

REGISTRATION

All students in the College of Business may complete the entire advisement and course registration process in the college's Undergrad Advisement Office, Rehn 121, or via email or phone appointments. All students must contact the Undergrad Advisement Office to receive a RUN (registration user number) each semester to register for classes.

Each term, the university posts a new schedule of classes that lists all of the course offerings for that 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 by calling 618/453-7496. When contacting us, please be prepared to provide your Dawg Tag number and your preferred day and time of appointment.

If you cannot keep your required appointment, please contact us to reschedule.

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

Students may see their assigned advisor or whomever is available.

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 and chairperson's 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 and chairperson. Please see the Undergrad 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. Plan early for the next semester. Avoid the rush – see your advisor now. Advisement continues through the advanced registration period. Pick up a registration calendar at Rehn 121 for dates, or look at 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 for the next semester. Summer, fall and spring registration may be completed through SalukiNet. You must contact the Undergrad Advisement Office to get your RUN number for registration.

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.

Telephone and email

Ideally, advisement is conducted in person; however, email or phone appointments are available.

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 Degree Works. A link to Degree Works is available through SalukiNet
2. Check the Student Required Course Curriculum Posting Sheet on page 45 and update it with all of your completed courses, and review it to determine which courses you still need to take.
3. 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.

