

## **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 contact 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, permission from the instructor can be obtained via email if there is no waitlist available for the course. The request to exceed the capacity limit should be sent to the instructor directly. If permission is granted, the email should be sent to your advisor for the override to be applied to your account. 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 discussed with your advisor in Rehn 121. Before seeing your advisor, 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 Withdrawals 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 Withdrawals 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.).