the final responsibility for those financial obligations will be yours. These financial responsibilities constitute an educational loan to assist in financing your education and are not dischargeable under the United States Bankruptcy Court. The University has developed an Installment Payment Plan designed to make as convenient as possible the payment of tuition, fees and housing charges. Failure to meet financial obligations will have serious consequences: service charges 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 costs may be added to your 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.

Refunds

Refund of credit balances will begin during the first week of the semester. In some cases, class schedule changes and/or changes in financial aid eligibility may result in your being required to repay a portion or all of the refund. **To ensure the timely receipt of your refund, you must have your correct billing address on file with the Bursar's Office by the close of business Tuesday for that week's mailing.**

Bursar's Office Hours

Room 1101, Rendleman Hall

Normal hours of operation: Monday through Friday, 8 a.m. – 4 p.m.

Satellite Cashier Station -- Room 1309, Rendleman Hall

Summer term hours are Monday, 8 a.m. - 6 p.m.; Tuesday-Friday, 8 a.m. – 4 p.m.

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 awarded.

Once awarded and accepted, financial aid is credited 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:

- 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 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 financial aid, undergraduate students must be enrolled for six hours and graduate students for five hours each semester. An exception is made for summer session student employment; students are eligible to work as SIUE student employees if enrolled for three hours or more during the summer term.

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

Beginning with the 2000 Fall Semester, any student receiving Title IV financial aid who withdraws 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, Federal Direct Loan, Federal Direct 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.

Academic News & General Information

Business, School of; Opportunities to study abroad

Programs range from one week to a full semester. Locations include England, France, the Netherlands, Germany, Hungary, China, and Mexico. For details, please contact Cyndi Peterson at extension 2922, email: cypeter@siue.edu.

Civil Engineering New Combined Program (B.S. and M.S.)

Offers a new five-year program leading to Bachelor of Science (B.S.) and the Master of Science (M.S.) degrees. Students with senior level status (at least 90 semester hours) and an overall grade point average of 3.25 (A=4.0) in engineering, mathematics, and physical science courses may be admitted to the combined program. This program allows them to earn 30 hours of graduate level credit (400- and 500-level courses primarily in the area of structural or environmental engineering) during their combined fourth and fifth years.

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). You are offered an opportunity to work in your 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 you to gain 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. You do not pay to enroll for the Co-op course nor receive credit/hours for the course, but do receive transcript recognition.

Distance Learning Courses

SIUE, through a consortial arrangement with community colleges and other universities in southern Illinois, hosts courses delivered to SIUE via technology-mediated instruction. For more information about these courses call the Office of Educational Outreach at (618)650-3210.

Foreign Language

Majors planning to seek certification to teach must successfully complete an interview in order to student teach. Applications for the interview to student teach in the Spring must be filled out and in Dr. K. Bueno's possession no later than the first Friday of the Fall Semester by 5:00 p.m.

Interdisciplinary Graduate Sequence in Gerontology

SIUE offers a Graduate Certificate of Completion in Gerontology for those students who finish the 12 semester-hour Interdisciplinary Graduate Sequence in Gerontology. Classes include PSYC 487 (Psychology of Aging), GRN 587 (Interdisciplinary Seminar in Gerontology), GRN 588 (Programs, Services and Resources in Aging) and GRN 598 (Practicum in Gerontology). The Gerontology Certificate Program may be taken either in conjunction with a graduate degree program or independently. For more information, check out our website at <http://www.siue.edu/education/gerontology>, call (618) 650-3454, or e-mail Dr. Bryce Sullivan at bsulliv@siue.edu.

Nursing

The School uses a variety of clinical sites in Central and Southern Illinois and in the Metro East area for clinical experiences. Some courses have attached fees. Information about the approximate costs for special items or fees can be obtained through the School of Nursing (<http://www.siu.edu/nursing/>).

Off-Campus Courses and Programs

A number of courses listed in this timetable meet at Southwestern Illinois College and other off-campus locations. Information concerning courses, tuition and fees, registration, or other questions can be obtained by contacting the offices listed below.

- Office of Educational Outreach Coordinator, Credit Activities
Southern Illinois University Edwardsville
Box 1084
Edwardsville, IL 62026-1084
(618) 650-3210
FAX Number: (618) 650-2629

- SIUE/SWIC Southwestern Illinois College
Service Office 2500 Carlyle Rd.
Belleville, IL 62221
(618) 235-2700, ext. 335 or
(618) 650-2630
E-mail: dwagen@siue.edu

Speech, Language, and Hearing Center

Located in Founders Hall, Room 1300, provides diagnostic services in the areas of speech, language, and hearing. Therapy is also provided, including intervention for students for whom English is a second language. For more information, call 650-5423.

EDUCARD

EDUCARD is a special community program designed to permit people of all ages and backgrounds to sit in on a selected regular academic class.

EDUCARD is open to anyone over the age of 16 not enrolled for credit at SIUE. EDUCARD participants do not receive grades. No grade reports, transcripts, etc. are maintained. EDUCARD participants are also able to borrow textbooks at no cost from Textbook Service. The cost is \$35.00 per course. Applications and additional information about policies and restrictions are available from the Office of Educational Outreach, Box 1084, Southern Illinois University Edwardsville, Edwardsville, IL 62026-1084. For information call (618) 650-3210.

For a list of classes approved for EDUCARD, go to <http://www.siu.edu/CE/EDUCARD/index.html> .

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 from <http://www.siu.edu/registrar/forms/pdf/addresschange.pdf> 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 Profile, then Address. 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.)

Student employees must report address changes to the Office of Student Employment to keep their 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 who have not filed an objection to the release of directory information **by the end of the first week of Fall semester** classes also will be included in the *annually* published student directory. Students should note that the University also publishes a web directory that is updated once each fall and spring 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. This objection will remain in effect until the student files a cancellation with the Office of the Registrar. The form may be obtained from <http://www.siu.edu/registrar/forms/pdf/directoryinfo.pdf> and submitted to the Service Center.

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

Declaring or Changing Major

Undeclared undergraduate students apply for a major through Academic Counseling and 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 adviser.

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 adviser, 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.

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 and on the web at <http://www.siue.edu/registrar/>.

Engineering Graduation News

Graduate civil engineering students planning to complete their M.S. programs during the current academic year are reminded that the final draft of their research papers or M.S. theses should be submitted to their Graduate Advisory Committees at least two weeks prior to the date of their oral final examinations.

Commencement

Due to renovations at the Vadalabene Center during Summer 2008, summer commencement exercises originally scheduled for August 2008 have been cancelled. Students graduating in Summer 2008 will be invited to participate in commencement exercises during Fall 2008, which will be held on December 20, 2008, in the newly-remodeled gymnasium. Degrees will still be conferred upon students at the completion of summer term.

Transcript Fee

The transcript fee is \$5.00 per copy. Transcripts should be requested in the Service Center or you may obtain the form here: <http://www.siue.edu/registrar/forms/transcriptrequest.shtml>. 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. Telephone and e-mail requests cannot be honored. Transcripts may not be issued for students with outstanding financial obligations to the University.

Student Services

Academic Counseling and Advising

Academic advisers help undeclared students design programs of study that correspond with their career and life goals, and work with the students to devise an appropriate schedule of classes each term. Call (618) 650-3701, or visit the office at Peck Hall, Room 1315, to make an appointment.

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

Early Childhood Center

Educational programming is available for children of SIUE students and employees. Daytime and evening hours are available Fall and Spring Semesters. For information, call (618) 650-2556.

Instructional Services Academic Support

Instructional Services (<http://www.siue.edu/IS/>) offers several types of academic support for students.

THE WRITING CENTER, Peck Hall, Room 1419, (618) 650-2045, provides assistance on papers and grammar refreshers.

THE MATH RESOURCE AREA, Peck Hall, Room 1414, (618) 650-2039, provides individual and small group math tutoring.

SUPPLEMENTAL INSTRUCTION (SI), which features out-of-class study strategy sessions, is available in several introductory and upper level courses. Consult Instructional Services' web site at www.siue.edu/IS/SI/schedule.html for a list of SI courses, (a list of tutoring services available in departments), and additional service information, or contact Instructional Services in Peck Hall, Room 1404, (618) 650-3717.

Parking Services: <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; 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 summer semester the Service Center has regular hours Monday from 8 a.m. until 6 p.m., and Tuesday-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, including Parking Services and Textbook Service. Please contact the offices directly for verification of their extended hours.

Academic Counseling and Advising, School of Business student 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 web site 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 Rendleman Hall 1218, 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 only, American College Test (ACT), Pharmacy College Admissions Test (PCAT), Certified Health Education Specialist (CHES) exams, College Level Examination Program (CLEP) exams, Nursing standardized and entrance exams, proficiency exams, and the Michigan Test of English Language Proficiency. 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, Peck Hall, Room 1404. Hours of operation are 8:00 a.m. until 4:30 p.m. Monday through Friday. For additional information, call (618) 650-2826 or 2295.

Textbooks

The University, through a nominal rental fee, supplies basic texts for undergraduate courses (including 400-level courses) through Textbook Service, located in the 200 University Park Building, Room 1121. An SIUE student ID is required. Supplemental texts are sometimes required for undergraduate courses and may be purchased from the University Bookstore (www.siubookstore.com). The Bookstore is located on the first floor of the Morris University Center. The University Bookstore also provides texts for graduate courses. Graduate students enrolled in undergraduate courses must purchase texts from Textbook Service. Textbook Service has regular business hours 8:00 a.m. to 4:30 p.m. Tuesday-Friday and 8:00 a.m. to 6:30 p.m., Monday. Textbook Service has expanded hours of service for issue and return periods at the beginning and end of each term. Call 618-650-3020 for dates and times of expanded service or check the Textbook Service web page at: <http://www.siu.edu/MUC/textbooks.html>.

Students dropping classes or withdrawing from all classes must return their texts immediately to avoid penalties. Textbooks may be returned early if no longer needed. At the end of each semester, textbooks must be returned to Textbook Service by 5:00 p.m. on Saturday of finals week. The student will be charged a penalty equal to the replacement cost of the textbooks if not returned, which is added to the students account.

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://admin.siu.edu/studentrightto/>. 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*.

You may also access this report through the SIUE Home Page: <http://www.siu.edu> under Ready References, Quick Links, or Publications/Reports. A copy of the report is also available at the Circulation Desk in Lovejoy Library.

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.

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.

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. (Decisions regarding the operation of the St. Clair County Head Start Centers will be made by the Director of the East St. Louis Center.)

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; FM 106.1), 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.siue.edu>; email will be sent to the faculty, staff and student listservs; and voice mail will be sent to faculty and staff. Also the University switchboard, 650-2000, may be called. Every attempt will be made to make a decision by 5:00 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 Shrylene Clark Langston, Office of Human Resources, Room 3210, 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 Illinois 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 be in the form of a letter to the Assistant Vice Chancellor for Enrollment Management and Registrar 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 *Alester* 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 written cancellation with the Registrar.

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. The social security number generally is used as the student identification number to avoid the assignment of a similar but University-originated number. Students retain the social security number or the University originated number for the duration of their affiliation with the University. Social security numbers of University-originated numbers 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 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.