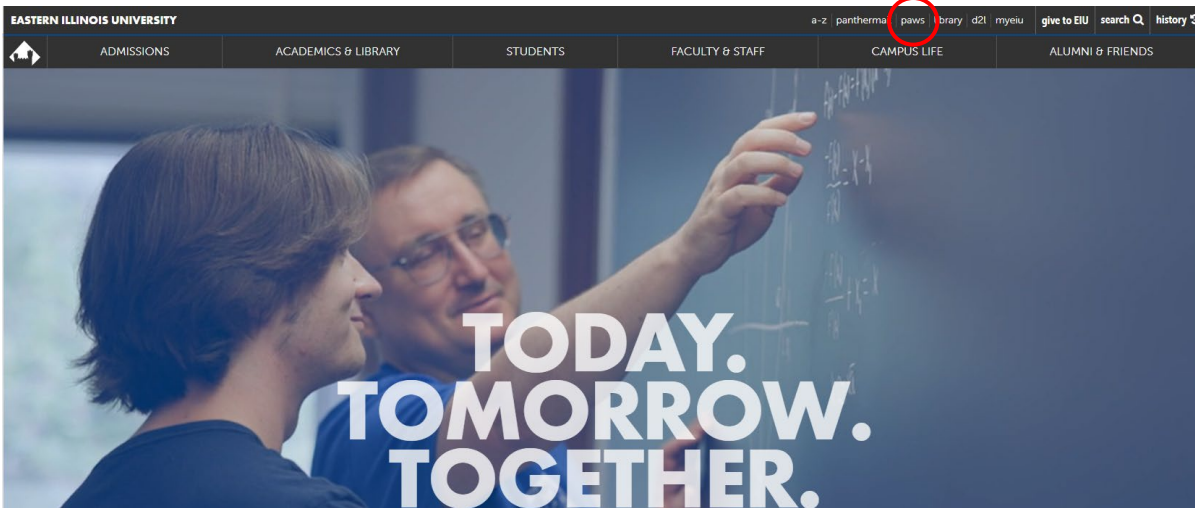


Guide to Register for Classes (Schedule Planner)

- 1). Go to EIU's Homepage (www.eiu.edu).
- 2). Click on *PAWS*.



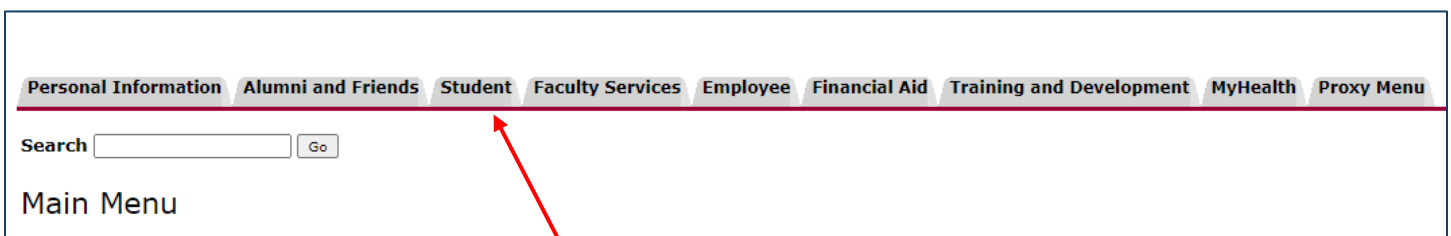
- 3). Click *Login to PAWS*.

LOGIN TO PAWS →

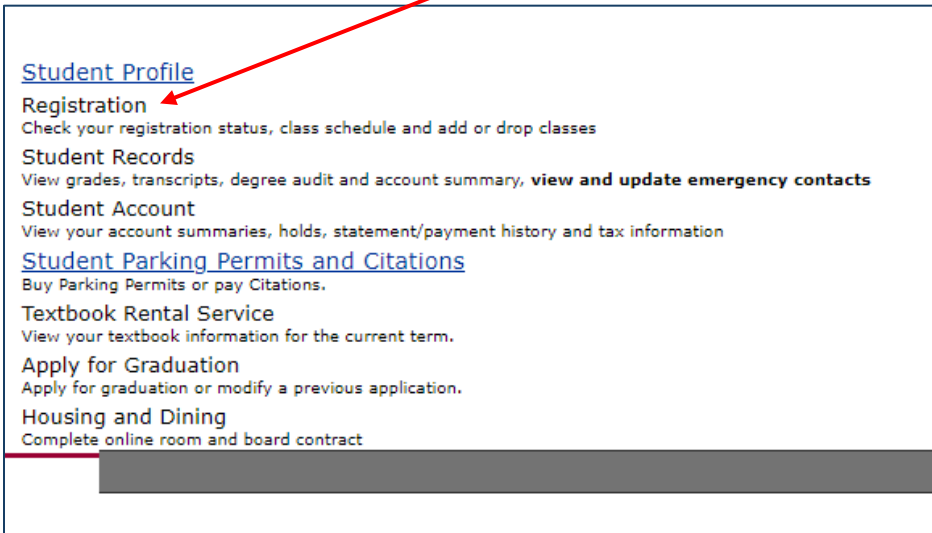
- 4). Login to PAWS by entering your EIU NetID and password.

Sign in with your NetID

- 5). Once logged in to PAWS, click the *student* tab.

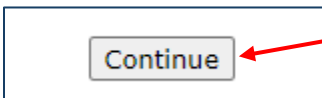


6). Click Registration.



[Student Profile](#)
Registration
Check your registration status, class schedule and add or drop classes
Student Records
View grades, transcripts, degree audit and account summary, **view and update emergency contacts**
Student Account
View your account summaries, holds, statement/payment history and tax information
[Student Parking Permits and Citations](#)
Buy Parking Permits or pay Citations.
Textbook Rental Service
View your textbook information for the current term.
Apply for Graduation
Apply for graduation or modify a previous application.
Housing and Dining
Complete online room and board contract

7). Scroll to the bottom of the *Sexual Harassment and Discrimination Policy* page and click Continue.



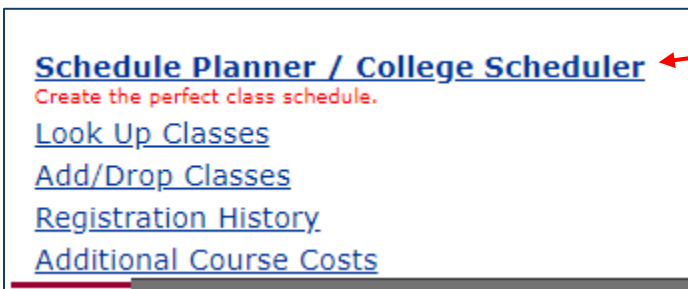
Continue

8). (If applicable) Scroll to the bottom of the Address Page and click Addresses are Correct-Continue to Registration.



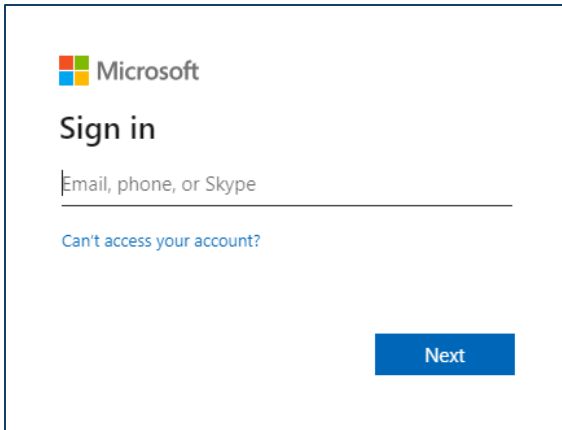
[Addresses are Correct - Continue to Registration](#)

9). Click Schedule Planner/College Scheduler.



[Schedule Planner / College Scheduler](#)
Create the perfect class schedule.
[Look Up Classes](#)
[Add/Drop Classes](#)
[Registration History](#)
[Additional Course Costs](#)

10. (If applicable) To log in to Schedule Planner, you will need to enter your EIU email address (include the @eiu.edu).



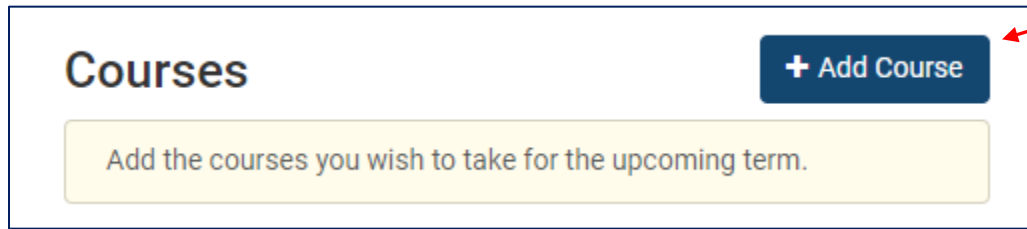
The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Microsoft" is displayed. The main heading is "Sign in". Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a link that says "Can't access your account?". At the bottom right, there is a blue button labeled "Next".

11). Now that you are in Schedule Planner, select the semester for which you are wanting to enroll in classes, then click *Save and Continue*.



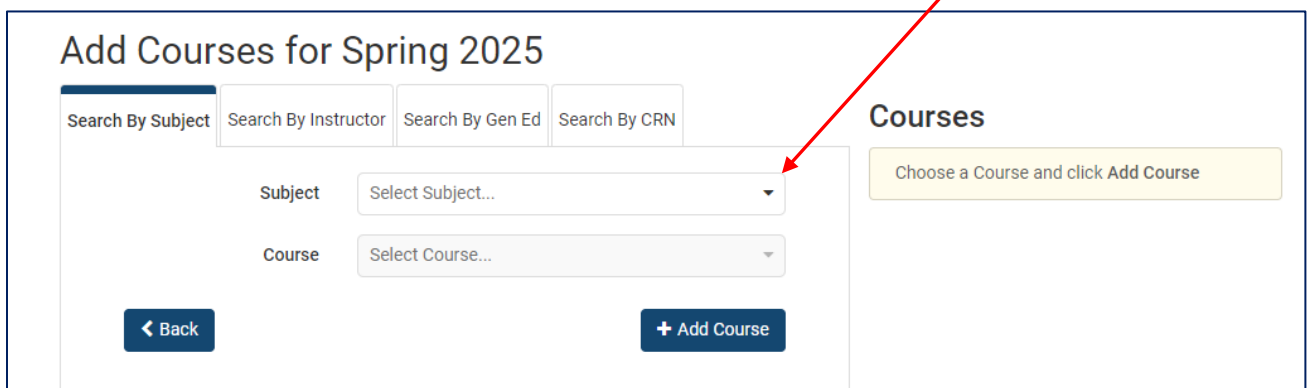
The image shows the Eastern Illinois University logo at the top, which consists of a blue shield with a white castle tower and the text "EASTERN ILLINOIS UNIVERSITY" in blue and grey. Below the logo is the heading "Select Term". Underneath is a form with a label "Term" and two radio button options: "Fall 2024" and "Spring 2025". The "Spring 2025" option is selected, indicated by a blue dot. A red arrow points to this selected option. At the bottom right, there is a blue button with a white checkmark and the text "Save and Continue", which is circled in red.

12.) Click Add Course.



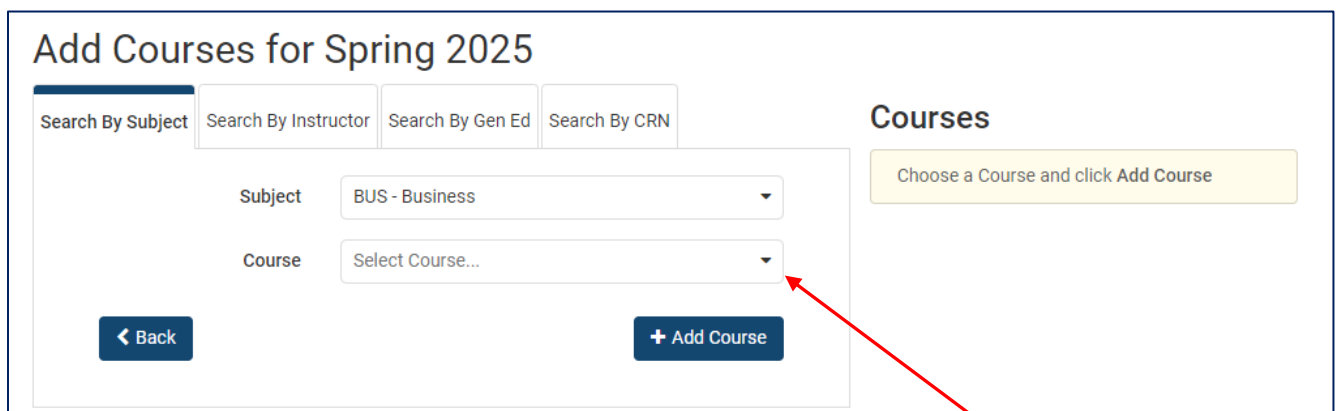
The screenshot shows a header area with the word "Courses" on the left and a dark blue button with a white plus sign and the text "+ Add Course" on the right. A red arrow points from the top right corner of the page towards this button. Below the header is a yellow box containing the text "Add the courses you wish to take for the upcoming term."

13.) Click Select Subject... and search for the subject of your first course (refer to your Advising Worksheet that you received after meeting with your Academic Advisor).



The screenshot shows a form titled "Add Courses for Spring 2025". At the top, there are four tabs: "Search By Subject" (which is selected), "Search By Instructor", "Search By Gen Ed", and "Search By CRN". Below the tabs are two dropdown menus: "Subject" with the placeholder text "Select Subject..." and "Course" with the placeholder text "Select Course...". A red arrow points from the top right towards the "Subject" dropdown. At the bottom left is a "Back" button and at the bottom right is an "+ Add Course" button. To the right of the form is a "Courses" section with a yellow box that says "Choose a Course and click Add Course".

14.) Click Select Course... then search for and select the course number (or title) of the desired course.



This screenshot is similar to the previous one, but the "Subject" dropdown menu now displays "BUS - Business". The "Course" dropdown menu still shows "Select Course...". A red arrow points from the bottom right towards the "Course" dropdown menu. The rest of the page layout, including the tabs, buttons, and "Courses" section, remains the same.

15.) Once you click *Add Course*, your desired course will appear in your course-list on the right side of your screen. ***Repeat steps 13 – 15**

The screenshot shows the 'Add Courses for Spring 2025' interface. On the left, there are search filters: 'Search By Subject' (selected), 'Search By Instructor', 'Search By Gen Ed', and 'Search By CRN'. Below these are dropdown menus for 'Subject' (BUS - Business) and 'Course' (1000 Introductory Business Seminar). A detailed view of the selected course is shown below, including the title 'Business 1000 - Introductory Business Seminar' and a description: '(2-0-2) F, S. Overview of business including the relationship between business and society, the global business environment, and the functional areas of business. Emphasizes academic and professional development for students intending to pursue a career in business.' At the bottom left is a '< Back' button, and at the bottom right is a '+ Add Course' button. On the right side, a 'Courses' list contains one item: 'BUS 1000 Introductory Business Seminar'. A red arrow points from the '+ Add Course' button to the course item in the list.

16.) Click the Subject box again to begin searching for the subject of your next course; repeat steps 13 through 15 to add the rest of your desired courses to your course-list.

This screenshot is identical to the previous one, showing the 'Add Courses for Spring 2025' interface. The 'Subject' dropdown menu is highlighted with a red arrow, indicating the next step in the process. The rest of the interface, including the course details and the 'Courses' list, remains the same.

17.) Once you have added all desired courses to your course-list, click Back.

Add Courses for Spring 2025

Search By Subject | Search By Instructor | Search By Gen Ed | Search By CRN

Subject: BIO - Biological Sciences

Course: 1001G Biological Principles and Issues

Biological Sciences 1001G - Biological Principles and Issues

This course description is unavailable at this time. Please contact the center offering the course for more information.

[← Back](#) [+ Add Course](#)

Courses

- BUS 1000**
Introductory Business Seminar
- ENG 1001G**
College Composition I: Critical Reading & Source-Based Writing
- CMN 1310G**
Introduction to Speech Communication
- MAT 1271**
College Algebra
- BIO 1001G**
Biological Principles and Issues

18.) Click Generate Schedules to see potential schedule options. **If there are no schedule options are available, you may need to refer to alternative courses you selected with your advisor.**

Courses [+ Add Course](#)

Select All

- BIO 1001G**
Biological Principles and Issues [Options](#) [i](#) [lock](#) [x](#)
- BUS 1000**
Introductory Business Seminar [Options](#) [i](#) [lock](#) [x](#)
- CMN 1310G**
Introduction to Speech Communication [Options](#) [i](#) [lock](#) [x](#)
- ENG 1001G**
College Composition I: Critical Reading & Source-Based Writing [Options](#) [i](#) [lock](#) [x](#)
- Prerequisites**
- MAT 1271**
College Algebra [Options](#) [i](#) [lock](#) [x](#)
- Prerequisites**

Schedules

[↻ Generate Schedules](#)

Breaks [+ Add Break](#)

Add times during the day you do not wish to take classes.

19.) Click *View* to see potential schedule options. At this point, you will browse through the schedules to determine which one you like best.

Schedules

[Generate Schedules](#)

- [View](#) 622 1001G-BIO-002, 1000-BUS-001, 1310G-CMN-001, 1001G-ENG-005, 1271-MAT-004
- [View](#) 501 1001G-BIO-006, 1000-BUS-001, 1310G-CMN-004, 1001G-ENG-001, 1271-MAT-600
- [View](#) 749 1001G-BIO-002, 1000-BUS-001, 1310G-CMN-006, 1001G-ENG-003, 1271-MAT-004
- [View](#) 782 1001G-BIO-002, 1000-BUS-001, 1310G-CMN-005, 1001G-ENG-600, 1271-MAT-004
- [View](#) 342 1001G-BIO-005, 1000-BUS-001, 1310G-CMN-007, 1001G-ENG-600, 1271-MAT-002
- [View](#) 245 1001G-BIO-003, 1000-BUS-001, 1310G-CMN-600, 1001G-ENG-003, 1271-MAT-001
- [View](#) 436 1001G-BIO-003, 1000-BUS-001, 1310G-CMN-001, 1001G-ENG-003, 1271-MAT-600
- [View](#) 413 1001G-BIO-003, 1000-BUS-001, 1310G-CMN-001, 1001G-ENG-001, 1271-MAT-600
- [View](#) 173 1001G-BIO-006, 1000-BUS-001, 1310G-CMN-600, 1001G-ENG-600, 1271-MAT-003

20). Click *Send to Registration Cart*, once you have determined the schedule that you like. Please note, this step simply adds these courses to your registration card; you are not registered yet!

Potential Schedule for Spring 2025

[Back](#) [Print](#) [Send to Registration Cart](#) Schedule 376 of 786

You are viewing a potential schedule only and you must still register.

Status	CRN #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Campus	Credits
Not Enrolled	30504	BIO	1001G	005	32	MW 10:00am - 10:50am M 1:00pm - 2:50pm	01/13/2025 - 05/07/2025 01/13/2025 - 05/05/2025	Main	3
Not Enrolled	31179	BUS	1000	001	24	MW 12:00pm - 12:50pm - LMPH 2020 ONLINE D2L	01/13/2025 - 05/07/2025 01/13/2025 - 05/09/2025	Main	2
Not Enrolled	30183	CMN	1310G	005	22	TTh 8:00am - 9:15am - COLE 1771	01/14/2025 - 05/08/2025	Main	3
Not Enrolled	31253	ENG	1001G	006	23	TTh 9:30am - 10:45am - COLE 3150	01/14/2025 - 05/08/2025	Main	3
Not Enrolled Prerequisites	30043	MAT	1271	002	36	MWF 11:00am - 11:50am - MAIN 2230	01/13/2025 - 05/09/2025	Main	3

Notes: MAY REQUIRE PURCHASE OF ADDITIONAL DIGITAL MATERIALS

14

21.) Click Register to complete the registration process. You will then be prompted to type your Registration PIN for the semester you are trying to register. To find your Registration PIN, refer to the Advising Worksheet that you received from your Academic Advising appointment.

Registration Cart for Spring 2025

Edit Cart Print Register

Status	CRN #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Campus	Credits
✔ i Not Enrolled	30504	BIO	1001G	005	32	MW 10:00am - 10:50am M 1:00pm - 2:50pm	01/13/2025 - 05/07/2025 01/13/2025 - 05/05/2025	Main	3
i Not Enrolled	31179	BUS	1000	001	24	MW 12:00pm - 12:50pm - LMPH 2020 ONLINE D2L	01/13/2025 - 05/07/2025 01/13/2025 - 05/09/2025	Main	2
x i Not Enrolled	30183	CMN	1310G	005	22	TTh 8:00am - 9:15am - COLE 1771	01/14/2025 - 05/08/2025	Main	3
i Not Enrolled	31253	ENG	1001G	006	23	TTh 9:30am - 10:45am - COLE 3150	01/14/2025 - 05/08/2025	Main	3
Prerequisites									
x i Not Enrolled	30043	MAT	1271	002	36	MWF 11:00am - 11:50am - MAIN 2230	01/13/2025 - 05/09/2025	Main	3
Prerequisites									
									14

***You will eventually be prompted to a screen where you will see green check marks next to each class to indicate that you have successfully registered for classes!**

***If you see a red “x” next to a class, this signifies that you are not able to register for it. Please notify your Academic Advisor for assistance.**