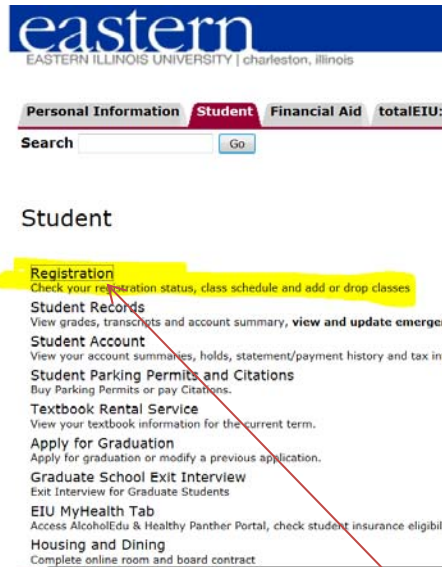
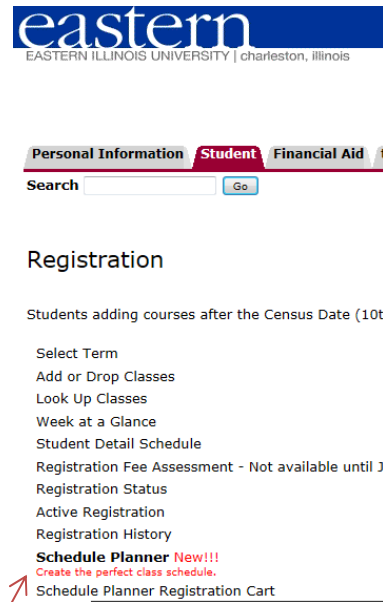


How to Use the EIU Schedule Planner – Updated!

1. Login to PAWS and go to “Registration.”



1. Click the “Registration” link.



2. Click the “Schedule Planner New!!!” link.

2. Follow the Directions to Plan Schedules

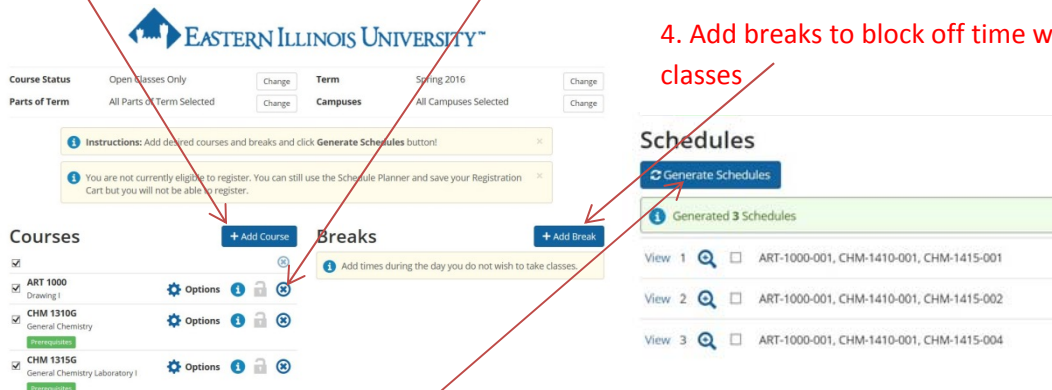


1. Select the registration term

2. Add courses to take

3. Clear one or all courses using the X icons.

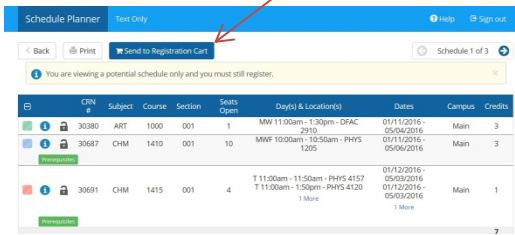
4. Add breaks to block off time with no classes



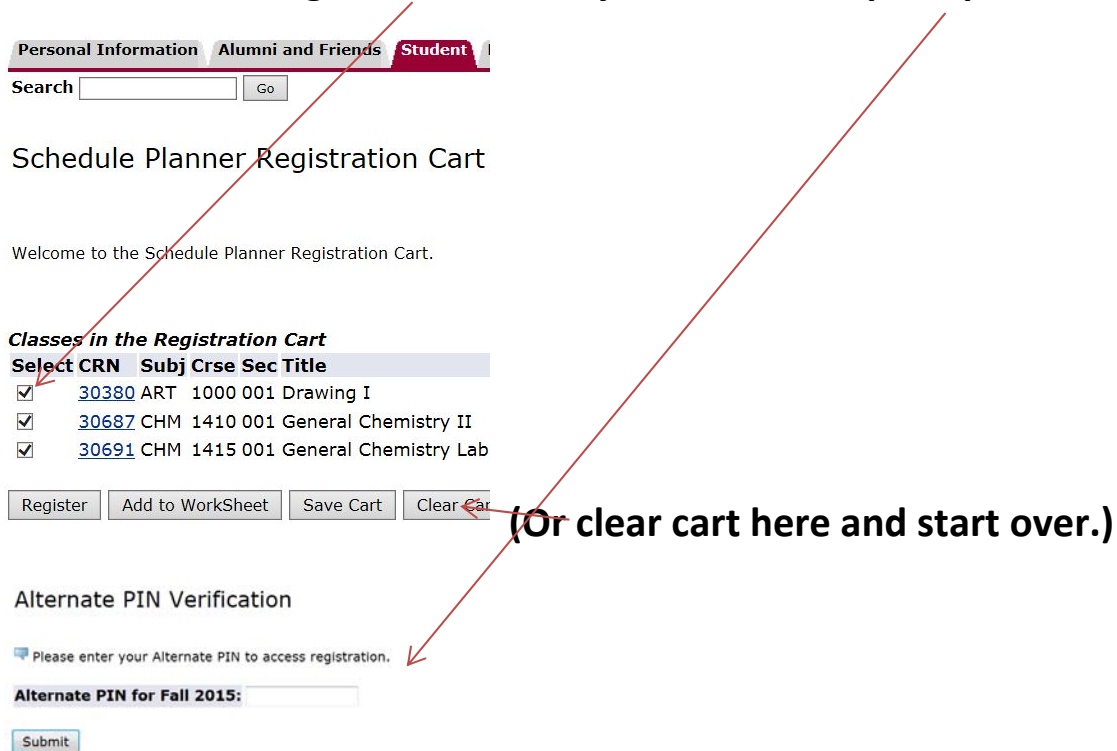
5. Click “Generate Schedules”

6. Click “View” to view one possible schedule, or hover over the magnifying lens

3. When you've found a schedule you like, click "Send to Cart" to begin registration process!



4. Selected courses will appear in the cart. Unclick any you don't want and then click Register and enter your PIN when prompted.



5. The Add or Drop Classes screen in PAWS will open up. Double check for errors and messages!

Search

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop or waitlist a class, use t

Select an Attribute Type to find locations where courses are offered. Once you have clicked "Class S "Meets in ..." and list the city in which the course meets.

All courses with an ICE, TCE, or FLA attribute will be charged a \$44.00 per credit hour program/ser

Current Schedule

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grad
Web Registered on Feb 02, 2015	None	90397	ENG 1001G 006	Undergraduate	3.000	A, B,
Web Registered on Feb 02, 2015	None	90633	MAT 1271 001	Undergraduate	3.000	Stanc
Web Registered on Feb 02, 2015	None	90885	GEG 1100G 001	Undergraduate	3.000	Stanc
Web Registered on Feb 02, 2015	None	91579	CMN 1310G 005	Undergraduate	3.000	A, B,

Total Credit Hours: 12.000
 Billing Hours: 12.000
 Minimum Hours: 0.000
 Maximum Hours: 15.000
 Date: Feb 02, 2015 10:51 am

Registration Add Errors

Status	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Maximum hours exceeded	96896	GEL 1320G 001	Undergraduate	4.000	Standard Letter	Geology of Na

Add Classes Worksheet

CRNs

6. You will use the Add or Drop Classes screen in PAWS to drop courses. You may add courses there, or go back to the Schedule Planner to look for additional courses to add. Use the link at the bottom to return to the Schedule Planner.

Date: Feb 24, 2015 05:52 PM

Registration Add Errors

Status	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Registration changes are not allowed. Course status dates not within range for part of term.	90046	ART 1000 001	Undergraduate			Drawing I
Registration changes are not allowed. Course status dates not within range for part of term.	90612	ENG 1002G 001	Undergraduate			Composition and Literature