ACADEMIC ADVISING SERVICES
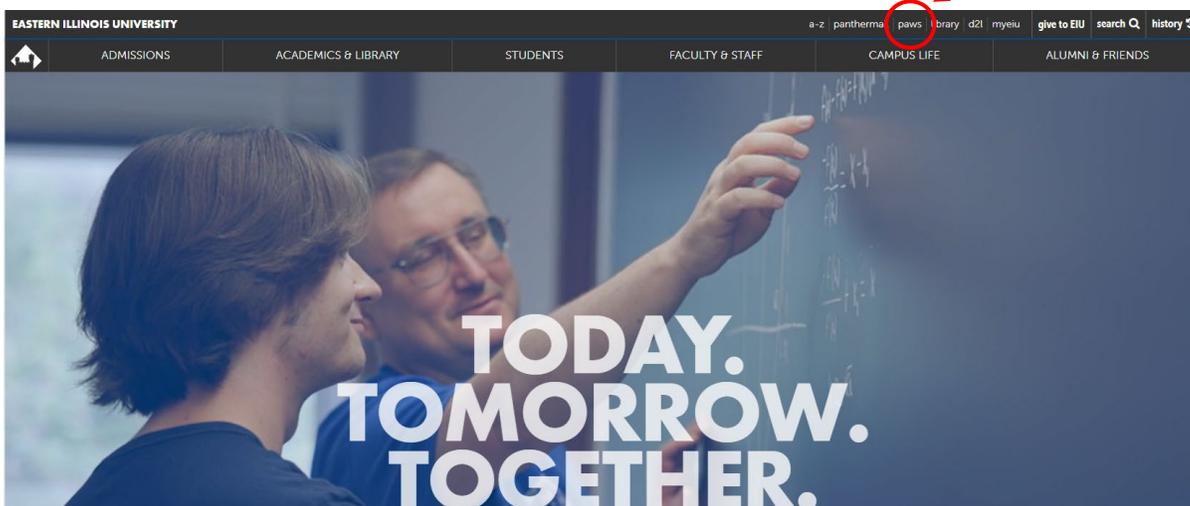
EASTERN ILLINOIS UNIVERSITY™

Guide to Withdraw from a Class Using Schedule Planner

Note: <u>When withdrawing from a course, you should highly consider consulting with your Academic Advisor and Financial Aid office.</u>

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.

5). Now that you are logged in to PAWS, click the *student* tab.

| Personal Information | Alumni and Friends | Student | Faculty Services | Employee | Financial Aid | Training and Development | MyHealth | Proxy Menu |

Search [   ] [Go]

Main Menu

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

ACADEMIC ADVISING SERVICES
EASTERN ILLINOIS UNIVERSITY™

11). Now that you are in Schedule Planner, select the semester for which you would like to withdraw a class.

12). Click *Current Schedule/Register by CRN*

13). Click _Edit or Drop Classes_

14). Select the drop-down arrow (indicated by the red arrows below) next to the course you are wanting to withdraw from.

15). Then select *Withdrawal Web*.

16). Enter your Registration PIN (you can find this number on the advising worksheet that you received after meeting with your Academic Advisor).

Once you have entered your Registration PIN, you will have completed the withdrawal process!

If you have a hold, you will need to reach out to the Registrar Office through email (include your name, E-number and the name of the course(s).