How to Waitlist a Class:

*All SPE classes except for SPE 2000 and 5000-level courses must be waitlisted.*

* Go to: http://www.eiu.edu/pawslogin/
* Click Login to Paws
* Use your email login information
* On the Main Menu.
* Click Student.
* Click Registration.
* Read the Policy and Click Continue.
* Click look up a class.
* Enter the Semester you need.
* Scroll down the subjects to Special Education.
* Click on view sections for the class you want.
* If the class has a C for closed, copy the CRN and click add to worksheet.
* Paste the CRN in the Add Classes Worksheet and click “Submit Changes.”
* It will come up saying it is closed; click on the box and select waitlisted. Then click “Submit Changes” for the 2nd time.
* You now have the class waitlisted.
* To double check that you have waitlisted the class, you can log out and log back in and check that the class was waitlisted (WL will indicate a waitlisted class).
* Check PAWS periodically to make sure you are enrolled in the class after you waitlist.