
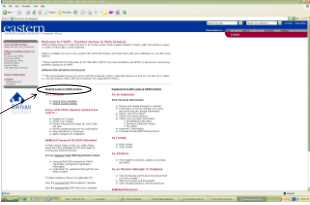


Application for Graduation

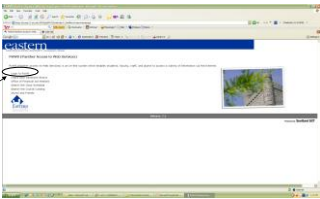


1. Visit www.eiu.edu
2. Click on PAWS located under Current Students

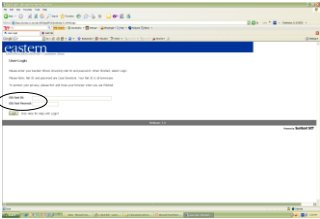


3. Click on Student Login to PAWS System

2

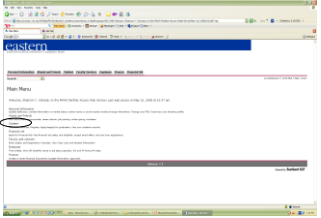


4. Click on LOGIN TO PAWS



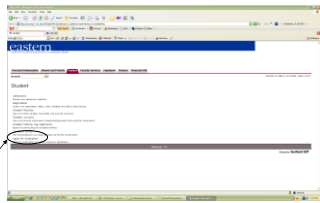
3

5. Enter your NET ID. This is your EIU email address without the @eiu.edu. Example: syschwab
6. Enter your NET Password. Same password you use to access your EIU email account.
7. If you don't know your NET ID, see PAGE 6 of this handout for instructions or contact our department at 217-581-2919.
8. If you don't know your PASSWORD, then you must contact the EIU HELP DESK at 217-581-HELP (4357). They will reset your password.
9. After you have entered your NET ID and PASSWORD, click on LOGIN.

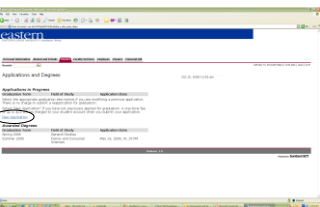


10. Click on the STUDENT icon.

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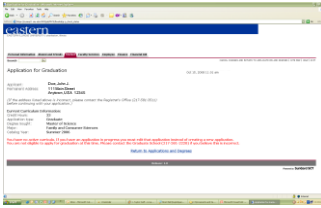


11. Click on APPLY FOR GRADUATION



12. Click on 'NEW APPLICATION'

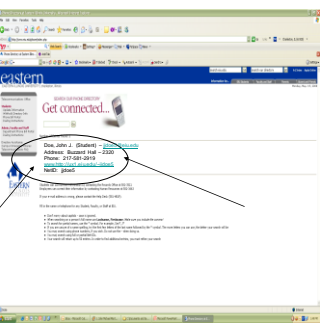
5



13. Contact the Registrar's Office at 217-581-3511 if your current address is incorrect before proceeding with the application.
14. Follow the steps as directed.
15. Application Fees:
\$25.00 – Undergraduate and Graduate Degrees
16. You will receive a bill in the mail from EIU.
17. Application for Graduation Deadlines:

Summer 2010	July 14, 2010
Fall 2010	November 2, 2010
Spring 2011	March 23, 2011
18. If you have missed the application deadline, you will not be able to submit your application on-line. You MUST contact the College of Education and Professional Studies (Dean's Office) at 217-581-2524 immediately.

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The NET ID is your Username.

Beside your name you will find your complete EIU Email address.

Then you must:

- Contact the HELP desk at 217-581-HELP (4357)

To obtain or reset your password.

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Commencement

There is not a Summer Commencement Ceremony.

Students who have a degree posted during the Summer semester will receive information and can participate in the Fall Commencement Ceremony.

Students who will not finish their coursework until the end of Summer semester, should apply for Summer graduation and not Spring Graduation.

Students who wish to participate in the Spring Commencement Ceremony and complete their coursework requirements during the Summer semester, must complete an **Exceptionality Form** from the Graduate School. Students must contact Patti Bailey at 217-581-5937 for completion of this form.

Students who wish to participate in the Commencement Ceremony must visit the Commencement website at www.eiu.edu/~commence for instructions, Cap and Gown Rental/Pick-up, Ticket Distribution and Allowances, Dress Code, Parking, Accommodations, Arrangements for Persons with Disabilities, etc.

Questions related to Commencement Activities can be directed to the Commencement Office at 217-581-6892.

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