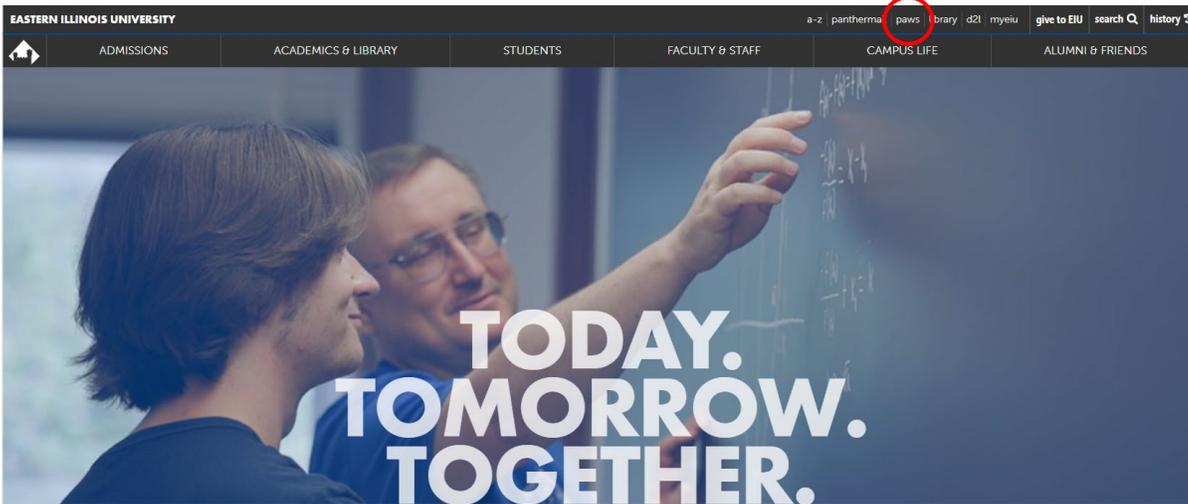


## Guide to Look Up Classes (Schedule Planner)

- 1). Go to EIU's Homepage ([www.eiu.edu](http://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

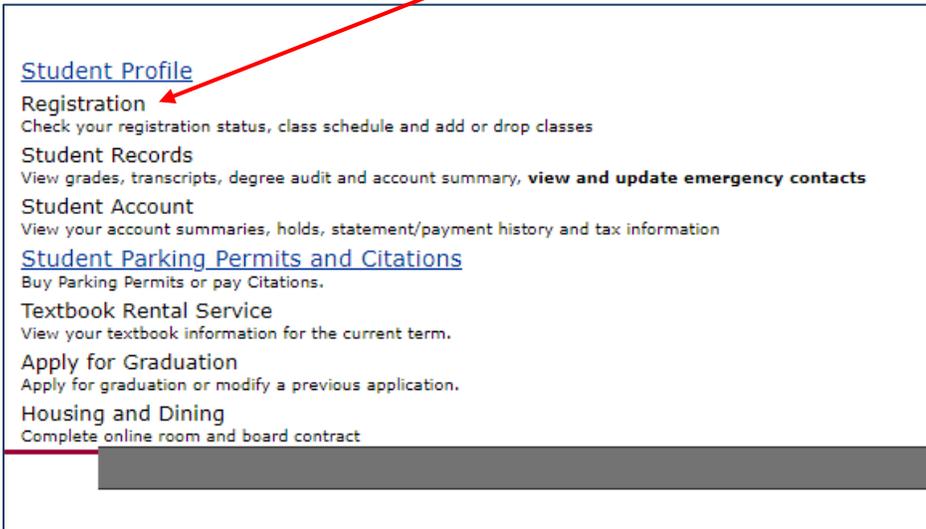
- 5). Once logged in to PAWS, click the *student* tab.

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

Search

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.



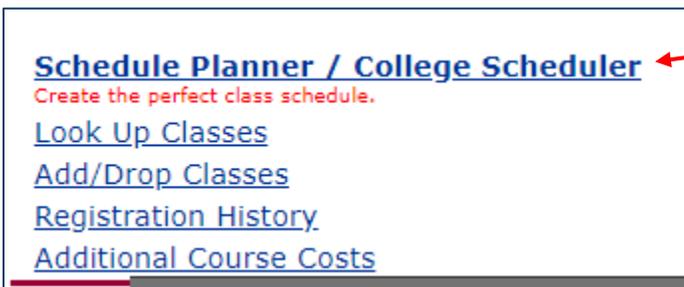
Continue

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



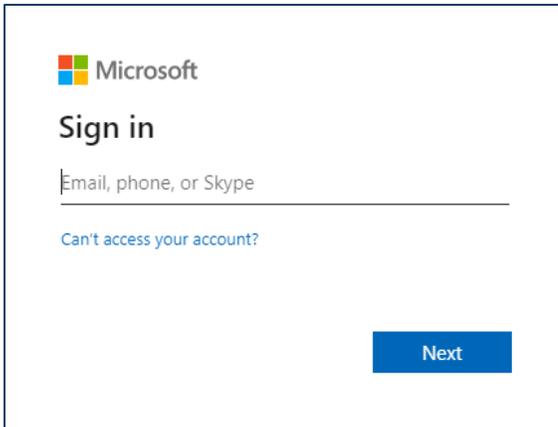
[Addresses are Correct - Continue to Registration](#)

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



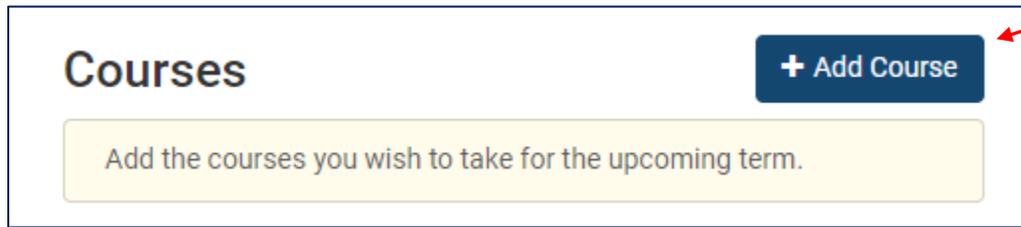
A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a link that says "Can't access your account?". At the bottom right of the page is a blue button labeled "Next".

**11).** Now that you are in Schedule Planner, select the semester for which you are wanting to look up classes, then click Save and Continue.



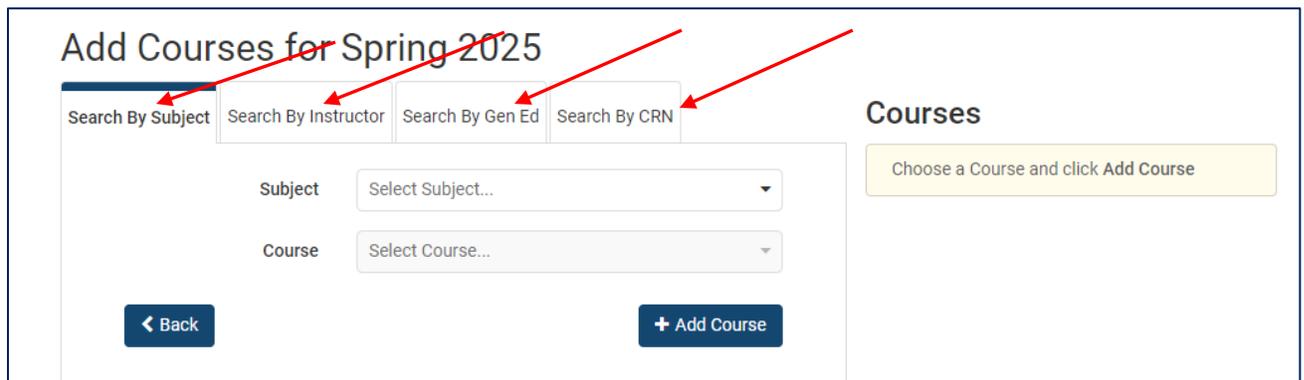
A screenshot of the Eastern Illinois University "Select Term" page. At the top left is the Eastern Illinois University logo, which consists of a blue shield with a white castle tower. To the right of the logo is the text "EASTERN ILLINOIS UNIVERSITY" in a serif font. Below the logo and text is the heading "Select Term". Underneath the heading is a form with a label "Term" and a horizontal line. Below the line are two radio button options: "Fall 2024" and "Spring 2025". The "Spring 2025" option is selected, indicated by a blue dot. A red arrow points to the "Spring 2025" radio button. At the bottom right of the page is a blue button labeled "Save and Continue" with a white checkmark icon. The button is circled in red.

12.) Click Add Course.



The screenshot shows a page titled "Courses". In the top right corner, there is a dark blue button with a white plus sign and the text "Add Course". A red arrow points to this button from the right side of the image. Below the title, there is a light yellow box containing the text "Add the courses you wish to take for the upcoming term."

13.) You can look up classes By Subject, By Instructor, By Gen Ed, or By CRN.



The screenshot shows a page titled "Add Courses for Spring 2025". At the top, there are four tabs: "Search By Subject", "Search By Instructor", "Search By Gen Ed", and "Search By CRN". Red arrows point to each of these tabs. Below the tabs, there are two dropdown menus: "Subject" with the text "Select Subject..." and "Course" with the text "Select Course...". At the bottom left, there is a dark blue button with a white left arrow and the text "Back". At the bottom right, there is a dark blue button with a white plus sign and the text "Add Course". To the right of the search area, there is a section titled "Courses" with a light yellow box containing the text "Choose a Course and click Add Course".