

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



Student

Registration

Check your registration status, class schedule and add or drop classes

Student Records

View grades, transcripts and account summary, **view and update emerger**

Student Account

View your account summaries, holds, statement/payment history and tax inf

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.)



Registration

Students adding courses after the Census Date (10/15/19)

Select Term

Add or Drop Classes

Look Up Classes

Week at a Glance

Student Detail Schedule

Registration Fee Assessment - Not available until Jan 15, 2020

Registration Status

Active Registration

Registration History

Schedule Planner New!!!

Create the perfect class schedule.

Schedule Planner Registration Cart

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



Select Term

Term

Spring 2019

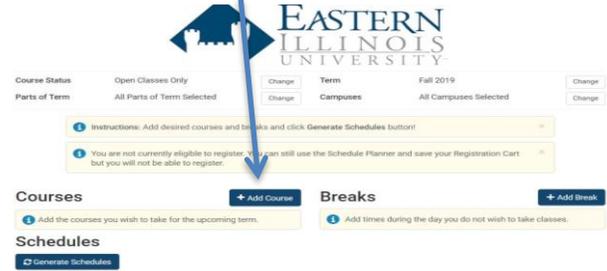
Summer 2019

Fall 2019

Save and Continue

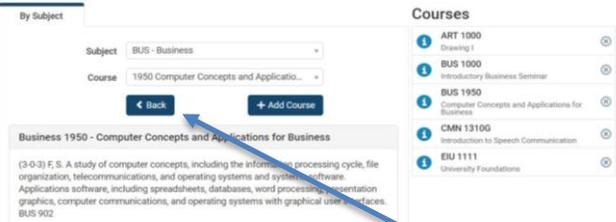
Step 4: Begin planning your Schedule!

a. Start by clicking Add Course

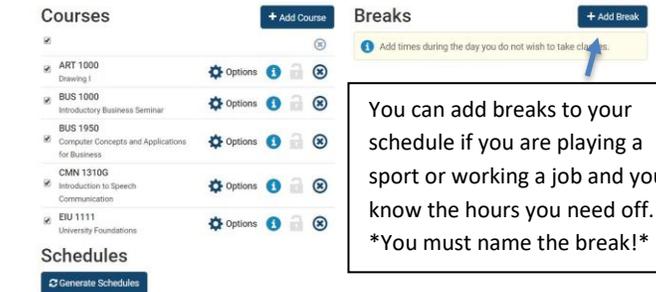


b. Begin adding all recommended courses to the course list by subject and course number. ex. BUS1950

Add Course

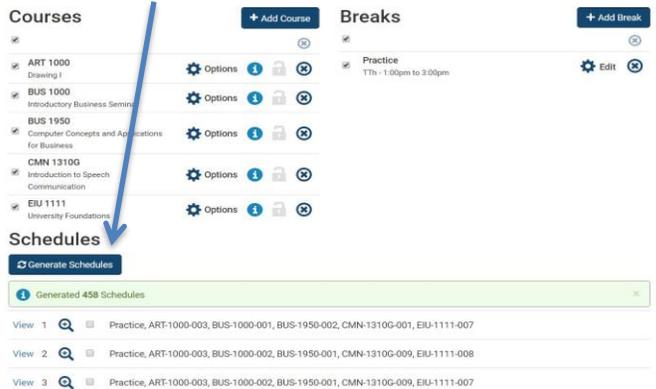


c. After all courses are added, click back to return to the main Schedule Planner Page.



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!

The screenshot shows a list of classes with columns for CRN #, Subject, Course, Section, Seats Open, Day(s) & Location(s), Dates, Campus, and Credits. Below the list is a calendar for Week 2 (08/26/2019 - 09/01/2019) with a grid view showing class times and sections.

Step 6: Click Register.

The screenshot shows a table titled "Classes in the Registration Cart" with columns: Select, CRN, Subj Crse, Sec Title. The "Register" button is highlighted with a blue arrow. Below the table is an "Alternate PIN Verification" section with a text input field and a "Submit" button.

STEP 7: Classes Registered

The screenshot shows the "Current Schedule" page with a table of registered classes. Below the table, there is a "Registration Add Errors" section with a table showing an error: "Maximum hours exceeded 96896 GEL 1320G 001 Undergraduate 4.000 Standard Letter Geology of Na".

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

The screenshot shows the Eastern Illinois University website navigation menu with tabs for Personal Information, Student, Employee, Financial Aid, and totalEIU: MyHealth. Below the navigation is a "Registration" section with a "Week at a Glance" option.

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