Guide to Make Changes to Your Current Schedule (Through Schedule Planner)
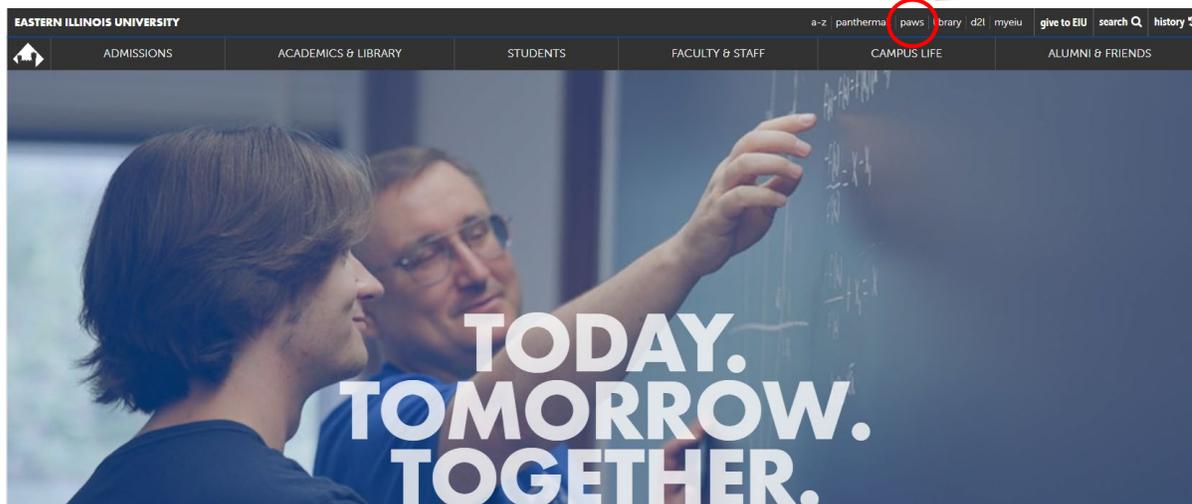
1). Go to EIU's Homepage (www.eiu.edu).

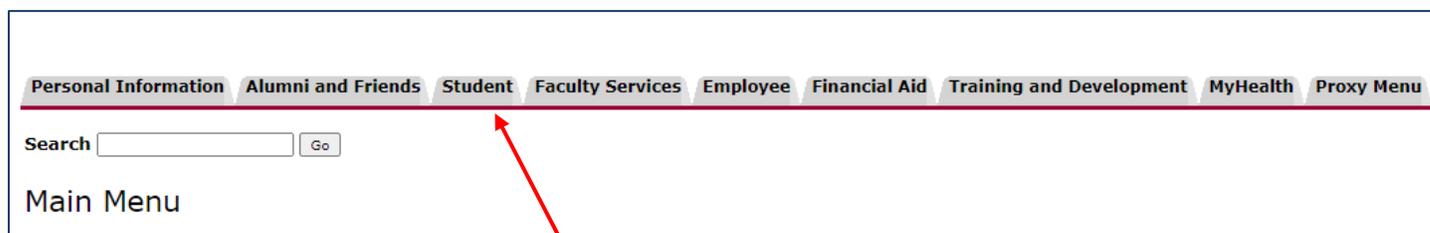**2).** Click on *PAWS*.

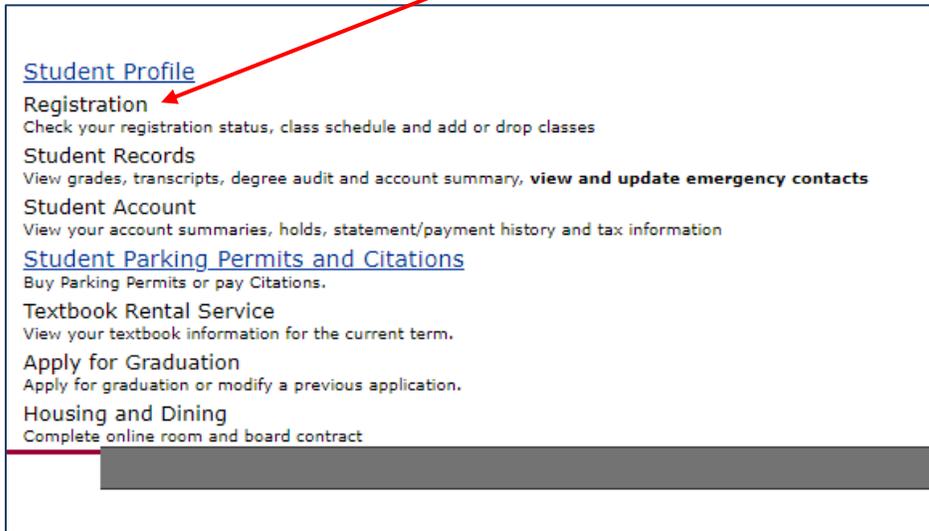**3).** Click *LOGIN TO PAWS*.

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

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

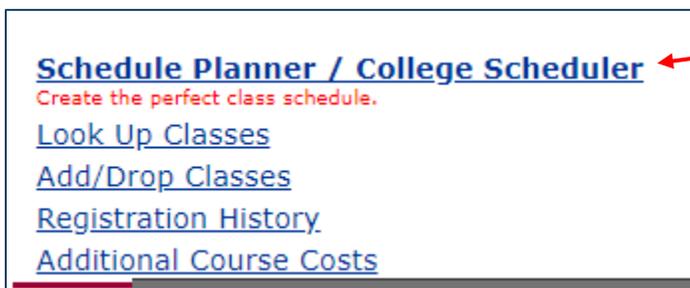**7).** Scroll to the bottom of the *Sexual Harassment and Discrimination Policy* page and click *Continue*.

Continue

8). (If applicable) scroll to the bottom of the Address Page and click *Address are Correct- Continue to Registration*.
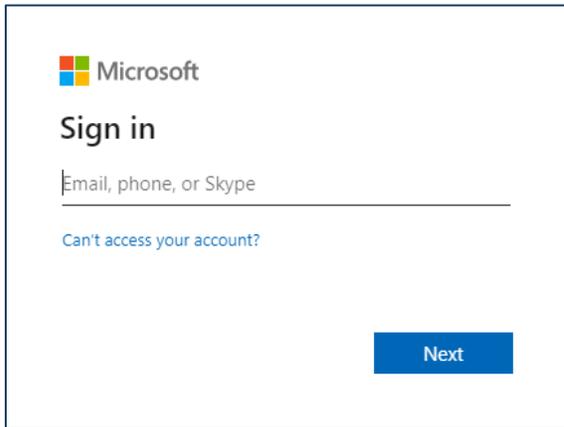
Addresses are Correct - Continue to Registration
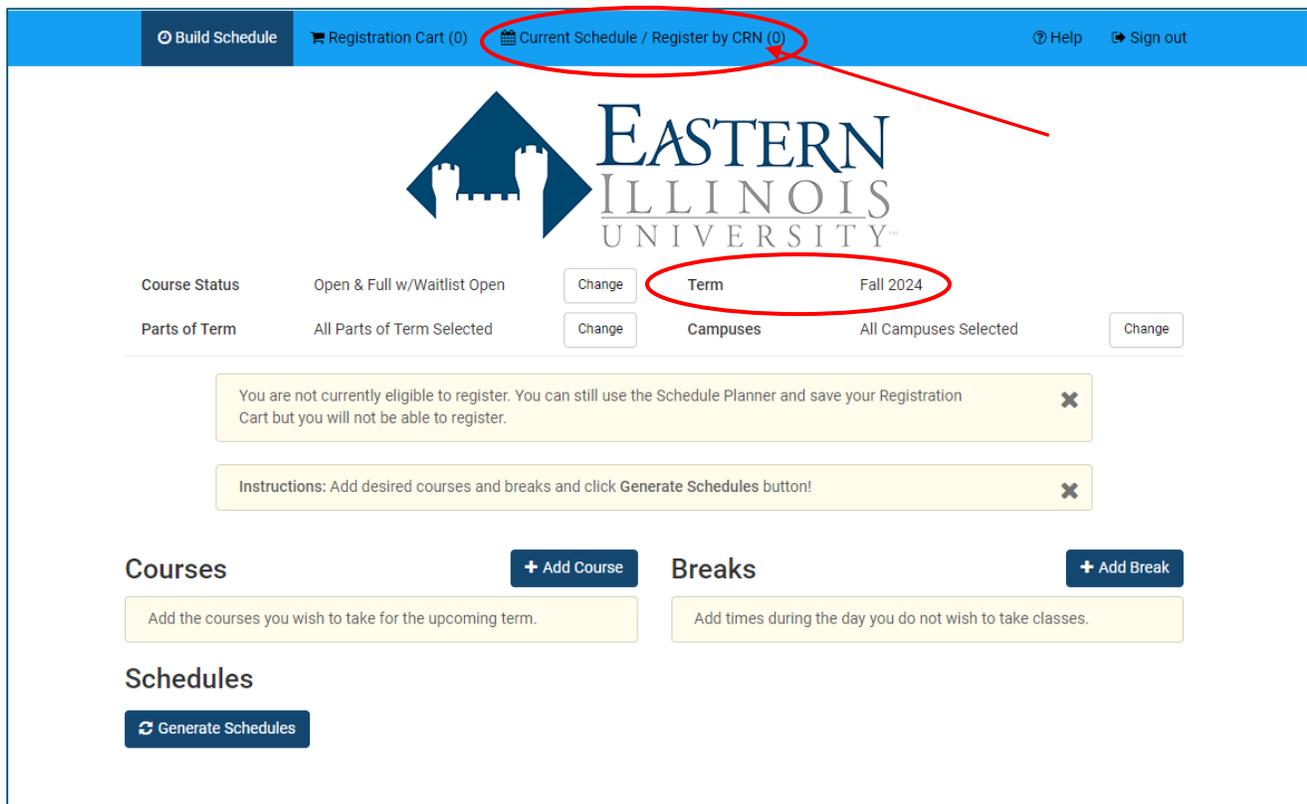
9). Click *Schedule Planner/College Scheduler*.

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).

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.

12). Click *Edit or Drop Classes*.

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

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

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*.

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

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

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

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| 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

☐ Select All   ⊗

☐ **CMN 1310G**
Introduction to Speech Communication   ⚙ Options ⓘ 🔓 ⊗

☐ **HIS 1522G**
World History: Slavery and Freedom   ⚙ Options ⓘ 🔓 ⊗

☐ **PSY 1879G**
Introductory Psychology   ⚙ Options ⓘ 🔓 ⊗

☐ **WLS 2201G**
Intermediate Spanish I   ⚙ Options ⓘ 🔓 ⊗

Breaks   ➕ Add Break

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

Current Schedule / Register by CRN

☑	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

Schedules

🔄 Generate Schedules