

10 Tasks to Prepare for Classes



- 1) Log in to PAWS System Registration (<http://www.eiu.edu/paws>) to register for classes and check/print your class schedule. You will need your Net ID and password. If you are attending an Off-Campus Cohort Program, contact your department for registration and schedule information.
- 2) Access your EIU email address. Your student email is your Net ID followed by @eiu.edu. You will also need your network password to log in. Access email at EIU through <http://www.eiu.edu/panthermail>.
- 3) Pick up your Panther Card/ID Card. The **Panther ID Card Office (581-6596)** is located in Room 3040 of the **Student Services building** (located between the MLK Jr. Student Union and Blair Hall). <http://castle.eiu.edu/~campusid/> You will need your Panther Card for identification and the use of many services, like Textbook Rental, throughout the year.
- 4) Pick up your textbooks at Textbook Rental. At EIU, textbooks are rented to students, and the cost for the textbook rental service is included in your student fees. **Textbook Rental (581-3626)** is located at 975 Edgar Drive, just east of Carman Hall. <http://www.eiu.edu/~textbks/>. For students who are taking classes through Continuing Education and/or who are unable to come to campus, please contact Textbook Rental. Textbooks may be mailed to you or the instructor may bring textbooks to the first day of class.
- 5) Purchase an upperclass student parking permit at Parking Services. You will need your Panther Card. **Parking Services (581-5416)** is located at 7th & Grant St. University Police does not ticket for classes that start after 5pm. http://www.eiu.edu/police/Purchase_Parking_Permit.php
- 6) Follow-up with financial aid on awards and loans. The **Financial Aid Office (581-3713)** is located in the upper east wing of the **Student Services building**. <http://www.eiu.edu/~finaid/>. (If you change your amount of credit hours/status, please fill out the change of status form http://castle.eiu.edu/graduate/forms/admissions_statuschange.html)
- 7) Drop off your immunization forms at Health Services if you haven't already mailed them. **Health Services (581-3014)** is located on the first floor of the **Human Services building** on 7th Street next to Thomas Hall. The form can be accessed online at <http://www.eiu.edu/~health/files/Immunization%20Form%208-10.pdf>
- 8) Pay your tuition and student fees at Student Accounts. The **Student Accounts/Cashier's Office (581-3715)** is located at the southeast entrance of Old Main. http://www.eiu.edu/~busofc/bursar_payment.php
- 9) Walk around the campus to become familiar with the location of the buildings and student offices.
- 10) Verify enrollment for deferred loans and insurance at the **Office of the Registrar (217-581-3511)**, 1220 Old Main. This office also handles grade changes and requesting official transcripts. To request transcripts showing grades from Eastern Illinois University coursework, please visit <http://www.eiu.edu/~registra/>

Where do I go from here?

◆ What can I do in the library?

Booth Library (581-6072) has many services available, including computer lab services, copies, interlibrary loan and checkout of materials. There are electronic media, such as CDs and DVDs, and audiovisual equipment for student use. For more information on library services, view <http://www.eiu.edu/~booth>.

◆ Where can I make copies?

Booth Library has copiers that accept money loaded onto the PantherCard for copies. Copy Express (581-3820), located on the second floor of the MLK Jr. Student Union, will accept cash, credit, or debit cards.

◆ Where do I go to purchase on-campus meal plans or on-campus housing information?

The EIU Housing and Dining Office (581-3923) has information on purchasing a meal plan or locating on-campus housing. <http://www.eiu.edu/~housing/index.php>

◆ Where do I go if I get sick or need professional assistance?

Health Services (581-3014) in the Human Services Building offers medical treatment through appointment and walk-in services. <http://www.eiu.edu/~health>. There are also counseling services offered to students at no cost through the Counseling Center (581-2412), located on the first floor of the Human Services Building.

◆ Where do I go for recreation on campus?

Many student activities are offered throughout the year through the Student Life Office (581-5522). In addition, students are encouraged to get involved on campus through intramural sports, recognized student organizations (RSOs), and Greek Life. <http://www.eiu.edu/~slo/>. The MLK Jr. Student Union offers a coffee shop, a food court, and several lounges. Bowling lanes and pool tables are located in the basement of the Union. <http://www.eiu.edu/~union> The Student Recreation Center (581-2821) has strength and cardio training equipment as well as additional recreation facilities and a lounge. <http://www.eiu.edu/~crecsrc>

◆ How can I get a job on campus?

Students wishing to apply for graduate assistantships should do so through the Graduate School website, <http://castle.eiu.edu/~graduate/assistantships/assistantships.php>. Graduate students seeking on-campus employment should contact Student Employment (581-3713). <http://www.eiu.edu/~finaid/employment.php>

◆ Where can I find an open computer lab?

Booth Library operates an open computer lab on the fourth floor of the building. The Gregg Computer Lab is an extended-hours computer lab located near Booth Library next to the Ford, McKinney, and Weller residence hall group. Other computer labs on campus may be open to all students during specific hours. For the current semester's computer lab schedule, visit <http://castle.eiu.edu/~atac/AtacOPENLABCurrentsemesterchedule.pdf>.

◆ Where do I find transportation around campus and to Charleston, Illinois?

Eastern has a shuttle bus service, the Panther Express Shuttle, to provide transportation for students to designated locations around campus and the city of Charleston. For a bus schedule, hours of operation, and the shuttle transportation policies, visit <http://www.eiu.edu/stuaff/shuttleschedule.php>. For students traveling to or from Charleston, Amtrak trains run between Mattoon, Illinois – about 20 miles west of Charleston – to Chicago and south to Carbondale, Memphis, and New Orleans; visit <http://www.amtrak.com>. The closest airports are Willard Airport in Champaign, Illinois (1 hour away), Lambert International Airport in St. Louis (3 hours away), Indianapolis International Airport in Indianapolis (2 hours away), and Bloomington Airport in Bloomington, Illinois (2 hours away).

◆ Which Recognized Student Organizations (RSO) do graduate students join?

The Graduate School has an advisory committee, GSAC, to represent the graduate student body and share their perspectives on issues and policies that could impact graduate programs or students with the administration, faculty and staff. Student representatives are nominated by their graduate program coordinators to serve on the committee. Students who are interested in this opportunity should talk to their graduate coordinator. Many graduate programs also have professional organizations for graduate students in the program. For a complete listing of academic student organizations registered through Student Life, visit <http://www.eiu.edu/~slo/rso/rsoList.php>