

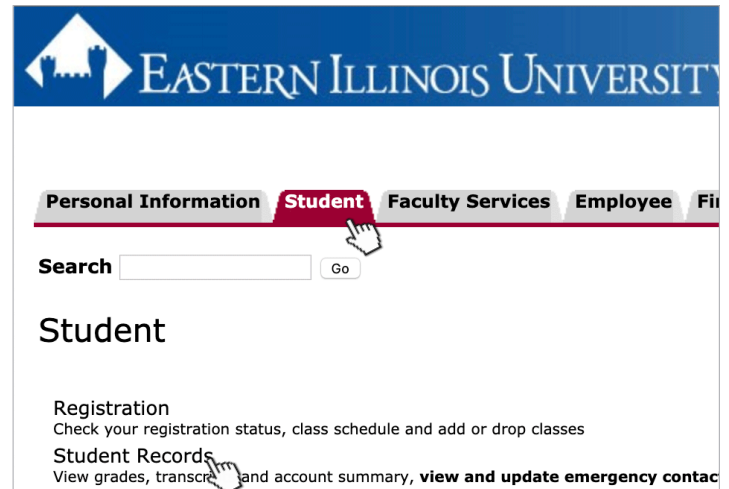
NSFP COURSE REGISTRATION WORKSHEET

STEP 1

Go to the EIU homepage and log into PAWS and go to the STUDENT tab then select the REGISTRATION link

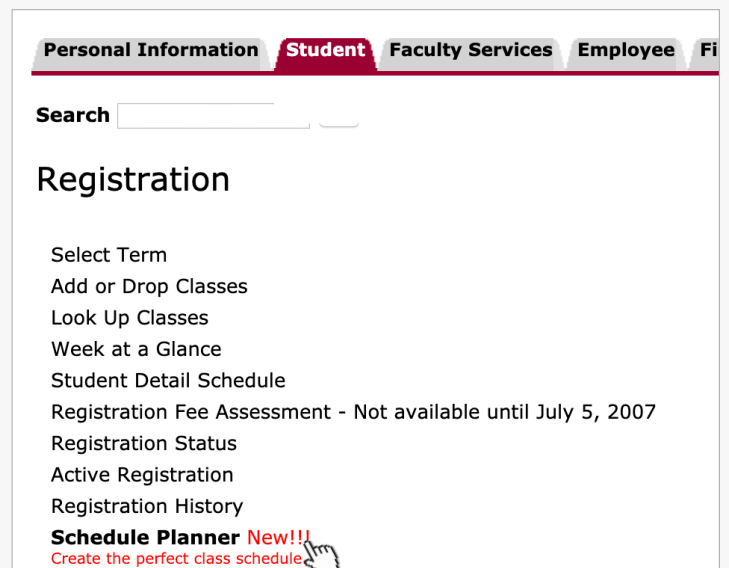
You will scroll all the way down and click continue on the EIU Sexual Harassment and Discrimination Policies.

You may be asked to update your address, scroll down and click Addresses are Correct – Continue to registration.



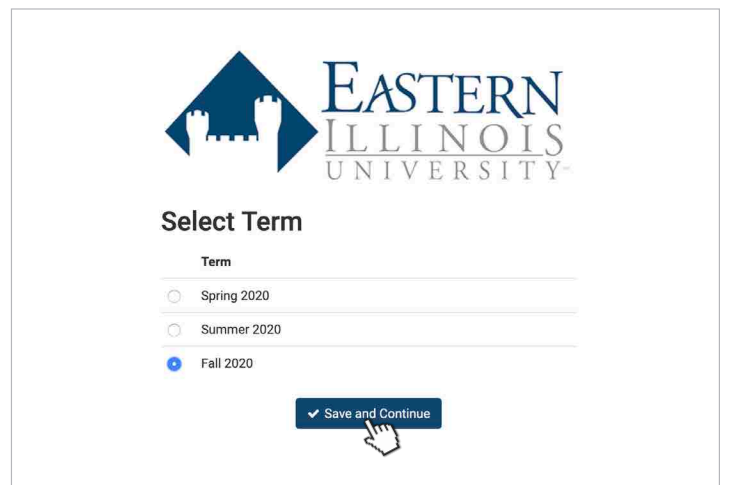
STEP 2

Once you have clicked the registration link, then click the Schedule Planner NEW!!! (Create the perfect class schedule.)



STEP 3

Once Schedule Planner opens, select the correct Registration term. Save and continue.



STEP 4

Begin planning your Schedule!

a. Start by clicking Add Course

b. Begin adding all recommended courses to the course list by subject and course number. ex. BUS1950

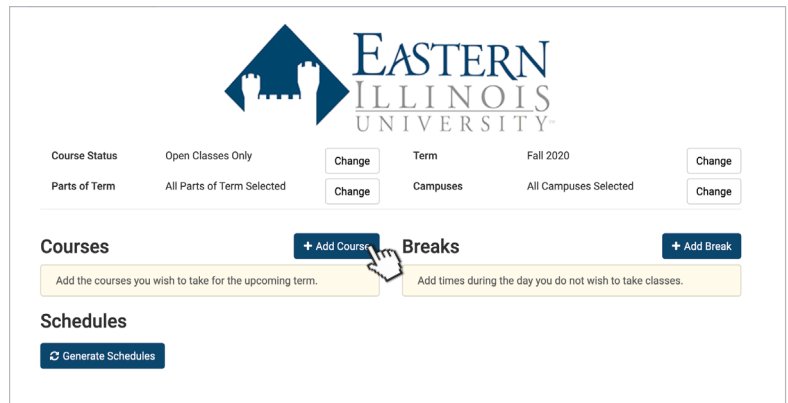
c. After all courses are added, click back to return to the main Schedule Planner Page

d. After all courses and breaks are added, you should click Generate Schedules.

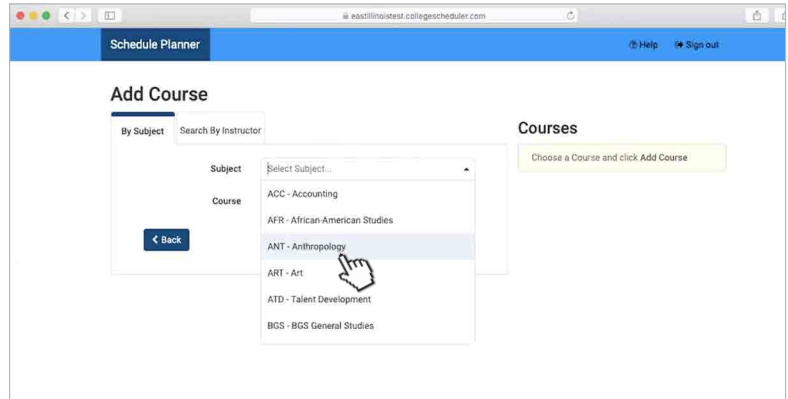
- You can select View to look at a schedule in detail or you can hover over the magnifying glass to see a general outline of it.

- You can click the check box on up to 4 schedules at a time to compare them side by side.

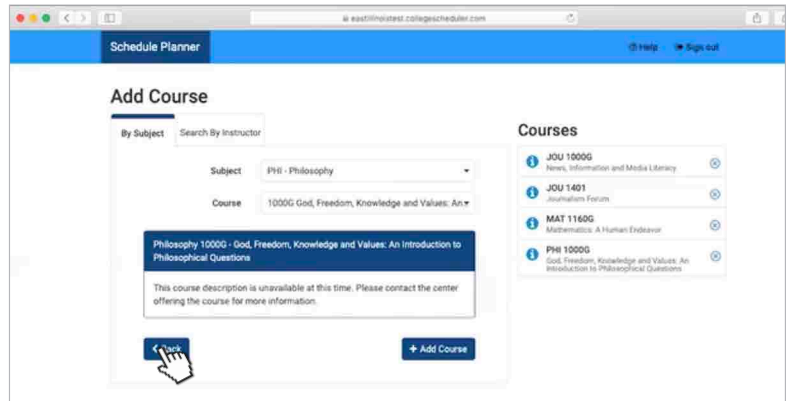
a.



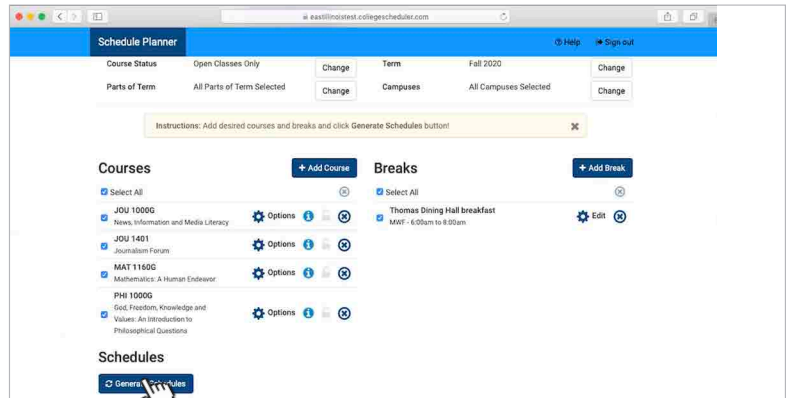
b.



c.



d.



STEP 5

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

The screenshot shows the 'Schedule Planner' interface. At the top, there are navigation buttons: 'Back', 'Print', and 'Send to Registration Cart'. A message states: 'You are viewing a potential schedule only and you must still register.' Below this is a table of courses with columns: CRN #, Subject, Course, Section, Seats Open, Day(s) & Location(s), Dates, Campus, and Credits. The table lists four courses:

CRN #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Dates	Campus	Credits
93156	JOU	1000G	001	29	MW 1:00pm - 2:15pm - BUZZ 2442	08/24/2020 - 12/16/2020	Main	3
94938	JOU	1401	001	23	M 3:00pm - 3:50pm - BUZZ 2442	08/24/2020 - 12/14/2020	Main	1
90254	MAT	1160G	004	27	TTh 11:00am - 12:15pm - MAIN 2221	08/25/2020 - 12/17/2020	Main	3
90131	PHI	1000G	001	20	MWF 9:00am - 9:50am - COLE 2731	08/24/2020 - 12/18/2020	Main	3
								10

Below the table, there are tabs for days of the week: Monday, Tuesday, Wednesday, Thursday, and Friday. The Monday tab is selected, showing '6am' and 'Thomas Dinino Hall'.

STEP 6

a. You will be redirected back to PAWS. Click Register.

b. After clicking register, you will be asked to provide you alternate PIN. Enter your pin and click submit.

a.

The screenshot shows the 'Schedule Planner Registration Cart' page. It includes a search bar and a list of 'Classes in the Registration Cart' with columns: Select, CRN, Subj, Crse, Sec Title, and Status. The list contains three items:

Select	CRN	Subj	Crse	Sec Title	Status
<input checked="" type="checkbox"/>	90131	PHI	1000G	001 God, Freedom, Knowledge Values -	
<input checked="" type="checkbox"/>	90254	MAT	1160G	004 Mathematics: A Human Endeavor -	
<input checked="" type="checkbox"/>	93156	JOU	1000G	001 News, Info & Media Literacy -	
<input checked="" type="checkbox"/>	94938	JOU	1401	001 Journalism Forum -	

Buttons at the bottom include 'Register', 'Add to Worksheet', 'Save Cart', and 'Clear Cart'. A hand cursor is pointing at the 'Register' button.

b.

The screenshot shows the 'Alternate PIN Verification' page. It prompts the user to 'Please enter your Alternate PIN to access registration.' There is a text input field labeled 'Alternate PIN for Fall 2020:' and a 'Submit' button. A hand cursor is pointing at the 'Submit' button.

STEP 7

Classes Registered!

Under Current Schedule if you are seeing: ****Web Registered****, that means you have registered for classes!

If there are any registration errors below, please contact your advisor to address the error.

The screenshot shows the 'Add or Drop Classes' page. It includes a search bar and a section titled 'Current Schedule'. Below this is a table with columns: Status, Action, CRN, Subj, Crse, Sec Level, Cred, Grade Mode, and Title. The table lists three items:

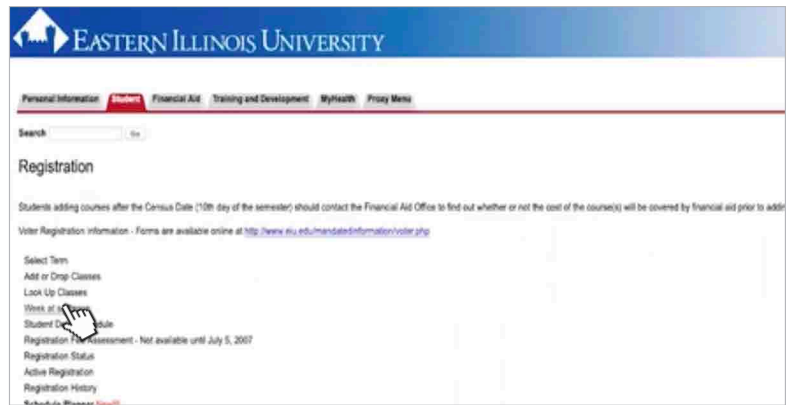
Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Apr 15, 2020	None	90131	PHI	1000G	001	3.000	Standard Letter	God, Freedom, Knowledge and Values: An Introduction to Philosophical Questions
Web Registered on Apr 15, 2020	None	90254	MAT	1160G	004	3.000	Standard Letter	Mathematics: A Human Endeavor
Web Registered on Apr 15, 2020	None	93156	JOU	1000G	001	3.000	Standard Letter	News, Information and Media Literacy

Summary statistics are provided: Total Credit Hours: 9.000, Billing Hours: 9.000, Minimum Hours: 0.000, Maximum Hours: 18.000, Date: Apr 15, 2020 03:28 pm.

Below the schedule, there is a section for 'Registration Add Errors' with a table that is currently empty.

STEP 8

To view your schedule after registration, click the Student Tab and click Registration. Click Week at a Glance.



The screenshot shows the Eastern Illinois University Student Center interface. At the top, the university logo and name are displayed. Below the navigation bar, the 'Student' tab is selected. The 'Registration' section is active, showing a search bar and a list of registration options. A mouse cursor is hovering over the 'Student Schedule' link. The page includes instructions for students adding courses after the census date and a link to voter registration information.

EASTERN ILLINOIS UNIVERSITY

Personal Information **Student** Financial Aid Training and Development MyHealth Privacy Menu

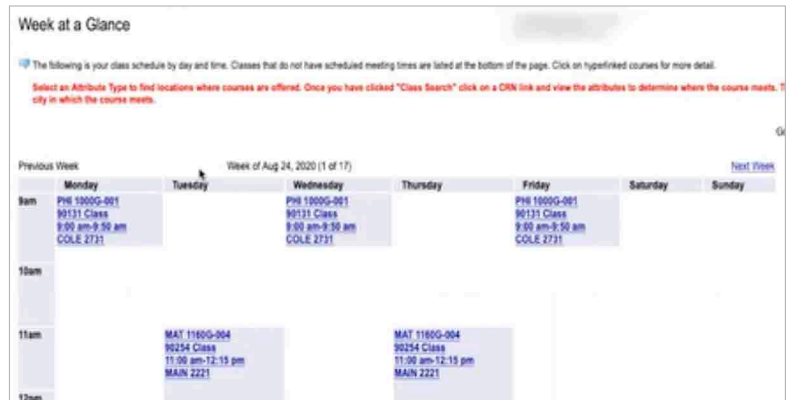
Search Go

Registration

Students adding courses after the Census Date (10th day of the semester) should contact the Financial Aid Office to find out whether or not the cost of the course(s) will be covered by financial aid prior to adding the course(s).

Voter Registration Information - Forms are available online at <http://www.eiu.edu/mandated/information/voter.php>

- Select Term
- Add or Drop Classes
- Lock Up Classes
- View My Schedule
- Student Schedule**
- Registration Assessment - Not available until July 5, 2007
- Registration Status
- Active Registration
- Registration History
- Schedule Browser



The screenshot shows the 'Week at a Glance' page. It displays a grid of class schedules for the week of August 24, 2020. The grid is organized by day of the week (Monday through Sunday) and time slots (8am, 10am, 11am, 12pm). Courses are listed with their course numbers, class numbers, and meeting times. A 'Next Week' link is visible in the top right corner.

Week at a Glance

The following is your class schedule by day and time. Classes that do not have scheduled meeting times are listed at the bottom of the page. Click on hyperlinked courses for more detail.

Select an Attribute Type to find locations where courses are offered. Once you have clicked "Class Search" click on a DRN link and view the attributes to determine where the course meets. To view the location of the course meets.

Previous Week **Week of Aug 24, 2020 (1 of 17)** [Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am	PHI 1800G-001 90131 Class 8:00 am-9:50 am COLE 2731		PHI 1800G-001 90131 Class 8:00 am-9:50 am COLE 2731		PHI 1800G-001 90131 Class 8:00 am-9:50 am COLE 2731		
10am							
11am		MAT 1180G-004 90254 Class 11:00 am-12:15 pm MAIN 2221		MAT 1180G-004 90254 Class 11:00 am-12:15 pm MAIN 2221			
12pm							