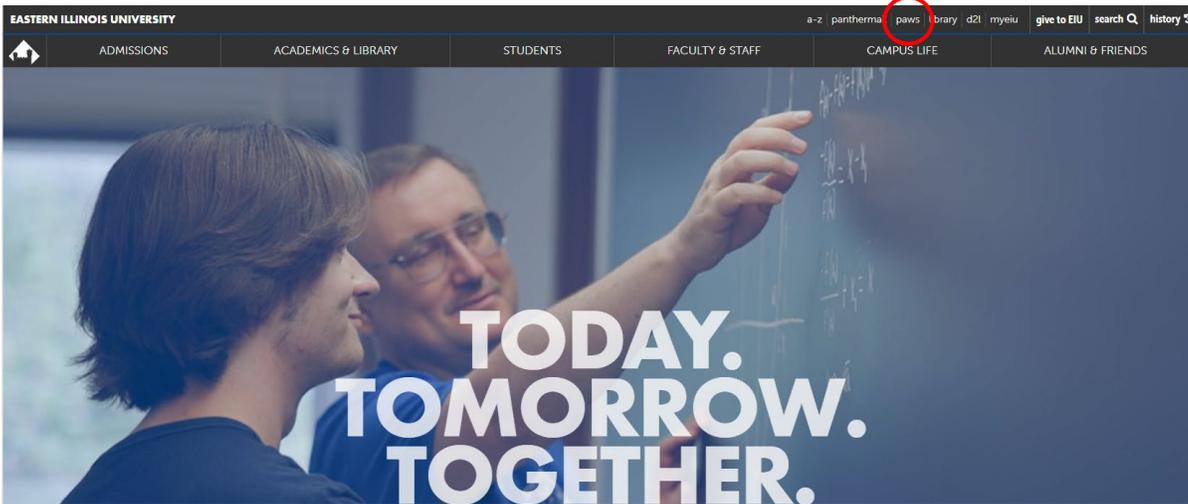


Guide to Look Up Classes (Schedule Planner)

- 1). Go to EIU's Homepage (www.eiu.edu).
- 2). Click on *PAWS*.



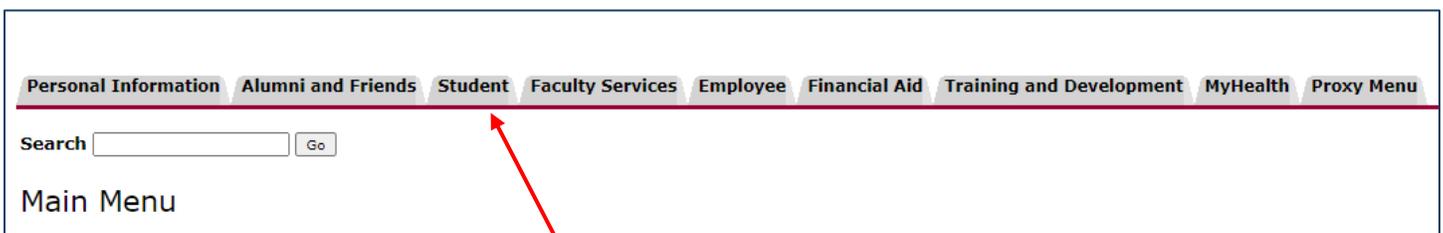
- 3). Click *Login to PAWS*.

LOGIN TO PAWS →

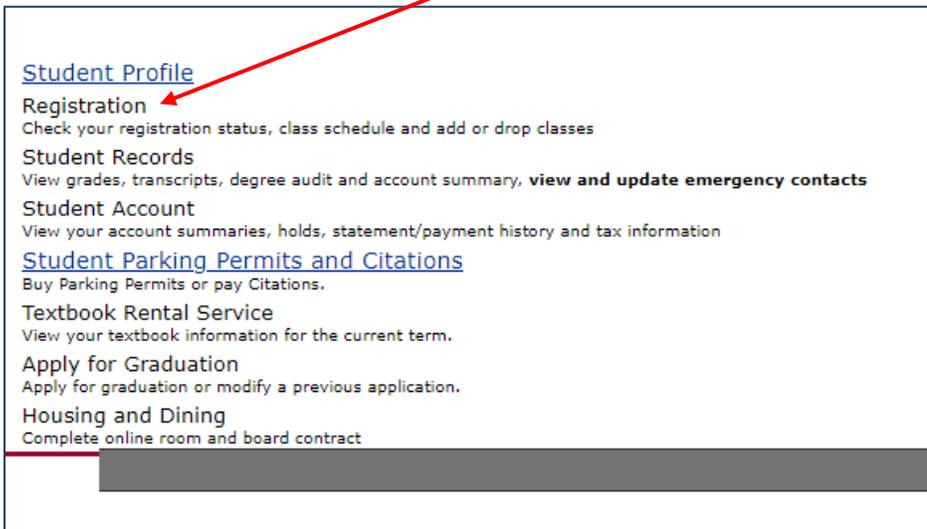
- 4). Login to PAWS by entering your EIU NetID and password.

Sign in with your NetID

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

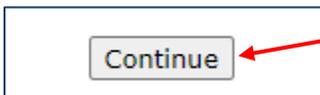


6). Click Registration.



[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.



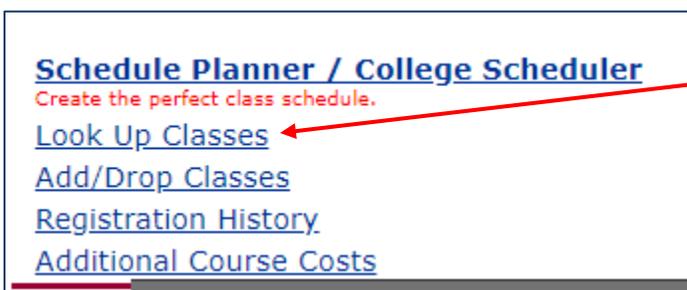
Continue

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



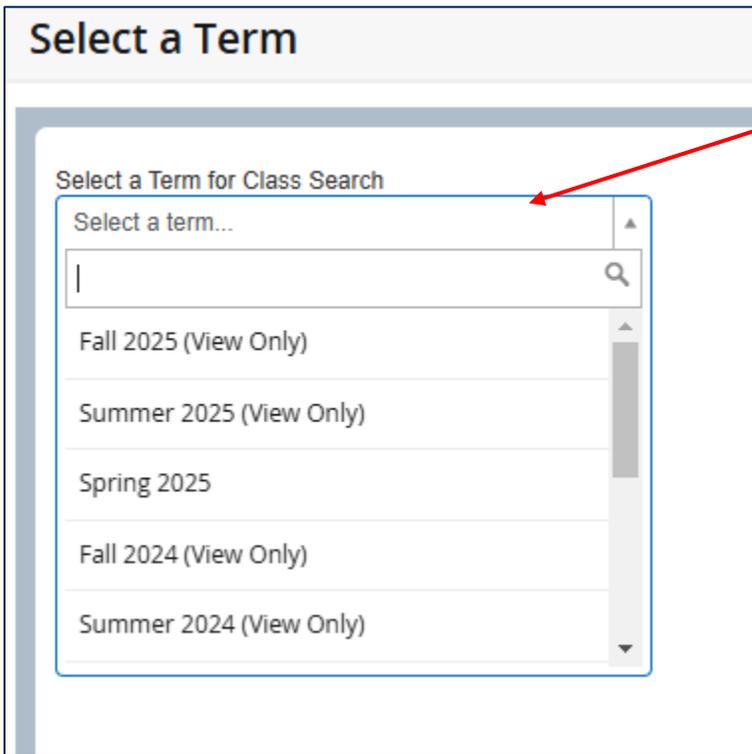
[Addresses are Correct - Continue to Registration](#)

9). Click Look Up Classes.



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

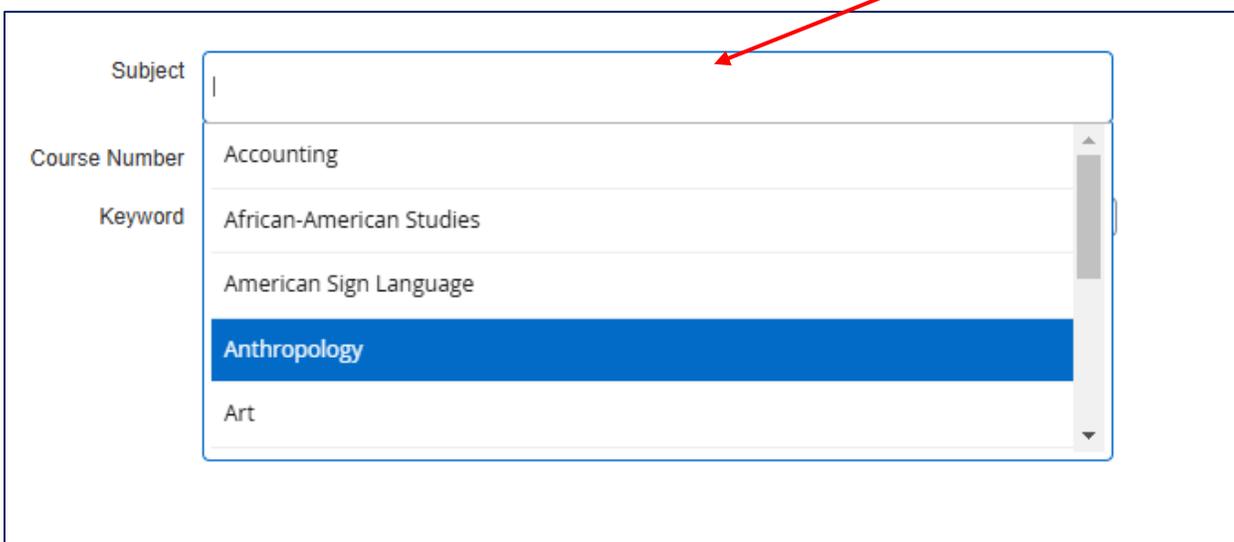
10). Select the correct term for which you are wanting to look up classes, then click *Continue*.



The screenshot shows a web interface titled "Select a Term". Below the title is a section labeled "Select a Term for Class Search". Inside this section is a dropdown menu with a search input field at the top. A red arrow points from the right side of the page to the search input field. The dropdown menu is open, showing a list of terms: "Fall 2025 (View Only)", "Summer 2025 (View Only)", "Spring 2025", "Fall 2024 (View Only)", and "Summer 2024 (View Only)".

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.



The screenshot shows a web interface with a "Subject" dropdown menu. A red arrow points from the right side of the page to the search input field. The dropdown menu is open, showing a list of subjects: "Accounting", "African-American Studies", "American Sign Language", "Anthropology", and "Art". The "Anthropology" option is highlighted in blue.

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.

The screenshot shows a search form with the following fields and buttons:

- Subject: Anthropology (with a close button 'x')
- Course Number: 2200G (with a red arrow pointing to the text)
- Keyword: (empty)
- Buttons: Search (with a red arrow pointing to the button), Clear, and Advanced Search (with a right-pointing arrow)

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.).

Search Results — 2 Classes
Term: Fall 2025 Subject: Anthropology Course Number: 2200G

Title	Subject Descrip	Coursê N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
Introduction to Anthropol...	Anthropology	2200G	001	3	90237	Fall ...	Holly_Donald.H (Pri...	S M T W T F S 02:00 PM - 02:50 PM Typ	Main	30 of 30 seats...
Introduction to Anthropol...	Anthropology	2200G	002	3	90238	Fall ...	Glaros_Angela.C (Pr...	S M T W T F S 11:00 AM - 12:15 PM Typ	Main	30 of 30 seats...

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