

Western Illinois University School of Graduate Studies Registration Procedures for Shedd Aquarium

Students wishing to register for courses at Shedd Aquarium must first be admitted to Western Illinois University.

Admission of New Students

Application to the School of Graduate Studies at Western Illinois University may be completed online at www.wiu.edu/grad. Click "Apply Online". Select the appropriate category for your status: New, Readmission, or Current. Follow the specific online instructions for your category. Please note that new graduate students are assessed a first-time, non-refundable application fee of \$30. The fee is payable by credit card (this is the recommended procedure), check or money order. If you have taken graduate classes from Western Illinois University previously, you are NOT a new student and are not required to pay the fee.

Indicate in the appropriate section of the online application whether you wish to apply degree-seeking or non-degree seeking student at Western Illinois University.

Degree Candidates

Degree candidates (i.e., seeking a graduate degree from WIU) must request *one official transcript* from *each* college or university previously attended. Students must hold a bachelor's degree from an institution that is accredited by the appropriate regional accrediting agency. Faxed or unsealed student copies cannot be accepted.

Non-Degree Candidates

Non-degree candidates (i.e., enrolling in courses for professional development or other reasons but not seeking a graduate degree from WIU) must request an official transcript or statement of degree from the college or university granting their highest degree. The statement must show the degree and the date it was conferred. Faxed or unsealed student copies cannot be accepted.

As soon as possible, please request required transcript(s) or statements of degree to be sent directly to:
Western Illinois University
School of Graduate Studies
One University Circle - Stipes Hall 527
Macomb IL 61455

Admission to Post-Baccalaureate Certificate Programs

Applicants for admission to post-baccalaureate certificate programs must hold a bachelor's degree from an institution that is accredited by the appropriate U.S. Department of Education regional institutional accrediting agency. Admission requirements for any particular post-baccalaureate certificate program may exceed the minimum admission standards of the School of Graduate Studies. Application for admission must be made upon forms obtained from the School of Graduate Studies or online at www.wiu.edu/grad. Applicants must request the registrar of the college or university granting their highest degree to send a statement of degree or official transcript showing the degree and date it was conferred. Some programs may require official transcripts of all coursework completed. Verification of degree must be sent by the Registrar directly to the School of Graduate Studies. Transcripts on file in the Office of the Registrar at Western Illinois University will be obtained by graduate office personnel.

Course Registration

You are encouraged to secure admission to graduate study as soon as you know you will be enrolling in a specific course. In most cases, online admissions are acknowledged within 24 hours of submission of the application.

Course Search is available by going to <http://www.wiu.edu/registrar/courses.php#> It allows you to narrow your search criteria to find the courses you are looking for. Choose “*Quick Look*” and select the correct semester to help you find classes.

Please note that any “holds” on registration or previous encumbrances with the university must be resolved before registration can be completed. You will not receive credit for a course until such obligations are resolved.

Course Withdrawal

Sometimes circumstances do not permit completion of a course. Please note that non-attendance in a class after registration does not constitute a withdrawal. It is the student’s responsibility to initiate formal withdrawal procedures within the proper refund/credit dates to avoid charges. Please refer to Policy on withdrawal from Courses or University <http://www.wiu.edu/policies/withdraw.php>

Shedd Aquarium Fees

\$100 for on-site classes at Shedd (i.e. Animal Training, Ichthyology, Management)
\$150 for distance learning classes (i.e. biometrics, biostatistics, etc.)

Questions

- School of Graduate Studies (877) WIU-GRAD
- Janice Lanzen, Western Illinois University-Quad Cities Graduate Specialist. JS-Lanzen1@wiu.edu, (309)762-9481 ext. 323 with further questions relating to graduate study at Western Illinois University.
- Lisa Ostrego, Adult Programs Coordinator; Tel: (312)692-3351 ; Fax: (312)663-1472
Lostrego@sheddaquarium.org



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