

REGISTRATION

All students in the College of Business and Analytics will be assigned an advisor. Students will complete the advisement process in the college's Undergraduate Advisement Office with their assigned advisor. Virtual and phone appointments are available under special circumstance. All students must meet with their assigned advisor to receive a registration user number (RUN) each semester to register for classes.

The university posts a new schedule of classes that lists all of the course offerings for the following term. Schedule information is available on SalukiNet. You are encouraged to access SalukiNet to check your earliest date, time and registration eligibility.

Advisement

Advisement appointments may be scheduled with an advisor through the advisement campaign sent to your siu.edu email or by calling 618/453-7496. When contacting the Undergraduate Advisement Office, please be prepared to provide your Dawg Tag number, major, and your preferred day and time of appointment.

If you cannot keep your scheduled appointment time, please contact the Undergraduate Advisement Office to reschedule.

Student-athletes must have the consent of the athletic academic coordinator in all registration matters.

Semester Registration Calendar

This is your guide for important dates and deadlines. Follow this timeline each semester for registration, course section changes, course adds and drops, and advisement for future semesters. The course registration dates in this calendar are based on 16-week courses. 8-week courses fall under a different schedule. See your advisor for more information.

Week 1

Registration and registration changes:

1. Only walk-in advisement is available.
2. If unable to register for a course, students may need to see an advisor for an override.

Week 2

1. Only walk-in advisement is available.
2. Course section changes will be processed in Rehn 121 with instructor approval via the course registration form (CRF). SalukiNet registration is not available.
3. Other registration changes:
 - a) Course adds will be considered only with the approval of the instructor. Please see the Undergraduate Advisement Office to initiate the course add.
 - b) Drop deadline with refund for full semester courses is at the end of the second week. Other course drop deadlines may be shorter. Please consult the registrar's registration calendar online at **registrar.siu.edu/calendars/registration.php** for more information.

Weeks 3-10

1. Drops without refund to avoid a grade must be processed by the end of week 10 for full-semester courses.
2. Advisement for future semesters will open during this period. It is important to schedule an advisement appointment so you are prepared to enroll in your classes when registration opens. Advisement continues through the advanced registration period. See the registrar's online calendar at **registrar.siu.edu/calendars/registration.php**.

Week 11 and after

1. Course drops are no longer possible at this time. The grade earned in the class will appear on your transcript.
2. Registration opens for the next semester. Summer, fall and spring registration should be completed through SalukiNet. If you have not spoken with your academic advisor regarding advisement for the upcoming semester, you will need to schedule an appointment before you will be able to enroll in classes.

Special appointments

If you would like an in-person appointment but are unable to come in during regular business hours, please contact the chief academic advisor at 618/453-7496 or advisement@business.siu.edu.

Virtual and telephone

Ideally, advisement is conducted in person; however, virtual or phone appointments are available under special circumstances.

Selection of semester courses

1. Consult the University Core Curriculum and major requirement sheets in this handbook to determine what courses are required for your degree. You can also view your degree audit in the 'Degree Works' icon located in your SalukiNet account.
2. Develop a tentative list of classes (including desired sections) and a time schedule prior to seeing your advisor. Employed students should include scheduling time to work when developing course schedules.



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, a course restriction override permit may be obtained and signed by the appropriate instructor 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, 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. Center for International Education, Undergraduate Scholarships, 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, director of undergraduate online student services review and associate dean approval is required for all exceptions. Program courses are designated by a business course prefix and a 940 section number.

