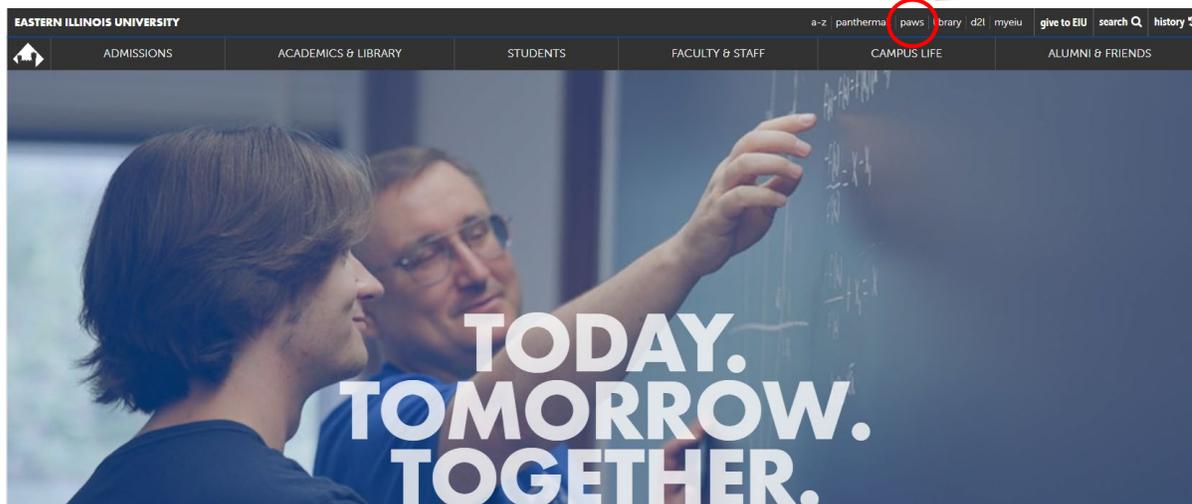


Guide to Make Changes to Your Current Schedule (Through Schedule Planner)

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

2). Click on PAWS.



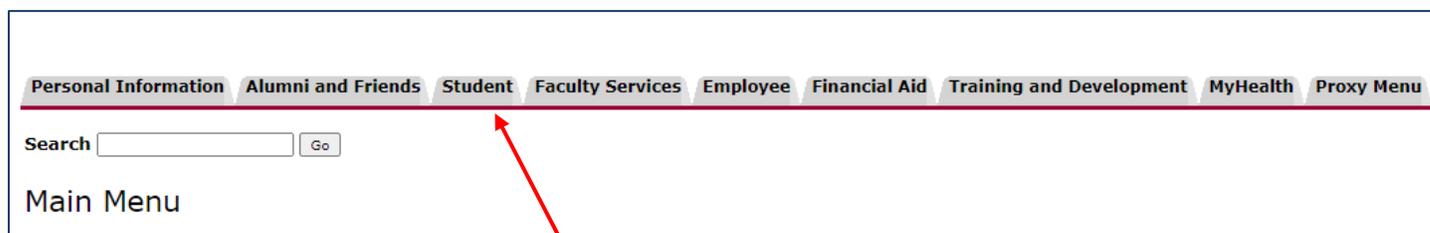
3). Click LOGIN TO PAWS.

LOGIN TO PAWS →

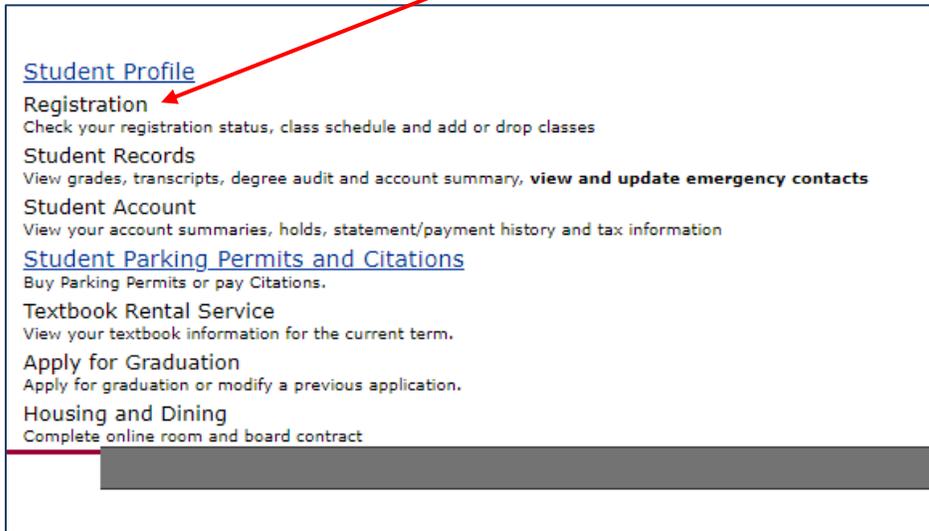
4). Login to PAWS by entering your EIU NetID and password.

A screenshot of the PAWS login form. It features the text 'Sign in with your NetID' at the top. Below this are two input fields: the first is labeled 'netid' and the second is labeled 'Password'. At the bottom left of the form is a blue button labeled 'Sign in'.

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



6). Click Registration.



[Student Profile](#)
Registration ←
Check your registration status, class schedule and add or drop classes
Student Records
View grades, transcripts, degree audit and account summary, **view and update emergency contacts**
Student Account
View your account summaries, holds, statement/payment history and tax information
[Student Parking Permits and Citations](#)
Buy Parking Permits or pay Citations.
Textbook Rental Service
View your textbook information for the current term.
Apply for Graduation
Apply for graduation or modify a previous application.
Housing and Dining
Complete online room and board contract

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



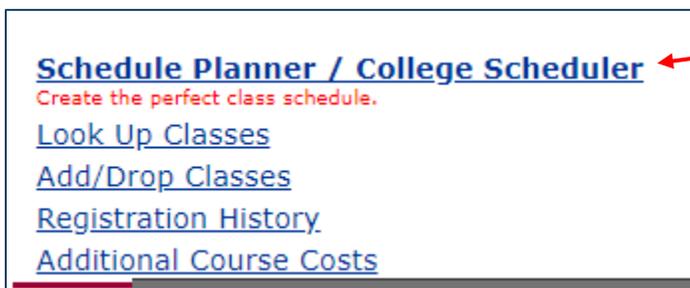
Continue ←

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



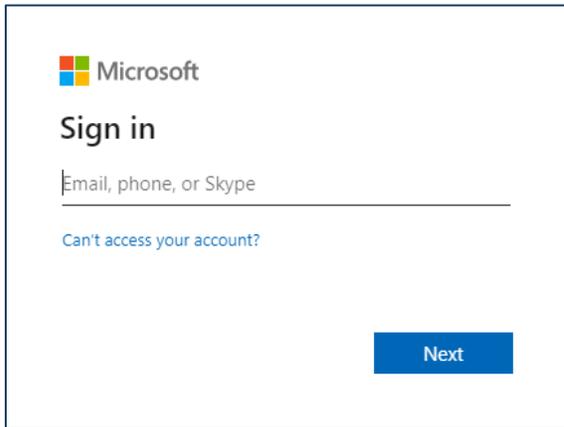
[Addresses are Correct - Continue to Registration](#) ←

9). Click Schedule Planner/College Scheduler.



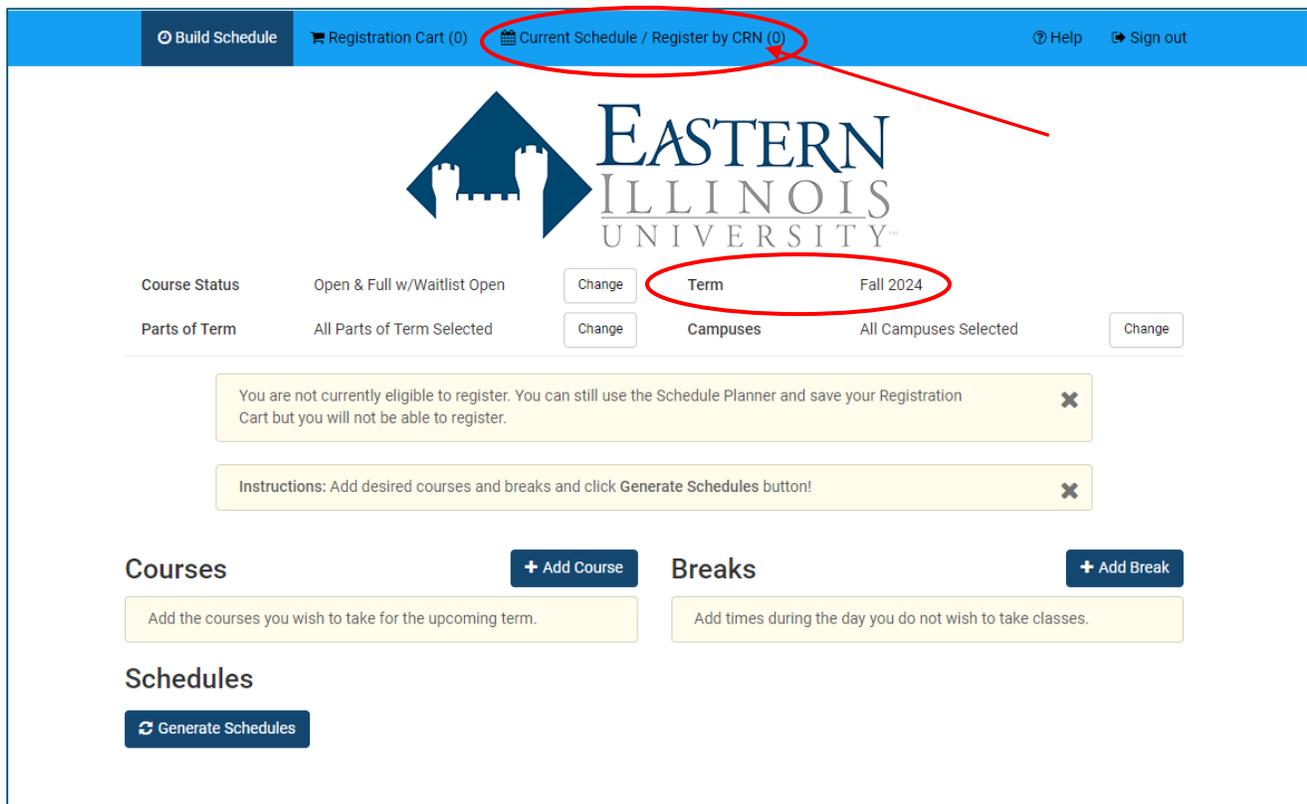
[Schedule Planner / College Scheduler](#) ←
Create the perfect class schedule.
[Look Up Classes](#)
[Add/Drop Classes](#)
[Registration History](#)
[Additional Course Costs](#)

10). To log in to Schedule Planner, you will need to enter your EIU email address (include the @eiu.edu).



Microsoft
Sign in
Email, phone, or Skype
Can't access your account?
Next

11). Once you are in Schedule Planner, click Current Schedule/Register by CRN. Make sure that you change your term to the current term that you are making changes to.



The screenshot shows the Eastern Illinois University Schedule Planner interface. The top navigation bar includes "Build Schedule", "Registration Cart (0)", "Current Schedule / Register by CRN (0)", "Help", and "Sign out". The "Current Schedule / Register by CRN (0)" link is circled in red, with an arrow pointing to the "Term" dropdown menu. The "Term" dropdown is also circled in red and shows "Fall 2024". Other settings include "Course Status" (Open & Full w/Waitlist Open), "Parts of Term" (All Parts of Term Selected), and "Campuses" (All Campuses Selected). Two yellow notification boxes are present: "You are not currently eligible to register. You can still use the Schedule Planner and save your Registration Cart but you will not be able to register." and "Instructions: Add desired courses and breaks and click Generate Schedules button!". Below these are sections for "Courses" (+ Add Course) and "Breaks" (+ Add Break). At the bottom, there is a "Schedules" section with a "Generate Schedules" button.

12). Click Edit or Drop Classes.

Build Schedule Registration Cart (0) Current Schedule / Register by CRN (4) Help Sign out

My Current Schedule / Register by CRN for Spring 2025

Enter CRN Register Swap **Edit or Drop Classes** Print

Add "*" comma for multiple adds (e.g., 1234, 1200)

Status	CRN #	Subject	Course	Section	Day(s) & Location(s)	Dates	Campus	Credits
Enrolled	30181	CMN	1310G	003	MWF 12:00pm - 12:50pm - COLE 1771	01/13/2025 - 05/09/2025	Main	3
Enrolled	33824	HIS	1522G	001	MWF 11:00am - 11:50am - COLE 2761	01/13/2025 - 05/09/2025	Main	3
Enrolled	30377	PSY	1879G	001	TTh 2:00pm - 3:15pm - PHYS 2120	01/14/2025 - 05/08/2025	Main	3
Enrolled	31596	WLS	2201G	001	MTThF 1:00pm - 1:50pm	01/13/2025 - 05/09/2025	Main	4
								13

13). Enter your Registration PIN for the term that you are wanting to make changes to.

Build Schedule Registration Cart (0) Current Schedule / Register by CRN (4) Help Sign out



Registration PIN is required for Spring 2025

e.g. 123456

Save and Continue

If you don't know or forgot your Registration PIN, contact your advisor.

Select a different term

14). Look for the class that you would like to drop from your current schedule.

Build Schedule Registration Cart (0) Current Schedule / Register by CRN (4) Help Sign out

Edit or Drop Classes for Spring 2025

Cancel Save

Course	Section	Class Settings	Registration Status
CMN-1310G	003		Enrolled
HIS-1522G	001		Enrolled
PSY-1879G	001		Enrolled
WLS-2201G	001		Enrolled

15). Using the drop-down option, click Drop Web next to the class or classes that you would like to remove from your schedule. Then select Save.

Course	Section	Class Settings	Registration Status
CMN-1310G	003		Enrolled
HIS-1522G	001		Enrolled

16). Now that you have removed a class(es), to add a class(es) to your current schedule, click Build Schedule then Add Course.

Build Schedule | Registration Cart (0) | Current Schedule / Register by CRN (4) | Help | Sign out

Course Status: Open Classes Only | Change | Term: Spring 2025

Parts of Term: All Parts of Term Selected | Change | Campuses: All Campuses Selected | Change

Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses: + Add Course | Breaks: + Add Break

- Select All
- CMN 1310G: Introduction to Speech Communication
- HIS 1522G: World History: Slavery and Freedom
- PSY 1879G: Introductory Psychology
- WLS 2201G

17). Once you have added the course(s) to your course-list, click Back.

Search By Subject | Search By Instructor | Search By Gen Ed | Search By CRN

Subject: BIO - Biological Sciences | Course: 1001G Biological Principles and Issues

Biological Sciences 1001G - Biological Principles and Issues

This course description is unavailable at this time. Please contact the center offering the course for more information.

Back | + Add Course

Courses:

- BUS 1000: Introductory Business Seminar
- ENG 1001G: College Composition I: Critical Reading & Source-Based Writing
- CMN 1310G: Introduction to Speech Communication
- MAT 1271: College Algebra
- BIO 1001G: Biological Principles and Issues

18). Click *Generate schedules*. A new schedule will be generated based on your current schedule and the new course(s) you added. You will then continue with the registration process from here!

Build Schedule | Registration Cart (0) | Current Schedule / Register by CRN (4) | Help | Sign out

ILLINOIS UNIVERSITY™

Course Status: Open Classes Only Term: Spring 2025

Parts of Term: All Parts of Term Selected Campuses: All Campuses Selected

Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses

Select All

- CMN 1310G Introduction to Speech Communication
- HIS 1522G World History: Slavery and Freedom
- PSY 1879G Introductory Psychology
- WLS 2201G Intermediate Spanish I

Breaks

Add times during the day you do not wish to take classes.

Current Schedule / Register by CRN

<input checked="" type="checkbox"/>	Status	CRN #	Subject	Course	Section	Day(s) & Location(s)	Dates	Campus	Credits
<input checked="" type="checkbox"/>	<input type="button" value="i"/> Enrolled	30181	CMN	1310G	003	MWF 12:00pm - 12:50pm - COLE 1771	01/13/2025 - 05/09/2025	Main	3
<input checked="" type="checkbox"/>	<input type="button" value="i"/> Enrolled	33824	HIS	1522G	001	MWF 11:00am - 11:50am - COLE 2761	01/13/2025 - 05/09/2025	Main	3
<input checked="" type="checkbox"/>	<input type="button" value="i"/> Enrolled	30377	PSY	1879G	001	TTh 2:00pm - 3:15pm - PHYS 2120	01/14/2025 - 05/08/2025	Main	3
<input checked="" type="checkbox"/>	<input type="button" value="i"/> Enrolled	31596	WLS	2201G	001	MTThF 1:00pm - 1:50pm	01/13/2025 - 05/09/2025	Main	4

Schedules