Industrial Management & Applied Engineering

The IMAE major has as its objective the training of qualified personnel who can develop and direct the production and distribution of products and services. The major is designed to prepare management-oriented technical professionals in the economic-enterprise system. Industrial Management & Applied Engineering professionals will be involved with:

1. The application of significant knowledge of theories, concepts, and principles found in the humanities and the social and behavioral sciences, including a thorough grounding in communication skills.

2. The understanding and ability to apply principles and concepts of mathematical and physical sciences.

3. The application of concepts derived from, and current skills developed in, a variety of technical disciplines including, but not limited to, robotics, processes, computer-aided manufacturing, supply chain, plant layout, facilities planning, industrial safety, production and inventory control, human relations, and robotics. The IMAE curriculum is flexible enough to provide the means whereby graduates of two-year occupational programs may obtain a Bachelor of Science degree. A graduate of a two-year industrially-oriented occupational program, such as aviation, construction, drafting, data processing, electronics, machine tool, mechanical, and mining may have an appropriate preparation to pursue a Bachelor of Science degree with a major in Industrial Management & Applied Engineering.


QUALITY MANAGEMENT SPECIALIZATION

The quality management specialization is designed to prepare graduates for supervisory and technical management positions in manufacturing. Curriculum requirements are broad-based to enable the graduate to obtain employment in manufacturing areas such as quality control, processes, safety, methods analysis, and computer-aided manufacturing/robotics.
ADMISSION

There are some documents required before the end of your first semester:

Official transcripts from the college you are currently attending and/or any other college you have attended with grades for all courses completed recorded.

Military transcripts and Member 4 copy of DD214

The transcripts must not be more than 30 days old. Transcripts must include grades for all completed courses.

Students wishing admission to the university and who have not finished high school may be considered for admission by passing the GED test.

All transfer work is calculated according to the SIUC regulations rather than those of institutions students have previously attended.

Students with an Associate degree in a baccalaureate-oriented program (A.A or A.S.) from an accredited Illinois public two-year institution will be admitted with junior standing and be considered to have completed the University Core Curriculum requirements required for general graduation purposes.

The university accepts credit earned through extension, off-campus, or correspondence programs toward the bachelor’s degree. No more than 30 semester hours may be taken in correspondence work. The grades must be a C or better.

Military Experience: Students who have served one or more years of active duty and received an honorable discharge may receive two hours of military studies credit, two hours of physical education credit, and two hours of health education credit. Completion of basic training will result in an award of two hours of physical education credit. To receive this credit, students must submit member copy 4 of the DD214 document. Credit will be accepted for DANTES subject standardized courses as long as the scores are acceptable. To receive credit for military service, veterans must present a copy of discharge separation papers, JST transcripts or transcripts from Community College of the Air Force.

To request military transcripts: https://jst.doded.mil/smart/signIn.do

ACADEMIC ADVISEMENT

Academic advisement is administered by the program. The advising of individual students as to their progress is a service provided to the students. It does not relieve the students of the responsibility to assure that they are meeting the requirements they need for graduation. The students should check with their advisor whenever there is a question as to how they are progressing.
COURSE INFORMATION

Dates of the class weekends and classrooms are on the semester schedule that is posted to our website. 

The course syllabus is available from your advisor. Classes start at 8 am and end at 4:30 pm on Saturday and Sunday.

CRNs & RUNs

A CRN is Course Registration Number. Each course at SIUC has a CRN, A RUN is a Registration User Number. It is a number assigned specifically for each student. It is required in order to register for classes. CRNs and RUNs change for each semester. Your advisor will email this information to you when our courses are scheduled and ready to register for.

REGISTRATION FOR COURSES

Registration for any session with the University is contingent upon being eligible for registration. A student may not attend a class for which he/she is not officially registered. Students must meet registration criteria before classes begin.

Students are expected to self-register though SalukiNet. You need a network ID (siu+dawg tag) and dawg tag number (Student ID). Your advisor will provide you with the required Registration Unit Number (RUN) and Course Registration Number (CRN) prior to each registration period.

DROPPING / WITHDRAWING

If you need to drop a course that you have registered for, please notify your advisor of your plans. DO NOT DROP A COURSE YOURSELF THROUGH SALUKINET UNLESS THE COURSE HAS NOT YET STARTED. Dropping a course and receiving a full refund can be tricky due to the short drop deadline. Please contact your advisor on how to proceed. If you need to withdraw from the university, please notify your advisor who will start the paperwork necessary for this process.
REFUND POLICY

Since our program courses are only 3 weekends in length, the refund policy is quite definite with a very short deadline for refund. Please see our website for this information. Drop dates for a full refund are also listed in the Schedule of Classes site which can be accessed through SalukiNet. Our deadlines are not the same as for the on-campus courses.

EMAIL ADDRESS

After you have registered for classes, and SIU email account will be created for you. The format is firstname.lastname@siu.edu. Once the account has been created, you can access it through the Webmail link at siu.edu. It is a link located just above the link to SalukiNet. All notifications from SIUC will be done through your siu.edu email. You can have your SIU emails forwarded to the email account that you prefer to use.

ATTENDANCE

The faculty of SIU affirms the importance of prompt and regular attendance on the part of all undergraduate students. Quality instruction clearly depends upon active student participation in the classroom or its equivalent learning environment. Personal success is directly related to good attendance. As a caring public institution, SIUC has the obligation to encourage its students to meet their responsibilities first of all to themselves, but also to their families, their classmates, their instructors, and their employers.

Students in the Technology Off-Campus Degree Program are expected to be in attendance for all class meeting times. Officially registered students may not miss more than one-third of the scheduled classes without an approved absence.

Absences should be based on such things as sickness, work schedule, or emergencies, and not on things such as vacation or personal reasons. Students are to give prior notification to the instructor for any expected or unexpected excuses.

PAYMENT OF TUITION

Students will be notified by email that their tuition statements are available to view/pay in their SalukiNet account. These notices will be sent to the student’s siu.edu email account. Payments may be made online by visiting http://salukinet.siu.edu or www.bursar.siu.edu, by phone 618-453-2221, or by mail. The Bursar’s office accepts checks, money orders, and credit cards.
Failure to receive a bill does not relieve students of the responsibility for prompt payment of amounts due. Tuition is payable when due or by installments. For any questions regarding payment of tuition, please contact the Bursars office.

MEETING UNIVERSITY CORE REQUIREMENTS

University core requirements can be fulfilled by transfer of credit from any accredited junior or community college. Please ask your advisor for the link to the Transfer Information site. Official transcripts need to be sent periodically for transfer of credit to SIUC.

University core classes are also available online at SIUC through the Extended Campus Department. Taking 300 and 400 level classes through SIUC will not only earn you credit toward your degree but also give you senior institution hours.

HOUR REQUIREMENTS

Each student must have earned a minimum of 120 semester hours of credit. Of the 120 hours, at least 42 must be earned at a senior-level institution (4-year college or university 300 and 400 level courses). The IMAE courses will give you 42 Senior Institution hours. (For students with catalog year summer 2013 and beyond)

RESIDENCY REQUIREMENTS

Students enrolled in an approved program delivered off-campus will have completed the residence requirement for the University upon completion of all courses required by the program (48 credit hours).

FINANCIAL AID

Off-campus students are eligible for financial aid. If you need financial aid, please go to the Financial Aid office website for more information:  http://www.siuc.edu/~fao/. The Financial Aid office direct line number is 618-453-4334.
If you are a military veteran and using the GI Bill, IVG or other funding for veterans your contact person is Paul Copeland in the Veterans Service Center 618-453-1335 paul.copeland@siu.edu
GRADES

Grades are submitted to SalukiNet by the instructor within a 2 week deadline. You will be able to view them in your SalukiNet account the following Monday as grades post to your records over the weekend. The program advisor will email a grade letter to students who request one. The grade letters show the breakdown of charges for the course and can be used to submit for employer tuition reimbursement purposes, if needed.

DEAN’S LIST

To be recognized as being on the dean’s list, a student must have been in attendance full-time (at least 12 credit hours for fall and spring, and 6 credit hours for summer), and must have earned the SIUC average for the semester which is specified by the academic unit; the College of Engineering requires a 3.35. The dean’s list is recognition for a particular semester. It does not take into consideration your complete record.

SCHOLASTIC HONORS DAY

Each spring semester a Scholastic Honors Day convocation is held to recognize students exhibiting high scholastic achievement. Qualification for recognition is determined at the end of the third week of the of the spring semester. Recognition at that time will be accorded to a full- or part-time student who has attained an undergraduate grade point average at SIUC of 3.5 or better and, if applicable, a 3.5 average or better in all undergraduate work (including transfer credit) recognized by SIUC; and reached the benchmarks of 12, 45, 75, or 105 credit hours of coursework.

Summa cum laude - Graduating students with scholastic averages for SIUC work and cumulative GPAs of 3.90 - 4.0.

Magna cum laude - Graduating students with scholastic averages for SIUC work and cumulative GPAs of 3.75 – 3.899 or higher.

Cum laude - Graduating students with scholastic averages for SIUC work and cumulative GPAs of 3.50 – 3.899 or higher.
GRADUATION PROCEDURES

Graduation ceremonies are held at the end of spring and fall semesters. Degree candidates must apply for graduation at the beginning of their final semester. Summer graduates who wish to attend commencement on the Carbondale campus can choose either the spring or the fall graduation. Students should apply for graduation through SalukiNet. There is a graduation fee and a deadline to apply for the semester desired.

Cap and gown rental information is provided through the University Book Store. For more information, please visit: commencement.siu.edu. Typical deadlines to order caps and gowns for May is April 1 and November 1 for December graduations.

In addition to completing the steps for application for graduation, students are responsible for determining that they are meeting all graduation requirements and have no outstanding financial obligation to the University.

To assure that students are meeting the academic requirements, the Technology Off-Campus Program provides a graduation check-up service by which satisfaction of academic requirements can be verified. The advising of individual students as to their progress is a service provided to them and does not relieve students of their responsibility to make certain they are meeting the requirements. Students should check with their advisor as to the procedures they should follow in this matter as they approach graduation.

Applicants who do not complete their degree requirements for the commencement date they first apply, the application will be voided and the student will be required to submit a new application for a subsequent graduation date, and will be assessed another graduation application fee.

Graduating students who have outstanding financial obligations or delinquent accounts with the University will not receive either the diploma or transcripts until their accounts are paid.

Attendance at commencement is not compulsory. If you do not plan to attend, please let your advisor know. This information is needed for seating arrangements and mailing purposes.

The University has a Graduation Appeals Committee whose function is to hear student’s petitions to be permitted to graduate even though they have not satisfied all University graduation requirements. The Graduation Appeals Committee will give consideration to an appeal if there is tangible evidence that the matter at issue is of an unusual nature and that it has resulted due to conditions beyond control of the student.
STUDENT ID CARDS

Any SIUC student can obtain a student ID card. To obtain one, you need to email a digital photo of yourself, waist up is preferable, to your advisor. Your advisor will forward that photo and your information to the Student ID office. Once the ID card is ready, it will be sent back to your advisor in the Technology Off-Campus Degree Programs’ office. Your advisor will mail your card to your home address. There is a fee that will be billed to your Bursar account.

SALUKINET

SalukiNet is our student portal at SIUC and your lifeline. You well access your unofficial transcripts, degree progress, bursar account, financial aid status, and course registration process. Please be sure you have your dawg tag number as this will be necessary to access your records and to register yourself for classes.

SYLLABUS

A course syllabus is provided by the instructor for each course. Your advisor will email you the course syllabus 1-2 weeks prior to the start date of the course.

TEXTBOOKS

Our textbooks are not available for purchase locally. You will need to purchase them through an online vendor or through the University Book Store on campus. Please see the Textbook list for the title and ISBN number for each textbook. Please make sure take into account the delivery time when ordering. Reading assignments are almost always required for the first day of class. We use current editions so using a previous edition of the textbook may not be to your advantage. Do not purchase International versions as they usually have missing content. Here is the link:

TRANSFER CREDIT

Since our program does not provide the general education or departmental required courses, you will need to complete them at a local college or online at SIUC. We have a website that you can use to find courses that will transfer to SIUC in each area required:
For SIUC’s online courses, please visit this site: http://transfer.siuc.edu/articulation.html. If you have trouble finding a course or the college you wish to take a course from, please contact your advisor for assistance.

TRANSCRIPTS

We will need an official copy of your transcripts periodically to have any completed requirements transfer credits in to your SIU record. Please have the colleges you have attended mail them to the Transfer Student Services office:

SIUC
Transfer Student Services
1263 Lincoln Drive Mail Code 4725
Carbondale, IL  62901
Or electronically to transferservices@siu.edu

To order your SIUC transcripts, please visit this site: http://registrar.siuc.edu/alumni/transcripts.html

TUITION

SIUC does not have a tuition deferment policy. Tuition is due when billed. If your employer offers tuition reimbursement, please do not wait until you have received the reimbursement to pay for your tuition. If your account is not kept current, you will be blocked from accessing your SalukiNet account. If you have a balance due after the end of the semester, you will not be able to register for the following semester’s courses until the balance is paid down to under $200.

Tuition bills will be available for viewing in your SalukiNet account on or around the 15th of each month. A notification will be sent to your SIU email account to let you know that you bill is ready. You can pay online with a credit card, you can mail in a payment, or you can pay over the phone. The Bursar’s phone number is 618-453-2221.

TECHNOLOGY OFF-CAMPUS DEGREE PROGRAMS WEBSITE

The Technology Off-Campus Degree Programs’ website is a wealth of information necessary for class. It contains contact information, information for each class’s textbook, location, instructor, class dates and times, class room, and semester schedule. It also has many useful links. Please check the website often for updates and revisions: www.engr.siu.edu/tocdp
WORK EXPERIENCE

The only areas that work experience can apply are the Senior Institution Hours and Technical Electives areas

I. General Information

Credit for prior work experience is established by a thorough evaluation of a student's resume which describes those activities related to the Industrial Management & Applied Engineering educational objective.

To be eligible for any consideration, the student must be admitted to SIUC and enrolled in the IMAE program. Evaluation of credit may be performed at any time, but no credit will be granted unless the student has earned at least a 2.0 average on a 4.0 scale and have completed twelve calculated semester hours at the University.

Work experience credit and proficiency credit (CLEP, DANTES, etc.) cannot exceed forty (40) semester hours. Either work experience credit or proficiency credit may total 30 hours each, but the combined total may not exceed the previously mentioned total. The work experience must be industry related and cannot substitute for any coursework. Work experience can be used for credit toward lacking technical electives and/or senior institution hours as needed.

II. Procedures for Evaluation of Work Experience

A. The student will develop a typed resume that describes all prior work experience. This resume will include the following for each activity. An activity is defined as a particular job classification; therefore, a student may have had more than one activity per employer.
   1. Employer and location
   2. Dates of employment and indicate part time or full time
   3. Job title
   4. Detailed job description

B. The advisor will review the resume for possible credit and ask the student to provide verification letters for the qualifying positions. The letters must be on company letterhead, verify the dates of employment, job title and duties for the qualifying positions with signature of your supervisor or HR director. The letters need to be forwarded directly to your advisor.

C. Upon receipt of all materials, the advisor will request approval from the TOCDP Director. Once approved, it will be submitted to the Registrar’s office for final approval and post credit to the student’s records.
D. The advisor will make his/her recommendation for work experience credit for each activity based on the following guidelines.

<table>
<thead>
<tr>
<th>No. of Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wk. Exp</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3-8</td>
</tr>
<tr>
<td>Max.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Management or Supervision</th>
<th>Routine Wk.</th>
<th>Complex Wk.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2 hrs.</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>1 additional hrs.</td>
<td>2 additional hrs.</td>
<td>4 additional hrs</td>
</tr>
<tr>
<td>0 additional hrs.</td>
<td>1 additional hr.</td>
<td>2 additional hrs</td>
</tr>
<tr>
<td>3 hrs. total</td>
<td>12 hrs total</td>
<td>22 hrs total</td>
</tr>
</tbody>
</table>

Credit can be divided into quarters such as 2 1/4 years. It also can be prorated for part-time experience.

ROUTINE WORK involves simple skills, is closely supervised, and provides very limited opportunity for the employee to determine how a project should be completed. This would include such jobs as machine operator and welder.

COMPLEX WORK involves several skills. It requires the employee to use considerable judgment and to make decisions in the performance of the job. Typical jobs are maintenance, drafting, and inspection.

MANAGEMENT AND SUPERVISORY involves both people and materials. It requires a general knowledge of the skills of a group of people, materials available, and projects to be completed. Most management level work includes the word manager or supervisor in the job title.

Guidelines on Letters

The following guidelines are helpful when obtaining letters from supervisors.

1. The individual writing the letter must know the student and have first-hand knowledge of the activity which the student has cited.
2. The individual should state clearly the nature of the relationship between him/her and the student.
3. Letter should be written on the official letterhead stationery of the company or organization.
4. The content of the letter should focus on the duties, responsibilities, tasks, or activities which were inherent in the activity under consideration. The job title must be specified.
5. Most of all, the student should make it clear to the author that the letter to be written is one of verification, not recommendation.
WEATHER RELATED CLASS CANCELLATION

In inclement weather students should check the website of the college where you are attending our courses for any school closing notification during any weekend of class before attempting to travel to that site. If that college is closed due to weather or other events, we will not hold class on those dates. If there is no school closing notification, class will be in session unless you hear otherwise from the instructor.

Instructors will notify their students by email of any class cancellation or delayed start time for class due to the weather. The notifications will be sent before class start time. The email will also include the instructor’s plan on how and when the class time and missed work will be made up.

EXPLANATION OF THE DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>University Core Curriculum</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>English Composition II</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>Speech</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>Math *</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>Biology</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>Physical Science</td>
<td>4 sem hrs</td>
</tr>
<tr>
<td>Social Science</td>
<td>6 sem hrs</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>Humanities</td>
<td>6 sem hrs</td>
</tr>
<tr>
<td>Health</td>
<td>2 sem hrs</td>
</tr>
<tr>
<td>Multicultural</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>UCOL or Interdisciplinary **</td>
<td>3 sem hrs</td>
</tr>
</tbody>
</table>

This is the University Core Curriculum requirements. These are also referred to as “general education” requirements. All students working toward a degree from SIU are required to have all of these requirements. An AS or AA degree from an Illinois community college will fulfill these requirements in full if the school is part of the IAI (Illinois Articulation Initiative) agreement. **Depending upon your specific catalog year, Interdisciplinary or the UCOL (University College) course will be included in your requirements. Students in our off-campus program are exempt from the UCOL requirement.

These courses are not offered through the off-campus degree program. They must be obtained either from a local community college or online through SIU, if available. This portion of the degree does not need to be fulfilled before entering our off-campus program. They do, however, need to be completed for the degree. Students have 7 years to complete this portion of the degree requirements before any changes to the UCC requirements will be applied to you.
**Departmental Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 108 College Algebra *</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>Physics I + lab (Physics 203A/253A) *</td>
<td>4 sem hrs</td>
</tr>
<tr>
<td>Physics II + lab (Physics 203B/253B)</td>
<td>4 sem hrs</td>
</tr>
<tr>
<td>IMAE 340 Introduction to Supervision</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 307 Applied Calculus</td>
<td>3 sem hrs</td>
</tr>
</tbody>
</table>

The Departmental Requirements is the second portion to the degree requirements. These courses are required by the Technology Department for the degree. Math 108 is required to be completed before a student enters our off-campus program. Be mindful that each community college may require a math placement test and their own prerequisites be met for the math courses.

The math and the two physics courses are, again, not offered by the off-campus program. They must be obtained from a local community college. These courses are specific and not open to any college algebra or physics courses offered by the local community college. The off-campus advisor can assist you in determining which courses will transfer to fulfill these requirements.

IMAE 340 and IMAE 307 are part of the off-campus program and included in the rotation of classes specific for each site.

**Quality Management Specialization**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMAE 110 Geometric Dimensioning &amp; Tolerancing</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 208 Manufacturing Processes</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 305 Industrial Safety</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 376 Supply Chain Operations &amp; Logistics</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 390 Cost Estimating</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 392 Facilities Planning &amp; Workplace Design</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 445 Computer-Aided Manufacturing</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 450 Project Management</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 455 Industrial Robotics</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 465 Lean Manufacturing</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 470A Six Sigma Green Belt I</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 470B Six Sigma Green Belt II</td>
<td>3 sem hrs</td>
</tr>
<tr>
<td>IMAE 476 Supply Chain Design &amp; Strategy</td>
<td>3 sem hrs</td>
</tr>
</tbody>
</table>

This portion of the degree requirements is called the major concentration. They are the IMAE courses that we offer at our off-campus sites. These are SIUC courses. Our program is offered by the Technology Department that is part of the College of Engineering.

**Technical Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMAE 494b IMAE 390 Project</td>
<td>1 sem hr</td>
</tr>
<tr>
<td>IMAE 494c IMAE 392 Project</td>
<td>1 sem hr</td>
</tr>
<tr>
<td>IMAE 494f IMAE 376 Project</td>
<td>1 sem hr</td>
</tr>
</tbody>
</table>

Technical Electives are the fourth portion of the requirements for the degree. This makes up 3 credits of the required 27 technical elective credits.
The remaining 24 technical electives are usually received from any technology related course. Many students have these transferred in from prior coursework. Students with an AAS (Associates in Applied Science) degree usually have this area fulfilled from the course work required for that particular degree. Students with technical electives lacking may use work experience to be applied toward this requirement. Only industrial/manufacturing related work experience is considered. The amount of credit available is dependent upon the nature of the work experience and the number of years worked. If needed, this is usually initiated by sending your resume to your advisor for review.

Senior Institution Hours

Senior Institution Hours is the final portion that makes up the total sections of the degree requirements. This is credit received from completing course work from an accredited 4-year college or university. Our 300 and 400 level IMAE courses will fulfill the 42 senior institution hours required. Lacking senior institution hours may be received from supervisory/managerial type work experience. Again, a resume is sent to your advisor for review.

Total Credit Hours

A student must have a minimum to 120 total credit hours to qualify for graduation. If a student has met all other requirements and does not have at least 120 total credit hours, that student cannot graduate until the 120 minimum is met.

In summary, the Bachelor of Science degree in Industrial Management & Applied Engineering is achieved by completing all of the requirements:
1. University Core Curriculum
2. Departmental Requirements
3. Major Specialization courses
4. Technical electives
5. Senior Institution Hours
6. Total Credit Hours
Register for Classes

You must register yourself for classes through SalukiNet.
Please have the information that was emailed to you from your advisor.
Please follow this link for instructions: http://registrar.siu.edu/students/registration.html

To Drop: If you need to Drop a course, you should contact your program advisor for assistance. Do not drop any courses online that have already started as you will be held responsible for any charges as a result of the drop.

What else do I need to do?

Make sure to purchase your textbooks in plenty of time before your class start date. Most students purchase textbooks from on-line vendors such as Amazon, Half, etc. or the University Book Store here on campus.

Get the course syllabus. If the advisor does not email it to you before the class starts, ask for a copy.

Make a decision about participating in the Student-To Student Grant. If you decline, read the instructions, complete the form, and return it to the Registrar’s office at the beginning of each semester if necessary.

Student to Student Grant

The Student-to-Student (STS) grant is a grant awarded in part by the state of Illinois, through the Illinois Student Assistance Commission (ISAC), to undergraduate students. Voluntary student contributions are matched, dollar-for-dollar, by ISAC and paid to Illinois public institutions to award to needy students. An STS grant does not have to be repaid.

The student must complete and submit the Free Application for Federal Student Aid (FAFSA) for the academic year he or she plans to attend as soon as possible after January 1. Awards are made until funds are depleted.
An undergraduate student is eligible to be considered for the STS grant if they have a valid EFC on file in the Financial Aid Office, are determined to have financial need, and have a SIUC GPA greater than or equal to 2.00 at the time the student is packaged. STS awards at SIUC generally range from $200 to $1,000. Half of the award is provided in the fall semester and half in the spring semester. If a student wants to refuse participation of contribution to this grant, there is a Refund Request form that needs to be filled out and submitted to the Registrar’s office no later than the first week of the semester. To access the form go to http://registrar.siu.edu. On the left-hand side of the page under Quick Links, click on Office Forms, Choose Request for Refund of Student-to-Student Grant Fee; Print and complete form; Mail or fax the form (address and fax number on form)

Desire2Learn (SIUOnline)

You will also need to learn how to use Desire2Learn or (SIU Online). This is a tool that some of the instructors use to provide course materials such as the syllabus, class notes, powerpoints, etc. to the student. There is a Desire2Learn link in SalukiNet. For training go to http://cte.siu.edu/d2lhelp/ You will find tutorials and Helpdesk information: See below!

On this site you will find information about functionality and best practices when using SIU Online, “how-to” tutorials, and training opportunities. If you can’t find what you’re looking for, you can contact the D2L Helpdesk during SIU business hours, Monday-Friday, 8:00 a.m. to 5:00 p.m.
Phone: 618-453-1024
Email: mycourse@siu.edu

Who to Contact

Program Advisor.................................Marilyn Updike 618-453-7989 mmupdike@siu.edu
Peoria and Online students
Yovonne Williamson 618-453-7828 ywilliam@siu.edu
Champaign, Grayslake, Joliet, Triton students

For Advisement questions ....................... Contact your advisor

If you need a RUN number ...................... Contact your advisor
If you get a registration error message ....If you believe that you should be permitted to register for that specific course, see your program advisor (they can supply an override that will allow you to successfully register for that class)

If you have a Bursar hold ...................... Contact the Bursar’s Office at 618-453-2221

If you have some other hold ............... Contact your advisor for additional details (the type of hold should be noted when you select View Holds in SalukiNet Self-Service)

For other registration issues ............... Contact your advisor for assistance

For Network ID and password issues ...... Contact the I.T. “Help Desk”, Mon-Fri 8:00-4:30, 1-866-718-4357 or via e-mail at infotech@siu.edu or at https://helpdesk.siu.edu/.

Financial Aid Office 618-453-4334 fao@siu.edu

Veterans Center: Paul Copeland 618-453-1335 paul.copeland@siu.edu

Math Placement website: Accessed at MyRecords tab after you log into SalukiNet

Transfer Guides website: http://tss.siu.edu/PROD/campus/articulation/articulation/

How to find the required textbooks for IT courses