NSFP COURSE REGISTRATION WORKSHEET

STEP 1
Go to the EIU homepage and log into PAWS and go to the STUDENT tab then select the REGISTRATION link.

*You will scroll all the way down and click continue on the EIU Sexual Harassment and Discrimination Policies.*

*You may be asked to update your address, scroll down and click Addresses are Correct – Continue to registration.*

STEP 2
Once you have clicked the registration link, then click the Schedule Planner NEW!!! (Create the perfect class schedule.)

STEP 3
Once Schedule Planner opens, select the correct Registration term. Save and continue.
STEP 4

Begin planning your Schedule!

a. Start by clicking Add Course

b. Begin adding all recommended courses to the course list by subject and course number. ex. BUS1950

c. After all courses are added, click back to return to the main Schedule Planner Page

d. After all courses and breaks are added, you should click Generate Schedules.

- You can select View to look at a schedule in detail or you can hover over the magnifying glass to see a general outline of it.
- You can click the check box on up to 4 schedules at a time to compare them side by side.
STEP 5
When you’ve found a schedule you like, click “Send to Registration Cart” to begin registration process!

STEP 6
a. You will be redirected back to PAWS. Click Register.

b. After clicking register, you will be asked to provide you alternate PIN. Enter your pin and click submit.

STEP 7
Classes Registered!

Under Current Schedule if you are seeing: **Web Registered**, that means you have registered for classes!

If there are any registration errors below, please contact your advisor to address the error.
STEP 8
To view your schedule after registration, click the Student Tab and click Registration. Click Week at a Glance.