ENROLLMENT AND GRADES
New to MyNIU?

Sign in to MyNIU with your AccountID/Z-ID and password.

Various step by step instructions can be found by using the Student Training Tools page.

Additional instructions can be found by exploring the ERP Trainings.

Need more help? Contact the ITS Help Desk at 815-753-8100.
BLACKBOARD

Before you log into your NIU Blackboard, you need to know your Account ID and Z-ID.

The ITS web site has links to obtain your IDs as well as additional support for students.

Log in to Blackboard through the NIU web courses page.
ACADEMIC REQUIREMENTS REPORT

Your Academic Requirements report explains your progress toward your degree.

If you do not have a current copy of your report, or would like to review it, you can access and print out this report through MyNIU.
SCHEDULE CHANGES

The **dates and policies** listed by the Graduate School refer to students enrolled in graduate courses in the regular academic session (16-week courses). Students enrolled in sessions other than the regular academic session, such as summer, can find specific deadlines for making schedule changes by revisiting their course schedule in MyNIU. Dates and tuition refund periods for courses following an abbreviated calendar are prorated based on the duration of the abbreviated term.

The **academic calendar** is available online.

Students are encouraged to check their schedule in MyNIU after making or requesting changes. Ultimately, it is the student’s responsibility to ensure the accuracy of their schedule and to report errors with sufficient time for resolution prior to a deadline.

Students should inform themselves of the consequences of any action taken regarding their schedule. A student’s financial aid, visa status, bursar’s account, assistantship/fellowship, or academic good standing may be affected by any of the actions.
Drop of or Withdrawal from a Course

All drops of or withdrawals from courses must be accomplished before the applicable deadlines. Schedule-change deadlines and drop and withdrawal procedures available on the Graduate School website.

It is possible for a student to drop a course prior to the start of or early in the course. When a course is dropped, no record of the enrollment appears on the student’s record. After the drop deadline, a period is specified during which the student may withdraw from the course with the course remaining on the student’s record with a grade. A student who withdraws from all courses in which he or she enrolled in a given term is considered to have withdrawn from the university for that term. For each graduate course in which a student is doing passing work (C or better in a graduate course) at the time of withdrawal, as assessed by the instructor, a WP will be received; for any course in which the instructor determines that the student is not doing passing work, a WF will be assigned. Transcript entries of WP and WF are not included in the computation of the graduate GPA. Transcript entries made in connection with withdrawals from undergraduate courses will be W or F in accordance with the undergraduate grading system; the withdrawal procedures and deadlines, however, will be those applicable to graduate-level students and courses.

Students who fail to withdraw from a course or from the university in accordance with established procedure and by the established withdrawal deadlines, will receive an F in any affected course(s). If withdrawal is accomplished early enough in the term, there may be reduced liability for tuition and fees under the university’s refund policies. Later withdrawal may leave the student wholly liable for tuition and fees. Questions about billing and refund policies should be directed to the Bursar’s Office.

Courses, based on start date, have specific drop/withdrawal dates which students can access through the calendar icon in the student schedule on their MYNIU account.

*Information obtained from the NIU Graduate Catalog*
WITHDRAW

As soon as a graduate student determines that he or she must withdraw from a course or courses, the student should take action to do so. Early in a semester or term, a student may be able to withdraw from a course or courses via MyNIU.

After the drop/add deadline, a student must present a “Schedule Change” form to each instructor of record assigned to the course or courses for which the student is registered.

Instructions and deadlines for withdrawing, dropping, and adding courses can be found through the Graduate School.

The Graduate School must approve all requests to withdraw after receiving an instructor awarded grade, the date that the Graduate School receives a properly signed “Schedule Change” form is the date assigned for billing purposes.

For information regarding the financial impact of withdrawing from a course, visit the Bursar’s web site.
COURSE LOADS

A graduate-level student’s course load includes all courses for which the student is registered, graduate or undergraduate, whether taken for credit or audited. A course from which the student has officially withdrawn is no longer part of that student’s course load. A full-time load for a graduate student or student-at-large in a fall or spring semester is 9 semester hours, and in summer session is 6 semester hours. A graduate-level student on academic probation may not enroll for an overload. A student in good academic standing considering an overload should seek academic advice and must obtain approval to carry more than 12 semester hours in the fall or spring semester or 9 hours in the summer session. For a graduate student in a degree program, this approval must be obtained, in advance, from the student’s major department; for a student-at-large, the prior written approval of the office of the dean of the Graduate School is required.

*Information obtained from the NIU Graduate Catalog*
Course Loads for Graduate Assistants

Graduate students holding assistantships during a fall or spring semester are to carry 9 semester hours of course work throughout the semester. In the summer session, students on such appointments are to carry 6 semester hours. Reductions of up to 3 semester hours in the expected course load, and any overload, must be approved in advance by the appointee’s major department. Any greater reduction must be approved in advance, in writing, by the appointee’s department chair and the office of the dean of the Graduate School. Graduate students holding fellowships, internships, or similar appointments are bound by the above regulations unless the conditions of their appointments specify otherwise and the exception has the written approval of the Graduate School.

*Information obtained from the NIU Graduate Catalog*
COURSE LOADS FOR INTERNATIONAL STUDENTS

An international graduate student in F-1 or J-1 student status is required to carry 9 semester hours in the fall and spring semesters. Such a student is not required to be enrolled in the summer session to be in compliance with immigration regulations, but may be required to be registered in the summer under other university regulations, such as those pertaining to graduate assistants; see also “Continuous Enrollment.” International graduate students not appointed to an assistantship, fellowship, or internship may take fewer than 9 semester hours in the fall or spring with advance permission from the student’s major department and the office of the dean of the Graduate School. Permission can be granted only in circumstances defined by U.S. government regulations.

For the purposes of full-time enrollment certification to the U.S. Citizenship and Immigration Services of the United States Department of Homeland Security, international students in F-1 and J-1 status pursuing doctoral degrees registered for 3 semester hours will be considered full-time once all course work except 799 (dissertation) is complete and that continuous enrollment in 799 has begun. Students holding graduate assistantships must register for a minimum of 9 semester hours during fall and spring semesters and 6 semester hours during summer term (if a student has a graduate assistantship during the summer).

*Information obtained from the NIU Graduate Catalog*
GRADE APPEALS

A graduate-level student may formally appeal a course grade alleged to have been assigned capriciously.

The definition of capricious grading is limited to (a) the assignment of a grade to a particular student on some basis other than performance in the course, (b) the assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students in that course, or (c) the assignment of a grade by a substantial departure from the instructor’s standards announced during the first fourth of the course.

A grade appeal may not be based upon disagreement with the judgment of an instructor in assessing the quality of a student’s work.

The student must submit a formal written appeal to the departmental Grade Review Board, through the chair of the department offering the course, by the end of the fourth week of the fall or spring semester immediately following the term for which the course grade was assigned.

A full description of procedures governing the appeal of allegedly capricious semester grades for graduate-level students may be obtained from the ombudsman, department offices, college offices, and the office of the dean of the Graduate School and online; and this should be consulted before appealing a grade.

*Information obtained from the NIU Graduate Catalog
RECORDS AND REGISTRATION

The Office of [Registration and Records](#) is located in Williston Hall 220. Normal business hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. (815) 753-0681, or email: [regrec@niu.edu](mailto:regrec@niu.edu).

Request official [transcripts](#).

How do I change my name on my records and transcript?

• In order to change your name on your official records and transcript, you will need to provide a copy of your Social Security Card with your new name. Name changes can be made by visiting Registration and Records, Williston Hall 220 and showing your picture ID and Social Security Card or if unable to come in person, we require a signed request with a copy of your SSN card to be mailed to the office.

For additional information, regarding Records and Transcripts browse the [Frequently Asked Questions](#) online.