

✓ Please make sure all correspondence (official transcripts, payments, applications, resumes, etc.) is mailed to the Outreach address:

SIUC  
Engineering Outreach Programs  
1230 Lincoln Drive Mail Code 6603  
Carbondale, IL 62901

- ✓ Tuition is due by the end of the semester. You cannot be registered for the following semester with a past due balance.
- ✓ If your employer participates in tuition reimbursement, please give them your grade letters after each class.
- ✓ Check the Outreach website for class dates, course information, syllabus, textbooks, classrooms, registration/advisement dates. If you cannot find it under your location, check “Current Students” link.
- ✓ Make sure you contact your advisor if you need to drop or add a class or to withdraw. It is **not** automatically done for you.
- ✓ Please keep your contact information current with us. Email and phone is the main source of communication between us.
- ✓ Check with your advisor before signing up for general education classes to make sure they are the correct ones that will transfer credit.
- ✓ We give prizes to students who refer a number of other potential students to our program who enroll.
- \* Please check the Continuing Education Department website for university core classes that you might need to complete our degree. They offer many each semester in print based or web based (Blackboard) format. These classes will also give you senior hours. We have a link on our website for you.
- \* The university is replacing your social security numbers as student IDs. The new ID numbers are called Dawg Tags. You must use your Dawg Tag to access your information on SalukiNet. To look up your Dawg Tag number and for more information please use this link:  
<http://udc.rocks.siu.edu/udc/dawgtag/>