

Students can register themselves (via SalukiNet) for full-semester courses through the first week of the semester, and for late-starting courses up to the first day of the course. After that, the student must get a Course Request Form (CRF) signed by the instructor to add the course. A CRF for a course add or a section switch can be processed through the 14th week of the semester. Additionally, a CRF is used to change a student's previously-completed registration in a course to an audit (AU), which must be done before the end of the second week of the semester.

Students can drop a full-semester course with refund themselves through the second week of the semester, and can withdraw from a course with a W grade themselves through the tenth week. If a CRF is needed, a drop can be processed through the tenth week; afterward, a RAAAC petition will need to be completed to get a course dropped. A CRF is required when a student with a registration hold needs to drop a course. A CRF is also used for an administrative drop initiated by the instructor when a student is determined to not be eligible to be in the course.

When filling out the CRF, include the Term, student identifying information (ID, name, etc.), and information about each affected course (especially the CRN) (including the drop date if it is a drop). If the CRF contains course adds for which restriction and pre-requisite overrides will be applied, those should be done in Banner by the department before the CRF is sent over.

Please submit form to the Graduate Registration Office in the Student Services Building Room 325.

FOR GRADUATE STUDENT USE ONLY.

TERM		DAWG TAG				NAME				DATE	
ADDRESS						PHONE NUMBER			EMAIL		
						DAY:					
						CELL:					
ACTION CODE	CRN	SUBJECT	COURSE	SECTION	GRADE MODE	CREDIT HOURS	LEVEL	DROP DATE MONTH DAY		COLLEGE/UNIT	
										SITE	
										OFFICE USE	
TOTAL CREDIT HOURS						APPROVAL OF ACADEMIC DEAN REQUIRED FOR OVERLOAD, LATE ADD OF COURSE OR DROP FROM A CLASS OTHER THAN CURRENT DATE.					
ADVISORS SIGNATURE						DATE		GRADUATE SCHOOL DEAN SIGNATURE		DATE	
STUDENT STATEMENT: in consideration of SIUC reserving space for me in class(es) listed above & subject to the enrollment conditions in the Schedule of Classes, I agree to maintain an accurate address to which a statement of my account can be mailed & to make prompt payment of all currently due accounts. I understand that failure to receive a bill does not relieve me of those responsibilities. I further understand that if I do not pay tuition, fees & other charges according to the payment plans described in the the Schedule of Classes, this registration may be cancelled.						MILITARY PROGRAMS STUDENTS: I agree to maintain an accurate address to which my statement of account will be sent and to promptly pay all charges. Failure to receive a statement does not relieve me of this responsibility.					
STUDENT SIGNATURE						DATE		STUDENT NAME (PRINTED)			