

Frequently Asked Questions from Students

Registration Questions

How do I find the deadline to drop or withdraw from a course that may not run for the full term?

There is a link on the Office of the Registrar webpage to a course drop date tool, that displays the drop and withdrawal dates by CRN for current term courses. <https://www.eiu.edu/registra/course-dropdates.php>

You'll also receive an email to your EIU address reminding you of the drop and withdrawal deadlines.

Can I audit a course?

Yes, but you will still be charged the full tuition. Requests to audit are made with this <https://www.eiu.edu/registra/files/audit.pdf> form and must be signed by the faculty member and delivered to the office of the registrar during the first 6 calendar days following the first class. More details are in the catalog.

Can courses be taken credit/no credit?

Some courses that normally have standard grades can be taken Credit/No Credit by sophomores, juniors and seniors. Look in the catalog for the excluded types of courses. If you want to do so, use this form <https://www.eiu.edu/registra/files/CrNoCr.pdf> and submit the request to the Registrar's Office by the 10th day of the semester. (Changing back to standard grades if desired, can only be done before the withdrawal deadline.)

Grade questions

When are final grades posted and how do I see them?

Final grades will be posted by 8 AM the morning after the deadline for submission of grades, as shown on the Academic Calendar <https://www.eiu.edu/registra/academiccalendars.php>. You may see your grades in PAWS at that time. If you have a hold which prevents you from seeing your grades, you may come to the Office of the Registrar with your panther card and we will show you your grades. We cannot print them out for you or tell you the grades over the phone.

Who receives midterm grades and how do I see them?

Instructors are supposed to submit mid-semester grades for all students earning grades of D or F in lower-division courses; they may submit other grades such as grades of D or F in upper division courses or grades of A, B, C in any courses.

If midterm grades are submitted in your courses, you may view them in PAWS at the midterm grade link under Student Records.

How long are midterm grades visible?

Midterm grades will disappear on PAWS 12-15 days before Final Grades appear.

Do midterm grades appear on the transcript?

No!

What do the grades and special symbols on my transcript mean?

See the key that appears on the back of EIU transcripts [here](#).

Degree and Diploma Questions

When will my degree be posted to my transcript or available for verification?

It may take up to 5 weeks after grades are due for your certification officer in your college to notify us that your requirements were complete.

How can I tell in PAWS that my degree has been certified by the certification officer?

If your degree has been certified by your college, the degree award date will be filled in on academic transcript in PAWS.

Transfer Questions

How can I find out if EIU will accept transfer course from another college?

Transfer credit from any regionally accredited college or university will be evaluated on a course-by-course basis. Schools normally list their accrediting body on their website. The six “regional” accreditors are:

Higher Learning Commission (North Central States)

Middle States Commission on Higher Education

New England Association of Schools and Colleges, Commission on Institutions of Higher Education

Northwest Commission on Colleges and Universities

Southern Association of Colleges and Schools

Western Association of Schools and Colleges

How can I tell how a specific transfer course will come in?

Transfer credit rules are described in the catalog in the Academic Regulations section. Specific course evaluations can be found at [My Credits Transfer/Transferology](#). If your course isn't listed there, you may ask the evaluators in the Office of the Registrar.

Will my EIU transcript show the details of the courses I take elsewhere?

No. The EIU transcript will report the courses you take at EIU. There will be a section at the top of your transcript that lists the hours accepted in transfer from other schools.

Why don't I qualify for an upperclassman parking pass?

Taking junior courses isn't enough to qualify. You need to have earned or transferred 60 hours to purchase an upperclassman parking pass. If you delay having a transcript sent, you will need to contact an evaluator in the Office of the Registrar to determine if you qualify.

Transcript Questions

Does Eastern provide unofficial transcripts to students/alumni?

No, all transcripts from Eastern are official regardless of how they are sent.

Can you send a copy of my transcript from my high school or previous college to another school or employer?

No. The transcript we have was issued by the other institution as an official record of your enrollment, grades and degrees earned at that institution. We use it for admissions and transfer credit decisions, but we have no authorization to release it to any other school or to an employer or even to you. You must request an official transcript directly from the institution that created the transcript originally. This is the standard practice at colleges and universities.