

## **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 program coordinator 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**

Changes to your schedule 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](mailto: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](mailto: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. Center for International Education, Undergraduate Scholarships, SIU Athletics, University Housing, etc.).