Co-op PhD Students: Quick Reference Guide

Admission Requirements & Processes

Admission to the co-op PhD programs requires admission to both SIUE and SIUC. Although admission requirements differ slightly for each program, the process and requirements for your specific program can be found by accessing the SIUE Graduate Catalog (*https://www.siue.edu/academics/graduate*), clicking on your program name, and clicking on "Admission Requirements" along the left-hand menu.

Questions about the admission process? Please contact SIUE Graduate Admissions at graduateadmissions@siue.edu or SIUC Graduate Admissions at gradschl@siu.edu.

Advisement

If you have specific questions about your program before or during your admission process, SIUE Graduate Admissions can help to connect you to the SIUE Graduate Program Director for the appropriate co-op PhD program. After admission, you will be advised by that Graduate Program Director unless an alternative faculty member is assigned to you.

Your SIUE faculty advisor will assist you in connecting with SIUC/School of Medicine faculty at the appropriate time for forming your dissertation committee, if not determined upon admission.

Communications

As co-op PhD students are officially students at both universities, students will have an official university email address assigned at both campuses. Students should ensure they are regularly checking both emails to receive all communications. For assistance with accessing email, visit the SIUE Information Technology Services and/or the SIUC Office of Information Technology websites with email access instructions.

Registration

Co-op PhD students must be enrolled in every fall & spring term at BOTH campuses until the degree is completed. When only taking credit courses at one campus during a fall or spring term, students must enroll in a non-credit bearing course at the other campus to maintain active student status at both campuses. Students will be charged tuition/fees at the campus(es) at which credit courses are being taken.

Enrolling at SIUE for credit courses:

1. Enroll for SIUE courses via CougarNet or with assistance from the Registrar's Service Center (servicecenter@siue.edu or 618-650-2080).
2. If not taking any credit courses at SIUC/School of Medicine, then email gradregistration@siu.edu and request enrollment in Continuing Enrollment 601, section 777 for co-op PhD students. The Continuing Enrollment 601-777 course does not generate any tuition/fee charges.

Enrolling at SIUC for credit courses:

1. Enroll in SIUC courses via SalukiNet or seek assistance by emailing gradregistration@siu.edu. Identify yourself as a co-op PhD student in the email to ensure you are enrolled in the appropriate course sections to avoid unnecessary fee charges when enrolling in online courses. If needed, a Course Request Form can be found at https://gradschool.siu.edu/about-us/forms.php).
2. If not taking any credit courses at SIUE, enroll in UNIV 500, Continuing Enrollment, at SIUE via CougarNet or with assistance from the Registrar's Service Center (servicecenter@siue.edu or 618-650-2080). Effective fall 2026, the UNIV 500 course at SIUE will generate a fee of $50 per semester which provides co-op PhD students with access to key student resources on SIUE's campus, including email/Blackboard, Lovejoy Library, the Student Fitness Center, and Health & Counseling Services.

Graduate Assistantships

Tuition waivers resulting from Graduate Assistantship (GA) positions are honored at both campuses. SIUC/School of Medicine will receive notification of GA contracts at SIUE to process the tuition waiver on that campus.

Questions about your GA tuition waiver? Contact SIUE Graduate School at graduateschool@siue.edu.

Health Insurance

Both SIUE and SIUC have distinct health insurance enrollment policies and processes. Those policies have different implications for international and domestic students.

International Students:

- When enrolled in credit-bearing courses *only at SIUE*, will be auto-enrolled and participate in SIUE's health insurance. Students with existing coverage should complete the SIUE waiver process before the posted deadline.
- When enrolled in both credit-bearing courses at SIUE and at SIUC, will be auto-enrolled in both institutions' health insurance and should complete the SIUC waiver process before the posted deadline to participate only in SIUE's health insurance. If have existing coverage, should also complete the SIUE waiver process before the posted deadline.
- When enrolled in credit-bearing courses *only at SIUC*, will be auto-enrolled and participate in SIUC's health insurance. Students with existing coverage should complete the SIUC waiver process before the posted deadline.

Domestic Students:

- When enrolled as a full-time student at SIUE (9 hours without a GA position; 6 hours with a GA position) and taking *at least one on-ground course*, will be auto-enrolled in SIUE's health insurance. Students with existing coverage should complete the SIUE waiver process before the posted deadline.
- When enrolled in an *on-campus course* at SIUC, will be auto-enrolled in SIUC's health insurance. Students with existing coverage should complete the SIUC waiver process before the posted deadline.

Financial Aid

Since SIUC is the degree-granting institution and co-op PhD students are admitted as non-degree seeking students at SIUE, processes related to seeking federal financial aid available to graduate students is managed through SIUC.

Forming and Submitting Dissertation Committee

Co-op PhD students will work closely with their SIUE faculty advisor on forming their dissertation committee, which will include both SIUE and SIUC/School of Medicine faculty. The Graduate Faculty Committee Approval Form found at https://gradschool.siu.edu/about-us/forms.php must be submitted as indicated on the form.

Admission to Candidacy

Following meeting the program requirements for admission to candidacy, the Dissertation Committee Chair(s) must submit the Admit to Candidacy Form found at https://gradschool.siu.edu/about-us/forms.php to the SIUC Graduate School.

Applying for Graduation

As SIUC is the degree-granting institution, co-op PhD students must apply for graduation by the noted SIUC deadlines at https://registrar.siu.edu/calendars/graduation.php. If currently enrolled at SIUC, apply to graduate on SalukiNet. If not currently enrolled at SIUC, submit the Graduation Application found at https://gradschool.siu.edu/about-us/forms.php to the SIUC Graduate School.