



SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

Cooperative Education/Work-Based Learning Courses (Online)

Summer 2019

The Department of Workforce Education and Development at Southern Illinois University Carbondale will again offer the two Cooperative Education courses during the **2019 Summer Session** as **online courses** using the *Desire2Learn Management System (SIU Online)*. Both three semester hour courses complete the six semester hour requirement to qualify career/technical educators to coordinate cooperative education/work-based learning programs.

<u>Courses</u>	<u>Dates</u>
WED 472 (942) Organizing Cooperative Education	June 10 – August 2
WED 473 (942) Coordinating Cooperative Education	June 10 – August 2

Advanced registration is required with enrollment limited to 30 students for each course. The cost of **each** course is **\$1,626.30 (\$1,408.50 for tuition and \$217.80 for fees)**. **The total for both courses will be \$3,252.60 (\$2,817.00 for tuition and \$435.60 for fees)**. Once students are registered, they will receive a bill from the SIUC Bursar Office. Registration for these courses begins on April 4, 2019 and is ongoing until June 9, 2019.

Anyone interested in taking these courses, must meet one of the three (3) criteria below:

1. If the student has **never** attended a graduate level course affiliated with SIUC, then they can register for one semester as a **temporary non-declared graduate student** without being officially admitted to the university. To begin this process, please complete the **Graduate Admission Application for Off-Campus Registration Form, which is a separate attachment to this emailed document** then mail or fax the completed form to:

Tammy Weston
625 Wham Drive
College of Education & Human Services
Wham 110B, Mailcode 4624
Southern Illinois University
Carbondale, IL 62901-4624
Phone: 618.453.4749 Fax: 618.453.1909 Email: tweston@siu.edu

2. If the student has previously received graduate credit through SIUC, they are required to be admitted as a **regular non-declared graduate student** and need to follow these steps:
 - a. Complete the online application at http://gradschool.siu.edu/admissions/admissions_nondeclared.html.
 - b. Pay the \$65.00 application processing fee online; and
 - c. Send transcripts from institutions other than SIUC to: *Graduate School Admissions Office, Student Services Building, Southern Illinois University, Carbondale IL 62901-4716, Phone: 618-536-7791. E-mail: gradschl@siu.edu*
3. If the student is currently a regular non-declared graduate student or admitted into a specific major at **SIUC**, no further admission paperwork will be required.

Once the application is in the system, students will be notified via email of the registration procedures through Self-Service Banner.