

Concurrent Registration Checklist

Before you decide to register for classes at another school, you must **first** talk to an academic advisor to make sure you know, and fully understand, the answers to the following questions:

- **Is the school regionally accredited?** NEIU only accepts transfer credit from regionally accredited institutions, such as the Higher Learning Commission of the North Central Association.
- **Is the course transferable?** Refer to the online Transfer Articulation Guides for information on how courses transfer from Illinois Community Colleges. (Go to www.neiu.edu/Admissions and click on Transfer Articulation Guides.) For other universities/colleges call the Records Office at 773-442-4039.
- **Is there an equivalent course offered at Northeastern Illinois University?** If yes, confirm that you have not taken the course already.
- **Is this course for General Education?** If yes, is it acceptable as a General Education course? Have you exceeded the limit of courses in one department?
- **Do you have 60 transfer hours from a community college?** If yes, a previously accepted transfer course that is not needed for a graduation requirement will be removed from your record before the new transfer course is added. Remember you need a minimum of 120 hours to graduate.
- **Do you have 90 transfer hours?** If yes, a previously accepted transfer course that is not needed for a graduation requirement will be removed from your record before the new transfer course is added. Remember you need a minimum of 120 hours to graduate and you must complete a minimum of 30 hours at Northeastern.
- **Is this course for your major or minor?** If yes, you must speak with your major or minor academic advisor to have the course approved before you register for the course.
- **Are you an international student?** If yes, you must obtain approval from the International Programs Office at Northeastern.
- **Do you need to use Financial Aid to pay for the course?** If yes, you must contact the Financial Aid Office at 773-442-5009.

If you are not sure who your advisor is, please contact the Academic Advisement and Testing Center for assistance at (773) 442-5470. We are located in Lech Walesa Hall, LWH 0027.

Once you have completed the course(s) at the other institution, follow the process below to obtain credit.

1. Send an official transcript to:
Northeastern Illinois University
Admissions Office
5500 N St Louis
Chicago, IL 60625
2. Complete a *Re-Evaluation* form which is available at the Enrollment Services Center or online at www.neiu.edu (Current Students, Records). The form can be submitted to the Enrollment Services Center or mailed to the Admissions Office. It is no longer necessary to complete a *Concurrent Registration* form.

PLEASE NOTE: The final decision regarding the transferability of courses will be determined by the Admissions Office when the official transcript is received.

Questions regarding concurrent registration can be directed to the Records Office at 773-442-4039 or at the Enrollment Services Center.