

Course registration process

It is recommended that you register for courses as soon as possible, based on the registration schedule, and ideally no later than the end of the prior semester to the term in which you are registering.

1. Prior to registering, access SalukiNet for information on registration eligibility. Register for classes using SalukiNet.
2. If, at the time of the advisement/registration appointment, it is discovered that you have a hold on your registration from admissions, records, the bursar, Morris Library, parking, housing, health service or some other area, you will need to go to that office to resolve the problem before you can complete registration. This includes prepayment of tuition.
3. If a course you would like to register for is closed, a course restriction override permit may be obtained and signed by the appropriate instructor and department chair if there is no waitlist available for the course. Course restriction override permit information can be obtained from the reception desk in Rehn 121. Signed forms must be returned to Rehn 121 for overrides to be placed in the system. Forms should be processed in one to two business days. Once the override is in place, you should be able to add the course via Salukinet.
4. After the registration process is complete, be sure to check your schedule for accuracy.

Registration changes

If you need to change your schedule, it is called a registration change. Changes may be processed at Rehn 121 using a registration form or through Salukinet as available. Before seeing your advisor or processing the change, check for time conflicts and prerequisite compliance in the schedule.

Emergency absences from class

If a class must be missed due to illness, accident, death in the family or other verifiable emergency, contact Withdraws and Petitions at 618/453-7041 to have faculty notified. This notification does not constitute an excused absence. You will then need to contact faculty concerning missed work.

Withdrawal from school or reduction of hours and financial aid

If withdrawing from the university (dropping to zero credit hours), contact Withdraws and Petitions, withdraw@siu.edu, Room 251 in the Student Services Building, 618/453-7041. If you receive financial aid and choose to withdraw from school or reduce your credit load, check with the Financial Aid Office at fao@siu.edu, 618/453-4334 for implications to current and future financial aid. If you are required to maintain full-time enrollment for any other reason, contact the appropriate office for authorization (i.e. International Students and Scholars, SIU Athletics, University Housing, etc.).

Online course offerings through SIU Extended Campus

1. Sixteen-week online semester-based courses offered through SIU Extended Campus:
These courses follow the same calendar as on-campus courses. Students are responsible for observing drop deadlines. No late adds may be made after the 12th week of the semester. Drop deadlines follow the same timelines as those for on-campus sections.
2. All online business courses are identified by a 940 section.
3. Students enrolled in a residential degree program at SIU are not allowed to take courses in the online accounting and the online business and administration programs during fall or spring semesters, except in the specific case in which a student's graduation would be delayed because of a university-imposed time conflict between two required courses and when no other residential course option is available to fulfill that requirement. In these cases, chief advisor review and associate dean approval is required for all exceptions. Program courses are designated by a business course prefix and a 940 section number.



COURSE REGISTRATION ON SALUKINET

There are many terms associated with course registration, some of which are unique to SIU. Here is a quick list of the most common terms you may hear or see when registering for courses. If you have other questions, please do not hesitate to contact the Undergrad Advisement Office.

Online registration instructions are available at registrar.siu.edu/pdf/registration.pdf.

CRN (course registration number): The five-digit course registration number assigned to a class section. This is a quick course reference number. If you have a course's CRN, you can type that into SalukiNet and pull up that particular course section without searching through the rest of the sections of that course.

Variable (credit) hours: Some courses can be taken for a variable number of semester credit hours, generally 1-6 hours. Check with your advisor to make sure that you have the correct number to enter.

Grade mode: Enter the appropriate code if you are taking a class for anything other than regular credit (e.g., auditing).

Course restriction override permit: Some courses will be "closed" for registration or will have a "prerequisite" restriction other than class/college/major. These restrictions will prevent you from registering for these courses. Only under special circumstances can instructors and/or department chairs provide permission for you to register for the class. Permission is given on a hard copy of a course restriction override permit, which is processed by your advisor.

Prerequisites: Some courses have prerequisite requirements that must be completed prior to enrollment. For example, ACCT 220 must be taken before ACCT 230.

(Course) section search: If the section you request is not available, you will be offered a list of alternative sections.

Add/drop courses: After you have registered, you may access SalukiNet to make permissible changes to your schedule. Before dropping courses, check to be sure you will not be jeopardizing your financial aid eligibility or some other condition that requires you to carry a certain course load for the term (e.g., full-time course load for your parent's health insurance). Dropped courses may be processed through SalukiNet as the system permits.

You may add courses up to the end of the first week of class using SalukiNet. After that, any course additions must be done via the undergrad advisement and registrar's offices.

For most classes, which are 16 weeks in length, the deadline to drop a course is at the end of the 10th week. Check the registration calendar at registrar.siu.edu/calendars/registration.php for updated information.

Please note that to access the add/drop feature of SalukiNet you must not have a registration hold on your account.

Course registrations and schedule accuracy are solely your responsibility. Advisors cannot access your schedule to add/drop classes for you. Please double-check that your schedule is correct whenever you make changes. Unfortunately, omissions and oversight errors are not taken into account for refunds or any other special circumstances.

UNIVERSITY CORE CURRICULUM FOR COLLEGE OF BUSINESS

All SIU students must complete the University Core Curriculum, or general education, as part of their undergraduate degree. Each college at the university has college and/or major courses that may be used to complete the "core" or "UCC." Following the guide will help you have the most efficient path to graduation. Questions should be directed to your advisor.

University Core Curriculum effective Summer 2019

Total core curriculum = 39 semester hours

You must take the College of Business required courses. If you elect to take other classes, or have other classes in an area, you are still responsible to meet the college requirements. You must have the total number of hours in each section and the courses required by the university/college.

I. Foundation Skills (13 hours) Area

→	ENGL 101	English Comp. I (min grade C)	3
→	ENGL 102	English Comp. II (min grade C)	3
	LING 101	Comp I for ESL Students (min grade C)	3
	LING 102	Comp II for ESL Students (min grade C)	3
→	MATH 139	Satisfies UCC Math requirement	3
→	CMST 101	Intro to Oral Communication	3
	*UNIV 101U	Saluki Success	1

*Cross-listed with other UNIV 101 sections

→ Denotes College of Business requirement