



Graduate Student Handbook

2020-2021

Welcome to Southern Illinois University Carbondale! Whether you are new to SIU or a returning student, the Graduate School staff are here to assist you. We strive for you and all graduate students to feel welcome and to clearly understand the policies and procedures needed for you to achieve your academic goals.

Who to contact in the Graduate School if you have a question

Admissions for International Students	Christine Sellars	christine.sellars@siu.edu
Admissions for U.S. Citizens and Permanent Residents	Pam Kelley	pamela.kelley@siu.edu
Registration	Amy Ramsey	gradregistration@siu.edu
Graduate Assistantships	Deon Thompson or Crystal Harris	gaoffice@siu.edu
Thesis or Dissertation Formatting	Rose Moroz	etdsupport@siu.edu
Research Paper Formatting	John Russell	johnprussell@siu.edu
Graduation	Le’Mark Russell or John Russell	grad.graduation@siu.edu
General Questions		gradschl@siu.edu

Tip: whenever you send an email to request assistance, be sure to include your Dawg Tag!

Check out Campus Resources for Graduate Students. Visit <https://gradschool.siu.edu/student-resources/> and you’ll find a collection of resources across campus to meet your needs in situations from financial to safety to health and recreation.

Visit <https://siu.edu/coronavirus/> for the latest Coronavirus information as relates to the SIU community, including where on campus you can pick up an SIU mask.

Welcome to SIU! After being admitted to an SIU graduate program, you will be sent a welcome brochure titled, “Run With Us.” Read this brochure carefully. It’s full of important information and resources.

If you are new to SIU, you must do the following:

Claim your Network ID and create a password.

Visit <https://registrar.siu.edu/students/registration.php> to learn how to claim your dawg tag and register for classes.

Contact Salukitech if you have any difficulty logging in to Salukinet. Call 618-453-5155 or email salukitech@siu.edu

Set up SIU email. It is very important that you continue to check your SIU email throughout your program and even after graduation for important information from the Graduate School and other university offices. You can set up to have the SIU emails forwarded to another email account, if you want.

International students should... check in with the Center for International Education (CIE) for registration, orientation, and activities with their guidance.

Learn who the following people are. They are very important people with the information and guidance you need to meet your goals.

1. Your faculty advisor
2. Your Director of Graduate Studies
3. Your program’s Administrator Assistant

Attend the Meet & Greet. This event is held in mid-August. You’ll receive an email with more information via your SIU email account. The 2020 event will be held via Zoom.

Attend the New Graduate Student Orientation. This event is held in mid-August and mid-February. New graduate students or those students who still feel new are welcome to attend. Graduate School staff and representatives from service offices from across campus will introduce themselves and tell you how they can assist you. The August 2020 orientation will be held via Zoom due to COVID-19 precautions.

Attend any orientation provided by your program or college/school. Many programs or colleges/schools offer orientations for their students. Find out if your program offers an orientation, and attend if possible.

Check out Campus Resources for Graduate Students. Visit <https://gradschool.siu.edu/student-resources/> and you’ll find a collection of resources across campus to meet your needs in situations from financial to safety to health and recreation.

Financial Assistance/Graduate Assistantships. If you have one, contact your supervisor to learn what you should be doing. If you are looking for one, check at <https://gradschool.siu.edu/cost-aid/ga/job-posting.php> for some available positions. Also, check with your advisor and program staff for other opportunities. Visit <https://gradschool.siu.edu/student-resources/financial.php> for a variety of **financial resources** for SIU graduate students.

Read the Graduate Catalog pages for your program. Visit <https://gradschool.siu.edu/about-us/grad-catalog/> to open the catalog from the year you began your program. The information in the Graduate Catalog summarizes all requirements for your program.

Be sure to check your SIU email account regularly. Lots of important information is sent via the SIU email. If you would rather check another email account, then be sure to set up the SIU emails to be forwarded to the account that you'll be checking.



Registering for Classes

Register for classes. Visit Salukinet. Watch the video that tells the steps to registering. If you try to register for a class, and you get an error message then you might need an override. Read the error message carefully, since it should explain the type of override required. Contact the instructor of the class via email. You will see the instructor's email address by hovering over the envelope icon next to their name on the Schedule of Classes. <https://registrar.siu.edu/schedclass/>

If you tell the instructor the error that you received, they might be able to complete the override for you. If your instructor cannot help you, then contact your Director of Graduate Studies and/or Program Assistant.

If you need further assistance, send an email to gradregistration@siu.edu. Note: Students are required to register for at least one class prior to the start of the semester. If you miss this deadline, you will be charged a **Late Registration Fee**. Visit <https://gradschool.siu.edu/current-students/registration/registration-info.php> for more information about registering for and withdrawing from classes and all associated deadlines.

On the **Schedule of Classes** page, <https://registrar.siu.edu/schedclass/> you can tell many things about a class. For example, here is an entry taken from the Fall 2020 Schedule of Classes.

Special Readings in History - 64227 - HIST 490 - 759

Associated Term: Fall 2020

Registration Dates: Apr 06, 2020 to Aug 23, 2020

Course Drop (with full refund) date: April 6, 2020 to August 30, 2020

Course Withdrawal (with W grade) date: August 31, 2020 to October 25, 2020

Levels: Graduate, Doctorate, Graduate, Masters, Undergraduate

Attributes: Upper Division Course

Carbondale Campus Campus

Lecture Schedule Type


Lecture Instructional Method

1.000 TO 4.000 Credits

[View Catalog Entry](#)

[Textbook](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA	TBA		Aug 17, 2020 - Dec 11, 2020	Lecture	Hale Yilmaz (P) 

1. On the entry above, find the **Course Drop (with full refund) date**. This is the final date that a student can drop this class and still get a full refund for tuition and fees associated with it.
2. This is called a **Variable Credit course** because you and your instructor must decide how many credit hours to take (1-4). When you register for it, the system will initially assign you 1 credit hour, and if you are taking it for 3 credit hours (for example), you will have to click on the 1. You'll be taken to a new screen where you can change the 1 to a 3.
3. Note the **envelope icon** to the right of the instructor's name. If you hover over that, the instructor's email address will be displayed in the lower left corner of the screen.
4. 64227 is called the Course Reference Number or CRN. Use this number to register for the class.
5. 759 is the section number. Section numbers that begin with 00 are on campus. Section numbers that begin with 95 are online. Section numbers that begin with 7 are independent study.

For other **academic resources** for SIU graduate students, visit <https://gradschool.siu.edu/student-resources/academic.php>

601 Continuing Enrollment. This one-credit hour course is designed for graduate students who have taken all of their required courses and are finishing their research paper, thesis, or dissertation. During the fall and spring semesters, all graduate students who are in degree programs are required to do one of the following:

1. Register for at least one class. (Register for more classes if you have a scholarship, fellowship, graduate assistantship, loan, or visa that requires you to be full time.)
2. Register for 601 Continuing Enrollment. (Students are auto enrolled in 601 if they are not enrolled in at least one class by the Friday of the first week of the semester.)
3. Request a leave of absence. (When you are not using any university resources, not even having on-going consultation with your advisor. Often this is due to medical, family, or other concerns that prevent you from taking classes. Request a leave of absence from your advisor or program administrator.)

For international students to enroll in 601 Continuing Enrollment, it is more complicated. Check with the CIE. Ask about the limitations and restrictions associated with this enrollment.

Students with a graduate assistantship or fellowship may not enroll in 601 or audit classes.

In summer semesters, the Graduate School does not require students to be enrolled. International students must be enrolled during their final semester. Some programs require all students to be enrolled during the semester they defend their final paper. Ask your advisor.



Graduate School staff during Mardi Gras student event

Salukitech and SIU Information Technology

1. As of August 10, 2020, most systems and software on campus will accept SIU email addresses with a password for access, meaning that all of us are moving to this new sign on method. You can learn about this process on our new [SIU Credentials webpage](#).

IMPORTANT TO STUDENTS

Before students register for classes and get their SIU email addresses, they use their Network ID and password to sign in to SIU systems. After they register, and have received a valid SIU email address, they should use their SIU email address and password to access our network, systems, and software. This change makes sign-in easier, and will allow us to move toward multi-factor authentication. The Office of Information Technology is developing an automated process to inform students via their non-SIU email when their SIU email address is available (shortly after registration). Until we have this system in place, we need your help educating students about the new sign in process.

2. Starting the week of August 10, 2020, SIU faculty, staff, and students will be strongly encouraged to enroll in multi-factor authentication (MFA). You already use multi-factor to protect financial, medical, and other important accounts—we are putting in the same protections here at SIU. MFA will require that you enter your username and password, and then accept a push notification received on your mobile device or use an MFA code provided by an SIU-specific security token.* MFA provides individuals and the University with an added layer of security.

IMPORTANT TO STUDENTS (AFTER GETTING THEIR SIU EMAIL ADDRESS)

MFA enrollment is currently optional, but will be required starting in January, 2021. Because MFA dramatically decreases the ability for criminals to steal credentials, hack accounts, and steal sensitive information, we advise all students to enroll now. They can opt in to MFA by going to <https://netid.siu.edu>, clicking on the DUO Security tab, and following the prompts. Complete instructions are [available here](#). If they need help, or have questions, they can contact SalukiTech at 618-453-5155 or salukitech@siu.edu.

**MFA codes are provided via the mobile device of your choice or through an SIU-specific security “token.” You can purchase a security token for \$25 through SalukiTech (1st floor, Morris Library) starting August 10.*

If you have questions about single sign-on, multifactor authentication, or security tokens, further information is available on the [SIU Credentials webpage](#). If you need help or have questions, you can contact SalukiTech at 618-453-5155 or salukitech@siu.edu.

SCOTT E. BRIDGES

Interim CIO & Director of Information Security, Acting Director of Institutional Research

How to get the in-state tuition rate (U.S. Citizens and Permanent Residents only)

Starting Fall 2020, there is a new Alumni/PostGraduate Alternate Tuition Rate (ATR). Out-of-State graduate students who are SIUC alumni and are starting a new graduate program can qualify for this rate. Visit <http://tuition.siu.edu/alternatetuitionrate.html>.

If you don't qualify for the new ATR, then you might consider applying for Illinois Residency to get the in-state rate of tuition. Visit <https://gradschool.siu.edu/current-students/registration/residency.php> for more information.

Desire to Learn (D2L)

MyCourses (D2L) Help <https://cte.siu.edu/mycourses-helpdesk/index.php>.

Welcome to the Help Website for Southern Illinois University's Learning Management System, **MyCourses powered by D2L** (also known as Brightspace). If you need assistance, call or email the SalukiTech Solution Center, Monday-Friday, 8:30 AM to 4:30PM or **Live Chat** with helpdesk (find at D2L Help page, link above). Detailed written and video tutorials are also available for instructors and students via the yellow links at the D2L Help page (link above).

Students can upload their picture by going to Profile at the top of D2L. From here they can upload a picture.

Phone: 618-453-5155

Email: salukitech@siu.edu

Support for Professional Development. If you are going to attend a professional conference, and there will be expenses involved, be sure to investigate all of your options for getting assistance through your program, the GPSC, and the Graduate School. Request assistance before you attend the conference. Pay your expenses and then keep your receipts for possible reimbursement. Submit forms for reimbursement within 30 days after the conference. For more information, consult with your advisor and the resources listed below.

- Graduate & Professional Student Council (GPSC) offers \$75 for attending or \$150 for presenting at a conference. Visit https://gpsc.rso.siu.edu/?page_id=261 to download the Career Development Reimbursement Award. Apply early!
- The Graduate School offers \$50 for attending or presenting at a conference. Visit https://gradschool.siu.edu/common/documents/forms/Request_for_Travel_Support.pdf to download the Travel Funding Request. If you aren't able to travel due to COVID-19 restrictions but are attending a conference online, the Graduate School will still assist with paying the conference registration fee. Forms and receipt must be submitted.

For other **professional development** resources for SIU graduate students, visit <https://gradschool.siu.edu/student-resources/professional-development.php>

Get Involved! Even though COVID-19 is restricting our movements in many ways, there are still things to do and ways to be involved. Check out <https://gradschool.siu.edu/student-resources/involvement.php> for many student involvement resources.

Health and Safety. For numerous resources to support your health and wellness, visit <https://gradschool.siu.edu/student-resources/health-wellness.php>. For safety awareness information, visit <https://safe.siu.edu/> and <https://gradschool.siu.edu/student-resources/safety.php>.

Resources for Families. Looking for resources such as on-campus childcare, family use of Morris Library, or mass transit services? Visit <https://gradschool.siu.edu/student-resources/daily-life.php>.

Saluki Food Pantry. The Saluki Food Pantry provides food assistance to students in times of need, helping them to stay in school and meet their educational goals. They are located in the lower level of the Student Center. Visit <https://studentcenter.siu.edu/services/saluki-food-pantry.php> for more information.

Legal Assistance. Visit <https://gradschool.siu.edu/student-resources/legal.php> for a collection of resources for supporting your rights in various situations.

Research Paper, Thesis, or Dissertation. Some graduate programs require that students submit a final paper to the Graduate School; other programs do not. Consult with your advisor or your program's section of the Graduate Catalog to determine if you are required to submit a final paper. Research Papers are submitted via OpenSIUC. Theses and Dissertations are submitted via ProQuest. For all formatting and submitting information, visit <https://gradschool.siu.edu/current-students/thesis-dissertation-researchpaper/>. For support, contact etdsupport@siu.edu.

Graduation. When you are getting close to graduating, you must submit a graduation application and pay a graduation application fee. If you submit prior to the deadline, the fee is \$50. After the deadline, the fee is \$75. Visit <https://gradschool.siu.edu/current-students/graduation.php> for more information.



Note: This handbook includes general policies, procedures, and resources that are relevant to all graduate programs. Please consult with your advisor for more specific information about your program. Many graduate programs provide their students with program-specific handbooks.

Find the SIU Graduate School on Facebook for photos and news and events.

Have a great semester!