



SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

Cooperative Education/Work-Based Learning Courses

Summer 2011

Online

The Department of Workforce Education and Development at Southern Illinois University Carbondale will again offer the two Cooperative Education courses during the 2011 Summer Session as **online courses** using the *Blackboard Learning System*. These two courses complete the six semester hour requirement to qualify career/technical and special educators to coordinate cooperative education/work-based learning programs.

<u>Courses</u>	<u>Dates</u>
WED 472 – Organizing Cooperative Education (3 semester hours)	June 13 – August 5
WED 473 – Coordinating Cooperative Education (3 semester hours)	June 13 – August 5

Advanced registration is required. Enrollment will be limited to 30 students for each course. Please register early to guarantee enrollment. The cost for each course is \$900.00. Once students are registered, they will receive a bill from the SIUC Bursar Office. Registration for these courses begins **March 25, 2011**.

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

1. If the student has **never** attended a 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 complete this process, click on: <https://www.dce.siu.edu/index.php/Graduate-Students> and complete the **Off-Campus Registration Form**. Mail or fax completed form **ASAP** to:

Derek McNelly
Workforce Education and Development
475 Clocktower Drive
Mailcode 4605
Carbondale, IL 62901-4605
Fax: 618-453-1909

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:
- Complete the online application at <http://www.siu.edu/gradschl/nondeclared.htm>.
 - Pay the \$50.00 application processing fee online; and
 - Send transcripts from institutions other than SIUC to: Jane Klucker-Boyle, Graduate School, MC 4716, SIUC, Carbondale, IL 62901-4716.
 - See the following website <http://www.siu.edu/gradschl/nondeclared.htm> for more information.
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.