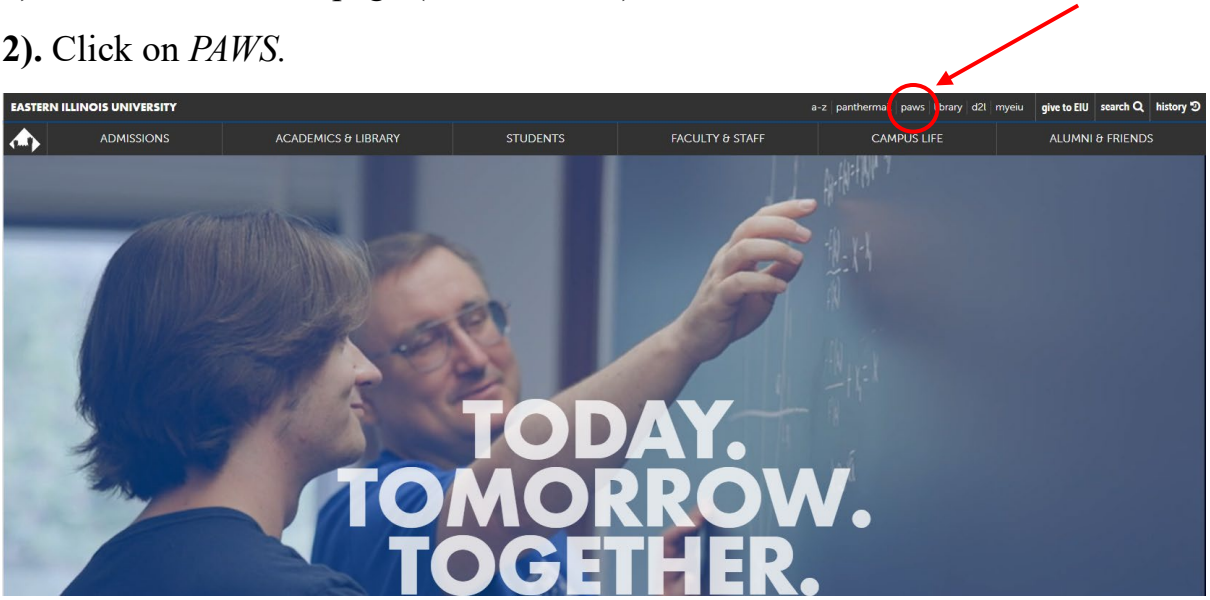
Guide to Look Up Classes (Schedule Planner)

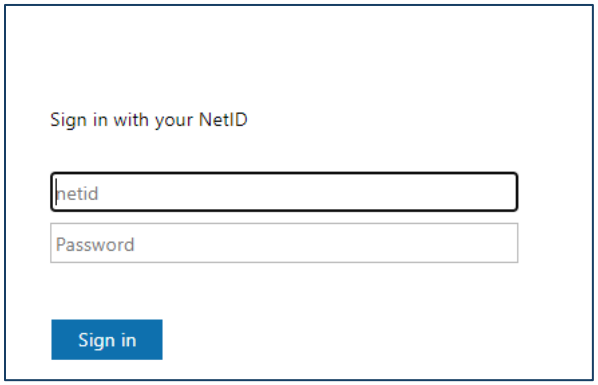
1). Go to EIU's Homepage (www.eiu.edu).

2). Click on *PAWS*.

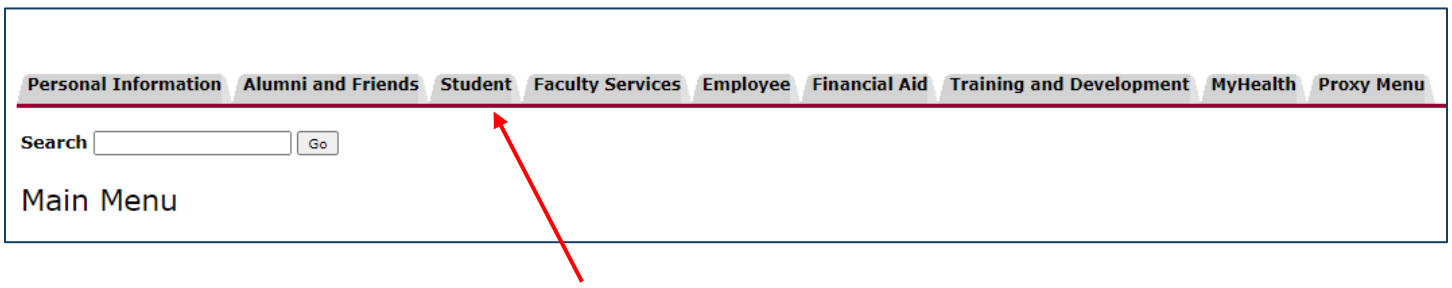


3). Click *Login to PAWS.*

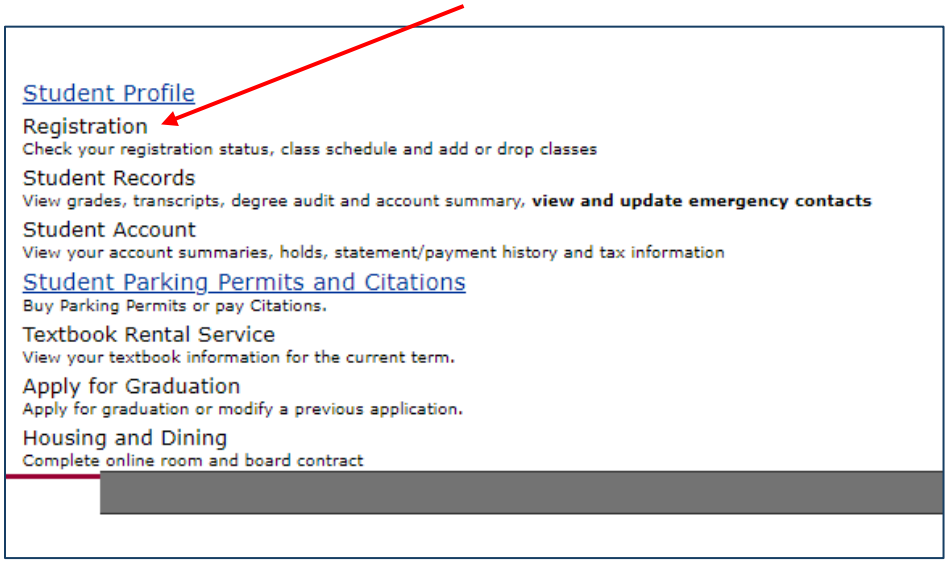
4). Login to PAWS by entering your EIU NetID and password.



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



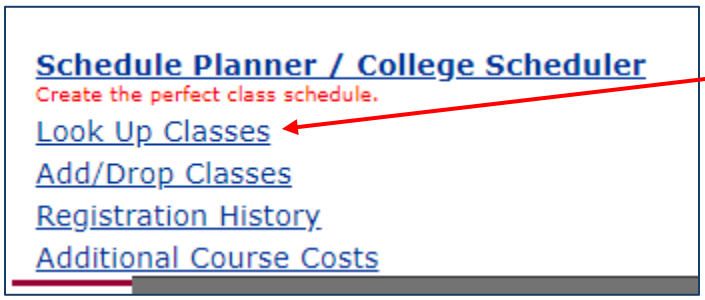
6). Click *Registration*.



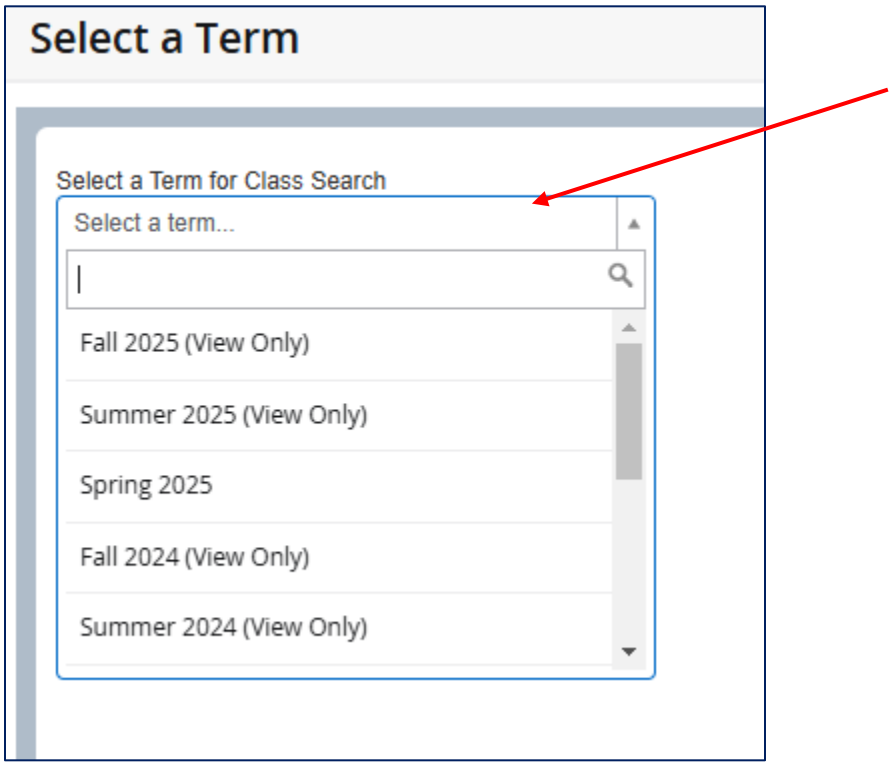
7). Scroll to the bottom of the *Sexual Harassment and Discrimination Policy* page and click *Continue*.

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

9). Click *Look Up Classes*.

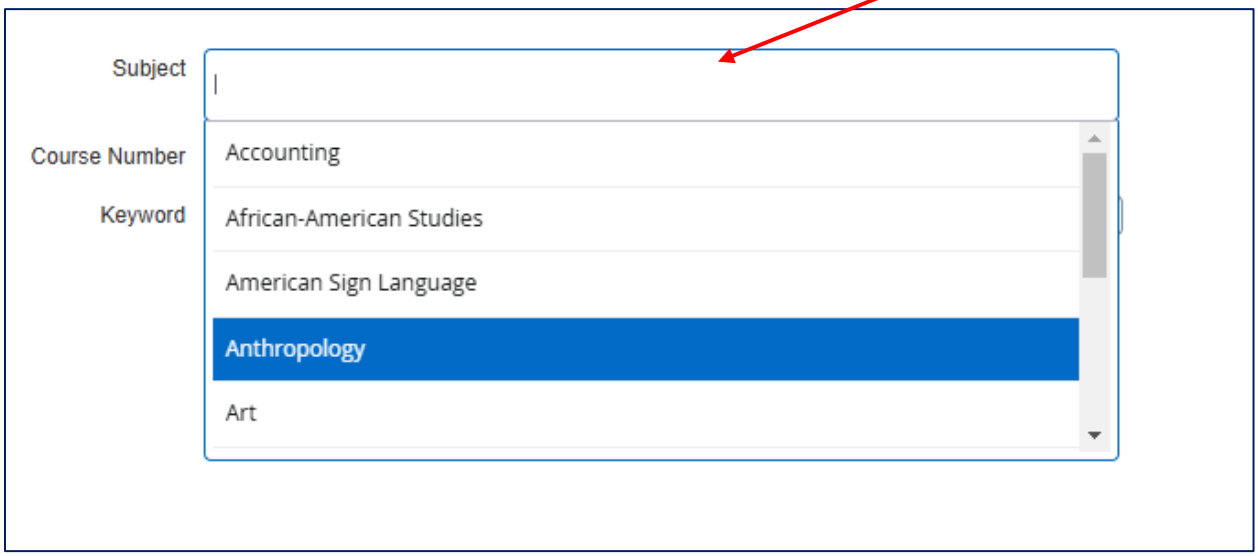


10). Select the correct term for which you are wanting to look up classes, then click *Continue*.



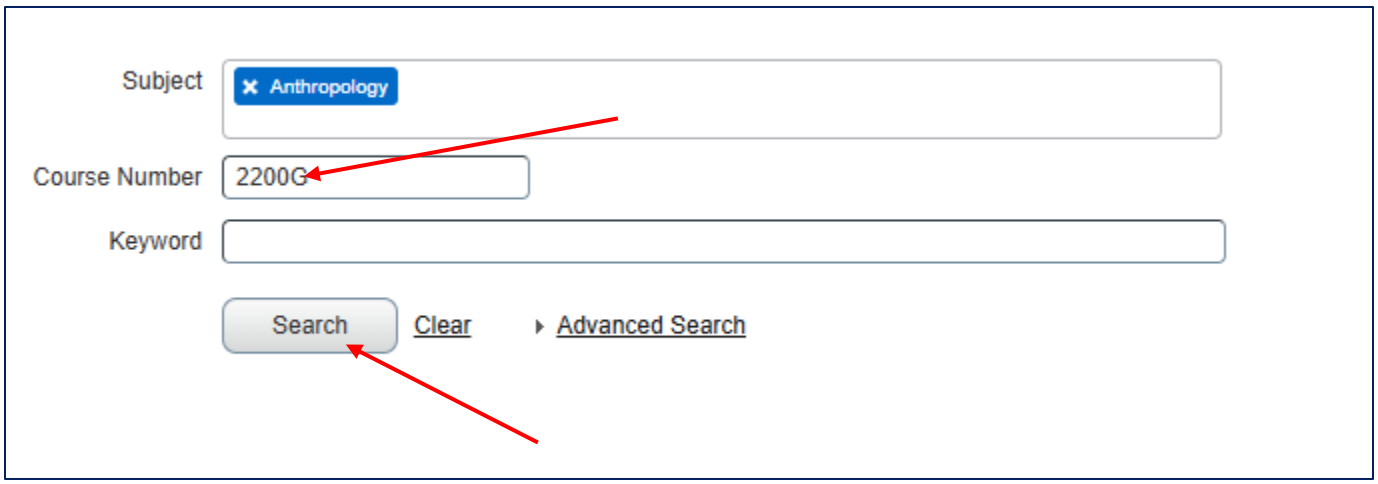
11). Select the subject for the class you are wanting to look up using the drop-down menu.

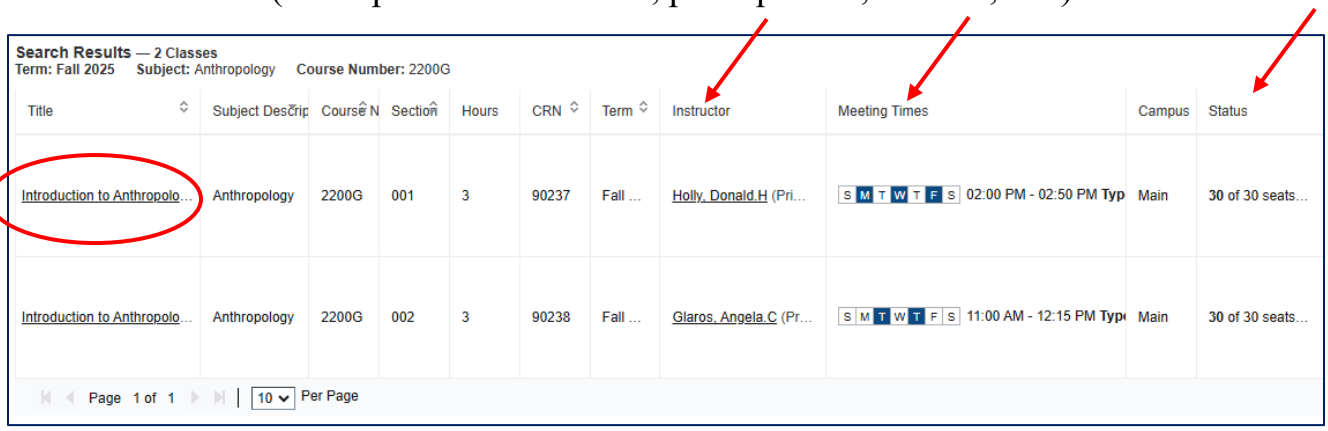
Helpful tip: You can select multiple subjects.



12). Enter the course number for the class you are wanting to look up, then click *Search*.

Note: You must include the "G" if you are looking up a General Education course.



13). Now you can view all of the sections that are being taught for the course you are looking up. (in the example below, there are two sections of the course being taught for Fall 2025). You can also view instructors/professors, meeting times, and the number of seats available (see red arrows below).

Note: By clicking the title of the course (indicated by the red circle below), you can view additional details (description of the course, prerequisites, waitlist, etc.).