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: Click the **REGISTRATION link** and then click the **Schedule Planner NEW!!!** *(Create the perfect class schedule.)*

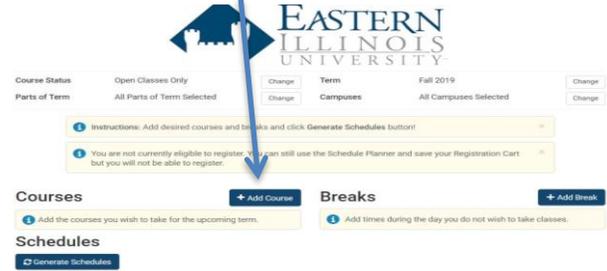**Step 3:** Once Schedule Planner opens, select the correct Registration term. Save and continue.
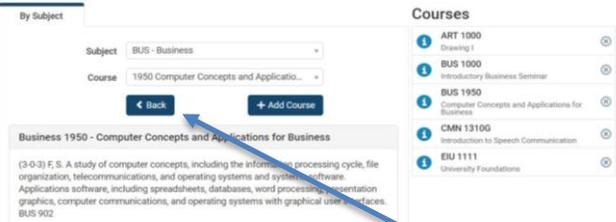

Step 4: Begin planning your Schedule!

a. Start by clicking Add Course
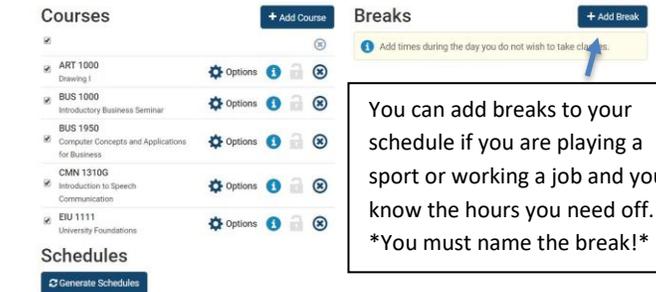

b. Begin adding all recommended courses to the course list by subject and course number. ex. BUS1950
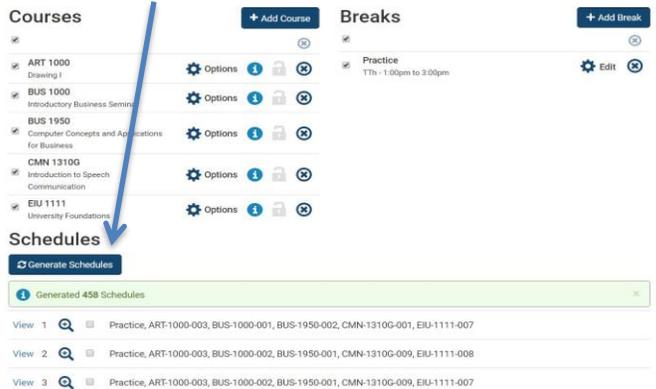

c. After all courses are added, click back to return to the main Schedule Planner Page.

You can add breaks to your schedule if you are playing a sport or working a job and you know the hours you need off. *You must name the break!*

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!

	CRN #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Campus	Credits
	90022	ART	1000	003	11	TTh 8:00am - 10:30am - DFAC 2910	08/20/2019 - 12/12/2019	Main	3
	95576	BUS	1000	001	20	M 1:00pm - 2:15pm - LMPH 2121 W 12:00pm - 12:50pm - LMPH 2030	08/19/2019 - 12/09/2019 08/21/2019 - 10/02/2019	Main	2
	92175	BUS	1950	002	25	W 9:30am - 10:45am - LMPH 1011	08/19/2019 - 12/13/2019 08/21/2019 - 12/11/2019	Main	3
	90008	CMN	1310G	001	4	MWF 8:00am - 8:50am - COLE 1110	08/19/2019 - 12/13/2019	Main	3
	91071	EIU	1111	007	20	TTh 11:00am - 11:50am - TOMH 0001	08/20/2019 - 12/12/2019	Main	2
									13

Step 6: Click Register.

Enter your Alternate PIN.

STEP 7: Classes Registered

When you see Current Schedule
Web Registered
You have registered for classes!!!

If there are any Registration Add Errors, please tell your advisor to get it taken care of.

Step 8: To view your schedule after registration, click the Student Tab and click Registration. Click Week at a Glance

Enter 08/24/2020 to see your courses for the next semester!