

 2017-18
EWU Annual Announcement 



Records and Registration

EWU Online Catalog

EWU Portal

EWU 24/7 Calendar

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Need to register in person?

Records and Registration Hours

Cheney Campus	Sutton Hall 201
Monday–Friday	8 A.M.–5 P.M.
EWU Spokane	Eastern Washington University Center Classroom Bldg. 101
Monday–Thursday	11 A.M.–6 P.M.
Friday	11 A.M.–5 P.M.

itech.ewu.edu has a complete listing of the technology services available to students. Frequently asked questions and help can be found at: helpdesk.ewu.edu or email helpdesk@ewu.edu or call 509.359.2247.

Notice

Eastern Washington University does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability or status as a disabled veteran or Vietnam era veteran. Any discriminatory action can be a cause for disciplinary action. This policy applies to all EWU programs and facilities including, but not limited to, admissions, educational programs and employment. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Age Discrimination in Employment Act Amendment of 1978, Vietnam Era Veterans' Readjustment Assistance Act of 1974, Americans with Disabilities Act (ADA), Civil Rights Act of 1991, other federal and state statutes and regulations and EWU policy. Compliance efforts with respect to these laws and regulations are the responsibility of each member of the campus community and are under the direction of the Director of Equal Opportunity/Title IX/Affirmative Action/ADA Compliance, 214 Showalter Hall, Cheney, WA 99004-2445, 509.359.4673. Requests for disability accommodation may be directed to the ADA Coordinator at 509.359.6871.

Copies of all EWU policies and procedures pertaining to affirmative action and equal opportunity, including grievance procedures, are available in the Human Resources Office, 314 Showalter Hall, Cheney, WA 99004-2445, 509.359.2381, Monday through Friday, 8A.M.–5P.M.

Limitation of Liability

Eastern Washington University's total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to EWU for those classes or programs. In no event shall EWU be liable for any special, indirect, incidental or consequential damages, including but not limited to, loss of earnings or profits.

Associate Vice President of Enrollment Services

Neil Woolf

Registrar

Angela Anderson

Associate Registrar

Debbie Fockler

Editor

CJ Tyler-Watson

Fall and Spring Final Schedule

	3,4,5 credits			night	1,2 credits
	daily	MW	T Th		
8:00	A	A	B	first class of finals week	Follow the schedule based on the first class meeting of the week
9:00	B	C	D		
10:00	G	G	H		
11:00	H	E	F		
12:00	I	I	J		
1:00	J	K	L		
2:00	O	O	P		
3:00	P	M	N		

	Monday	Tuesday	Wednes	Thursday
8:00	A	B	C	D
10:30	E	F	G	H
1:00	I	J	K	L
3:30	M	N	O	P

purple are both daily and block (with strikethrough)
 blue are MW only
 rose are TR only

Winter Final Schedule

labs and other clinical experiences are not used

	3,4,5 credits			night	1,2 credits
	daily	MW	T Th		
8:00	A	A	B	first class of finals week	Follow the schedule based on the first class meeting of the week
9:00	B	C	D		
10:00	G	G	H		
11:00	H	E	F		
12:00	I	I	J		
1:00	J	K	L		
2:00	O	O	P		
3:00	P	M	N		

	Monday	Tuesday	Wednes	Thursday	Friday
8:00	Regular Class Day	B	C	D	A
10:30		F	G	H	E
1:00		J	K	L	I
3:30		N	O	P	M

purple are both daily and block (with strikethrough)
 blue are MW only
 rose are TR only

Annual Safety & Fire Report—Clery Act

Important Numbers

Emergency **911**

EWU Police **509.359.7676**

Automated Answering System 509.359.6300

Police Dispatch Option 1

Police Administration/Records Option 2

EWU Violence Prevention-Victim Advocate 509.359.6429

Spokane Sexual Assault Center **509.624.7273**

Counseling and Psychological Services 509.359.2366

EWU Substance Abuse Prevention/CARE/Student Health 509.359.4279

EWU Women’s Studies Center 509.359.2847

Poison Center (toll-free) 800.732.6985

Poison Center (toll-free) TDD 800.572.0638

The Employee Assistant Program (EAP) is available for EWU staff, that need assistance. Check the EWU website for the contact information.

ADDRESS CHANGES

It is the student’s responsibility to keep address information up-to-date with the University. Changes may be made on EagleNET by clicking on “Update Addresses” under the Personal Information column. Address changes can also be submitted in person, by mail or by fax by completing a signed address change form and delivering the form to: Records and Registration Office, 201 Sutton Hall, Cheney, WA 99004-2448, Fax number, 509.359.6153.

Address definitions are as follows:

- Parent Address—current address of parent, guardian or next of kin where special mailing may be sent.
- Permanent Address—address where mail is sent when school is not in session. This may be the same as the parent address or local address.
- Current Mailing—address where you are living while attending EWU. Any mailings sent while the quarter is in session will be sent to this address.
- Billing address—used for special billing purposes. Contact Student Financial Services for more detailed information.
- Addresses may be viewed and updated on EagleNET.
- Payroll W2 changes must be made in Payroll Office Showalter 319.

Please check the online version as there may have been updates.

August 2017

- Aug 4 Winter 2018 Graduation Application Deadline
- Aug 15 Last Day of Instruction-quarter
- Aug 17 Summer 2017 Final Exam Dates-quarter
- Aug 18 Last Day of Term-quarter
- Aug 21 Instruction Begins-semester
- Aug 23 Last Day to Add Classes to Waitlist-WL closes-semester
- Aug 23 Last Day to Add Classes Using EagleNET-semester
- Aug 24 Instructor Permission Required to Add Classes-semester
- Aug 24 Late Registration Fee For Students Not Previously Enrolled Begins-semester
- Aug 28 Last Day For 100% Refund-semester
- Aug 28 Last Day to Drop Using EagleNET-semester
- Aug 28 Schedule Change Fee Assessment For Dropped Classes Begins-semester
- Aug 28 Tuition and Fees Due-semester

September 2017

- Sep 1 Last Day to Drop Without a "W"-semester
- Sep 4 Labor Day
- Sep 5 Schedule Change Fee Assessment For Added Classes Begins-semester
- Sep 6 2017 Fall Registration for Non-degree Seeking Begins
- Sep 13 Fall Registration EWU Waivers Begins
- Sep 19 Residency Application Deadline-semester
- Sep 19 Last Day for 50% Refund-semester
- Sep 20 Fall Registration State Waivers Begins
- Sep 20 Instruction Begins-quarter
- Sep 22 Last Day to Add Classes Using EagleNET-quarter
- Sep 22 Last Day to Add to a Waitlist-WL closes-quarter
- Sep 25 Instructor Permission Required to Add Classes-quarter
- Sep 25 Late Registration Fee For Students Not Previously Enrolled Begins-quarter
- Sep 27 Last Day for 100% Refund-quarter
- Sep 27 Last Day to Drop Using EagleNET-quarter
- Sep 27 Tuition and Fees Due-quarter
- Sep 28 Schedule Change Fee Assessment For Dropped Classes Begins-quarter

October 2017

- Oct 3 Last Day to Drop Without a "W"-quarter
- Oct 4 Schedule Change Fee Assessment For Added Classes Begins-quarter
- Oct 19 Fall 2017 Residency Application Deadline-quarter
- Oct 19 Last Day For 50% Refund-quarter
- Oct 27 Last Day to Change Credit / Grade Option-semester

Oct 27 Last Day to Withdraw-semester

November 2017

Nov 3 Last Day to Change Credit / Grade Option-quarter
 Nov 3 Last Day to Withdraw From Individual Classes-quarter
 Nov 9 2018 Winter Registration-Graduate Students, Post Bac, Special Pop
 Nov 10 Veterans Day
 Nov 13 2018 Winter Registration-180 & above graded credits.
 Nov 14 2018 Winter Registration 150-179 graded credits.
 Nov 15 2018 Winter Registration 120-149 graded credits.
 Nov 16 2018 Winter Registration 90-116 graded credits.
 Nov 17 2018 Winter Registration 60-89 graded credits.
 Nov 20 2018 Winter Registration-30-59 graded credits.
 Nov 21 2018 Winter Registration-0-29 graded credits.
 Nov 22 2018 Winter General Registration Begins
 Nov 23 Thanksgiving Day
 Nov 24 Native American Heritage Day

December 2017

Dec 1 Last Day of Instruction-quarter
 Dec 1 Last Day to do a Complete Withdrawal From The University-quarter
 Dec 1 Spring 2018 Graduation Application Deadline
 Dec 1 EagleNET Open For Grading at 5pm-quarter
 Dec 4 Fall 2017 Final Exam Dates-quarter
 Dec 8 Last Day of Instruction-semester
 Dec 8 Last Day of Term-quarter
 Dec 8 EagleNET Grading Opens at 5pm-semester
 Dec 11 Fall 2017 Final Exam Dates-semester
 Dec 11, Quarter Break
 Dec 12 EagleNET Grading Closes at 11am-quarter
 Dec 13 EagleNET Grades Available-quarter
 Dec 15 Last Day of Term-semester
 Dec 15 Last Day to Submit State Employee Waiver-winter 2018
 Dec 18, Semester Break
 Dec 19 EagleNET Grading Closes at 11am-semester
 Dec 20 Grades Available on EagleNET-semester
 Dec 25 Christmas Day
 Dec 26 Registration for non-degree seeking students begins-winter 2018

January 2018

Jan 2 Registration for EWU employees using waiver begins, payment required
 Jan 8 Instruction Begins-quarter
 Jan 8 Instruction Begins-semester
 Jan 8 Registration for state employees sing waiver begins, payment required
 Jan 10 Last Day to Add Classes to Waitlist-WL closes-semester

Jan 10 Last Day to Add Classes Using EagleNET-quarter
 Jan 10 Last Day to Add Classes Using EagleNET-semester
 Jan 10 Last Day to Add to a Waitlist-WL closes-quarter
 Jan 11 Instructor Permission Required to Add Classes-quarter
 Jan 11 Instructor Permission Required to Add Classes-semester
 Jan 11 Late Registration Fee For Students Not Previously Enrolled Begins-quarter
 Jan 11 Late Registration Fee For Students Not Previously Enrolled Begins-semester
 Jan 15 Martin Luther King
 Jan 16 Last Day for 100% Refund-quarter
 Jan 16 Last Day For 100% Refund-semester
 Jan 16 Last Day to Drop Using EagleNET-quarter
 Jan 16 Last Day to Drop Using EagleNET-semester
 Jan 16 Tuition and Fees Due-quarter
 Jan 16 Tuition and Fees Due-semester
 Jan 17 Schedule Change Fee Assessment For Dropped Classes Begins-quarter
 Jan 17 Schedule Change Fee Assessment For Dropped Classes Begins-semester
 Jan 22 Last Day to Drop Without a "W"-quarter
 Jan 22 Last Day to Drop Without a "W"-semester
 Jan 23 Schedule Change Fee Assessment For Added Classes Begins-quarter
 Jan 23 Schedule Change Fee Assessment For Added Classes Begins-semester

February 2018

Feb 6 Last Day For 50% Refund-quarter
 Feb 6 Last Day for 50% Refund-semester
 Feb 6 Spring 2018 Residency Application Deadline-semester
 Feb 6 Winter 2018 Residency Application Deadline-quarter
 Feb 9 Summer 2018 Graduation Application Deadline
 Feb 19 President's Day
 Feb 23 Last Day to Change Credit / Grade Option-quarter
 Feb 23 Last Day to Withdraw From Individual Classes-quarter
 Feb 27 2018 Spring Registration-Graduate Students, Post Bac, Special Pop
 Feb 28 2018 Spring Registration-180 & above graded credits

March 2018

Mar 1 2018 Spring Registration-150-179 graded credits.
 Mar 2 2018 Spring Registration-120-149 graded credits.
 Mar 5 2018 Spring Registration-90-119 graded credits.
 Mar 6 2018 Spring Registration-60-89 graded credits.
 Mar 7 2018 Spring Registration-30-59 graded credits.
 Mar 8 2018 Spring Registration-0-29 graded credits.
 Mar 9 2018 Spring General Registration Begins
 Mar 12 Last Day to Submit State Employee Waiver-spring 2018
 Mar 12 Semester Break
 Mar 16 Last Day to Change Credit / Grade Option-semester
 Mar 16 Last Day to Withdraw-semester

Mar 19	Last Day of Instruction-quarter
Mar 19	Last Day to do a Complete Withdrawal From The University-quarter
Mar 19	Registration for non-degree seeking students begins-spring 2018
Mar 19	EagleNET Open For Grading at 5pm-quarter
Mar 20	Winter 2018 Final Exam Dates-quarter
Mar 23	Last Day of Term-quarter
Mar 26	Quarter Break
Mar 26	Registration for EWU employees using waiver begins, payment required
Mar 27	EagleNET Grading Closes at 11am-quarter
Mar 28	EagleNET Grades Available-quarter
April 2018	
Apr 2	Instruction Begins-quarter
Apr 2	Registration for state employees using waiver begins, payment required-spring 2018
Apr 4	Last Day to Add Classes Using EagleNET-quarter
Apr 4	Last Day to Add to a Waitlist-WL closes-quarter
Apr 5	Instructor Permission Required to Add Classes-quarter
Apr 5	Late Registration Fee For Students Not Previously Enrolled Begins-quarter
Apr 9	Last Day for 100% Refund-quarter
Apr 9	Last Day to Drop Using EagleNET-quarter
Apr 9	Tuition and Fees Due-quarter
Apr 10	Schedule Change Fee Assessment For Dropped Classes Begins-quarter
Apr 13	Last Day to Drop Without a "W"-quarter
Apr 16	Schedule Change Fee Assessment For Added Classes Begins-quarter
Apr 17	2018 Summer Registration Begins
Apr 27	Last Day of Instruction-semester
Apr 27	EagleNET Grading Opens at 5pm-semester
Apr 30	Spring 2018 Final Exam Dates-semester
May 2018	
May 1	Last Day For 50% Refund-quarter
May 1	Spring 2018 Residency Application Deadline-quarter
May 4	Last Day of Term-semester
May 7	Instruction Begins-semester
May 8	EagleNET Grading Closes at 11am-semester
May 9	Grades Available on EagleNET-semester
May 9	Tuition and Fees Due-semester
May 11	Fall 2018 Graduation Application Deadline
May 18	Last Day to Change Credit / Grade Option-quarter
May 18	Last Day to Withdraw From Individual Classes-quarter
May 21	2018 Fall Registration-Graduate Students, Post Bac, Special Pop
May 22	2018 Fall Registration-180 & above graded credits.
May 23	2018 Fall Registration-150-179 & above graded credits.
May 24	2018 Fall Registration-120-149 graded credits.
May 25	2018 Fall Registration-90-119 graded credits.

May 28 Memorial Day
May 29 2018 Fall Registration-60-89 graded credits.
May 30 2018 Fall Registration-30-59 graded credits.
May 31 2018 Fall Registration-0-29 graded credits.

June 2018

Jun 1 2018 Fall General Registration Begins
Jun 8 Last Day of Instruction-quarter
Jun 8 Last Day to do a Complete Withdrawal From The University-quarter
Jun 8 EagleNET Open For Grading at 5pm-quarter
Jun 11 Spring 2018 Final Exam Dates-quarter
Jun 15 Last Day of Term-quarter
Jun 16 Spring 2018 Commencement-quarter
Jun 19 EagleNET Grading Closes at 11am-quarter
Jun 20 EagleNET Grades Available-quarter
Jun 25 Instruction Begins-quarter

July 2018

Jul 2 Tuition and Fees Due-quarter
Jul 4 Independence Day
Jul 26 Summer 2018 Final Exam Dates-semester
Jul 27 Last Day of Instruction-semester
Jul 27 Last Day of Term-semester
Jul 27 EagleNET Grading Opens at 5pm-semester
Jul 31 EagleNET Grading Closes at 11am-semester

August 2018

Aug 1 Grades Available on EagleNET-semester
Aug 10 Winter 2019 Graduation Application Deadline
Aug 15 Last Day of Instruction-quarter
Aug 15 EagleNET Open For Grading at 5pm-quarter
Aug 16 Summer 2018 Final Exam Dates-quarter
Aug 17 Last Day of Term-quarter
Aug 21 EagleNET Grading Closes at 11am-quarter
Aug 22 EagleNET Grades Available-quarter

September 2018

Sep 3 Labor Day
Sep 19 Instruction Begins-quarter

Registration Information

Registration, Drop/Add and Grades via EagleNET

Priority Registration

Priority registration is a time scheduled for continuing (currently enrolled) students to register for the next term. Your registration date is based on your class standing as of the prior quarter's grades (fall quarter registration is based on prior winter grades; winter is based on spring/summer grades; spring is based on fall grades and your cumulative credits at registration time).

System availability—EagleNET is available for online adds through the third day and drops through the sixth class day of the quarter. Please visit Records and Registration on the 2nd floor of Sutton Hall (SUT 201) on the Cheney campus or at the EWU Spokane, Riverpoint Campus, Eastern Washington University Center Classroom Building, room 101 for registration transactions after the sixth class day.

Before You Register

1. Double-check your registration appointment time.
2. Check your status and holds on EagleNET. Clear all registration holds—you may not complete any registration transactions if holds exist. Most billing holds may be cleared when making payment on EagleNET.
3. If you are a first time student, freshman, athlete, on academic probation or dismissal, you must consult your advisor prior to registering. Registration cannot be completed until this obligation has been met.
4. Registration for courses not accessible through EagleNET (Directed/Independent Study and Internships) must be arranged with the academic department for the course and must be processed in person, at the Records and Registration Office or EWU Spokane, with appropriately signed special course approval form.
5. If you are registering or adding classes after the third day of the quarter, you must have the instructor's signature. Fees for late registration begin the fourth day of the quarter. Late registrations must be processed in person at the Office of Records and Registration, 2nd Floor of Sutton Hall or at the EWU Spokane, Riverpoint Campus, Eastern Washington University Center Classroom Building, room 101 using the In-Person Registration form. (Forms are located on-line and at the end of this quarterly announcement.)
6. Have the EagleNET Work Sheet in the back of this announcement with Student ID, PIN and Course Reference Numbers (CRN) ready. (Course Reference Numbers are listed on the Web at eaglenet.ewu.edu).

Forgot Your PIN?

The first time you log into EagleNET you will be asked to set up a pin question and answer. If you forget your PIN, enter your EWU ID and then click on I Forgot My **Pin**. If you are still unable to log into your account, contact the help desk at 509.359.2247 to have your PIN reset.

Protect Your Personal Information

- To protect your personal information exit the banner self serve secure area. Failure to completely logout or exit your browser may allow others to access your records.

Check Your Schedule

- Check your schedule on eaglenet.ewu.edu prior to the start of the quarter. There are often changes; classes are added, Canceled and changes in day, time, room and/or instructor may have occurred.

Registration

Make an appointment to see your advisor to select your courses. You will need your eight digit EWUID and PIN to register.

1. Go online to eaglenet.ewu.edu
2. Click on Current Students
3. Your User ID is your eight digit EWUID.
4. PIN (Personal Identification Number) You will be required to reset your PIN the first time you enter the Banner EagleNET - Your initial pin has been set to your date of birth (in mmddyy format).
5. The Login Verification Change PIN form will require the following:
 - a. Re-enter Old Pin:
 - b. New Pin: (Must be six characters in length)
 - c. Re-enter New Pin
6. Login Verification Security Question and Answer. If you forget your PIN, this question will assist you in having it reset. Enter your personal Security Question and answer. Submit.
7. Select the Student tab under the Main Menu or the tab at the top, then Registration.
8. Select Registration Status to check status. Use the drop-down menu to select the term then Submit Term. The Registration Status screen will display information which may affect your registration. Any holds which prevent registration or add/drop, will be indicated here. (Click on View Holds to see any existing holds and which office placed them.) Click the "Back" button once in your browser.
9. Select Add or Drop Classes option for new or first time registration or to add or drop courses.
10. If you are already registered for the quarter, your schedule will be displayed. You can search for open classes from this screen by clicking on the Class Search button. You may also type your CRNs (Course Reference Numbers) directly into the text box if you already have them chosen.
11. Follow the instructions on the screen or use the Help button for online help. It is best to search for open courses by using the Class Search option at the bottom of the screen.

Note: Select at least one subject to perform a search. Keep your search simple. Search on subject and one or two other search options only. You may select all subjects. Select top subjects—hold down the shift key—scroll to bottom. You may also type a letter to get to the alpha area your subject is in.

Dropping a Class:

Students are responsible for dropping all classes they do not plan on attending.

Go online to eaglenet.ewu.edu

Go to the Add/Drop Classes screen to view your class schedule.

In the "Action" column to the left of the course, click on the down arrow next to the course you would like to drop.

A pull down menu will appear. Click on the words "Dropped on Web", this message should now appear next to the course.

Scroll to the bottom of the form and click the Submit Changes button. Your schedule should refresh with the course no longer showing.

Note: Some changes may have been made to your schedule by the Office of Records and Registration. You must come to the Office of Records and Registration if you wish to re-add one of these courses.

Student Responsibilities

Please read before registering for courses.

As an EWU student, you are responsible for the requirements and deadlines published in this announcement.

The following processes may be held due to financial obligations: Admission to the university, registration, drop/add activity, conferring of degrees and issuance of academic transcripts may be withheld for failure to meet financial obligations to the university. It is the student's responsibility to ensure that his/her account is kept current. Payments received from students will be applied in the following priority: 1) oldest charge, 2) tuition and course fees, 3) housing and dining charges, 4) other charges.

Registration obligates a student to payment of all tuition and course fees. If tuition is not paid by the published due date, students will be assessed a late fee and will be liable for any other reasonable collection costs and charges. Students may check with the Student Financial Services Office, 509.359.6372, to obtain the exact amount of tuition and fees due.

Schedule Confirmation: Check your schedule carefully for discrepancies. You are responsible for ensuring that the courses you select will fulfill degree requirements. Registering for courses without the necessary co-requisites or prerequisites may result in being disenrolled.

Drop by Instructor: If a student fails to attend an undergraduate class during the first five days of the quarter, the instructor may drop the student from the class. Students should not assume they will automatically be dropped from a class they do not attend. Check with the Office of Records and Registration prior to the end of the drop/add period. **Nonattendance does not relieve you of your academic and financial responsibilities.**

As a student, you must understand that the information included in the quarterly announcement is important. You will be held academically and financially responsible for the course selections you make and it is your responsibility to obtain academic advising for your program.

Your address is very important! Please keep us updated! Addresses can be changed on **eaglenet.ewu.edu**, at the Office of Records and Registration, Admissions, Financial Aid, Student Financial Services or EWU Spokane, Riverpoint Campus, with picture ID.

To View or Print Your Class Schedule

1. Select the Registration option.
2. Use the drop-down menu to select the term then Submit Term.
3. You can see or print your class schedule with day and times, meeting location and instructor by clicking on the Student Detail Schedule button. You can also see your class schedule on a day and time matrix by clicking on the Student Schedule by Day and Time button. Use the "concise student schedule" to print your schedule on one page.
4. Use the Print icon on the tool bar at the top of the page to print your schedule.
5. Special Registration Needs
6. If you need to do any of the following, you will need to contact the instructor teaching the class to obtain an override:
 - Register for a course for which you have not met the pre-requisites
 - Register for a course which requires special approval
 - Register for a course which has already met its maximum capacity

Web Registration Error Messages- What They Mean

You require re-admission prior to registration

Your record has been inactive for one year or more and you must complete a Former Student Returning form or contact Undergraduate or Graduate Admissions (for Grad Students)

XX minutes of inactivity caused Web session timeout

To protect your personal information EagleNET is set to time out if your current session is left idle for more than 5 minutes.

Time Conflict with CRN #####

This course has a time conflict (the same or overlapping times and/or days) with another course in your schedule. Use the drop-down menu in the Action field to drop the course causing the conflict, enter the new course CRN in the Add Class block, then click Submit Changes.

Prereq and Test Score Error

This course has a required prerequisite course/grade or test score which you have not met. Contact the instructor teaching the course or the department for authorization or override.

Closed Section

This course has reached its maximum enrollment limit. You need authorization from the department or the instructor to add this course to your schedule.

Maximum Hours Exceeded

You need authorization to add additional credits over the limit to your schedule. (undergraduate=18, graduate=18) Additional signatures and authorizations are required for credit levels. See page 14 for additional information.

Restrictions

Courses may be restricted to students by college, level, class, major, program or campus. Instructor permission or online authorization is required to register.

Dupl Crse with Sec-#####

You are attempting to register for a course that has the same course number as a course already on your schedule. Double check the CRN and re-enter the correct number.

Corq_Req

This course has a required co-requisite. You must register for both courses at the same time by entering the CRNs in the Add Class block.

Access your Grades Online

To see your grades, you must log into **eaglenet.ewu.edu** and click on the appropriate links.

1. Click on Student tab.
2. Click on the Student Records link.
3. Select the Final Grades link.

Use the pull-down menu to select the appropriate term and click on Submit Term. Your grades will display for the quarter you select.

To See or Print Your Unofficial Transcript

1. Select Student tab.
2. Select the Student Records.
3. Select the Academic Transcript, then Submit.

To see or change your addresses

1. Click on Personal Information and then on View or Update Address and Phones.
2. Use the drop down menu to select the address type and click on View or Update Address and Phones.

Wait List Procedures

If a course is closed and has a waitlist option, you may choose to be placed on the waitlist for that course section. Follow directions according to EagleNET for being added to the waitlist. Please be aware, that being placed on the waitlist indicates that you would like to be enrolled in that course. You are responsible for officially dropping or withdrawing from any course that you have been waitlisted for or enrolled in and do not wish to take. You should not be waitlisted in a course and enrolled in another section of the same course. You also should not be waitlisted into more than one section of the same course.

When a seat becomes available in a course you are waitlisted for, you will receive an email in your Eagles email account telling you that you will be registered for the course. If you have a hold on your record or registration into the course puts you in an overload status (over 18 quarter credits), we will not be able to register you. Please contact our office immediately if you cannot confirm that you have been registered within 24 hours of receiving the email notification. If you no longer wish to be enrolled in the course, you must drop yourself from the course on EagleNET or in person. You are responsible for tuition and fees for all courses you are registered for.

If you have received instructor permission on your registration form to add a course that has a waitlist, we will not be able to register you in the course until the 3rd day of the quarter.

Note: waitlisted course credits are not included in your billing statement or in your credits needed for financial aid.