

## REGISTRATION INFORMATION

**Registration:** Through 24 August 2007. (Registrations are also taken through the Friday before each new course throughout the semester.)

**Textbooks:** Students are responsible for ordering their own textbooks through the following number with MBS Direct at (800) 325-3252. Use the information provided with your semester schedule when ordering your textbooks. MBS Direct has a web-site for ordering your SIU books. The address is: <http://direct.mbsbooks.com/siu.htm>. You can save 20% on your UPS charges by ordering over the internet. The textbook list is on a separate sheet.

**Classroom Location:** Bldg S-241, Room 222 (Navy College).

**Class Times:** Weekend courses begin at 8:00 a.m. both Saturday and Sunday.

**Syllabus:** Pick up a course syllabus two weeks prior to class.

**Payment Schedule:** Payments are made according to the payment plan.

**Tuition Assistance:** Navy tuition assistance forms must be presented at the time of registration.

**Drops/** **Failure to attend class DOES NOT constitute a drop from the**  
**Withdrawals:** **course. It is the student's responsibility to notify the SIU office**  
**and to initiate the necessary paperwork.**

**Transcripts:** Transcripts should be requested 2-4 weeks prior to your needing them. The cost is \$5.00 per copy. Transcripts WILL NOT be released if the student has an outstanding balance for current or for prior semesters.

Transcripts can be ordered on-line at: <http://www.registrar.siu.edu>

**Office:** Bldg S-241, Room 135 (Navy College)

Phone/Fax: (

901)872-3815

E-mail: [itnsamem@bigriver.net](mailto:itnsamem@bigriver.net)

Office Hours: **8:00 a.m. to 4:30 p.m., Monday through Friday.**

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