

ACADEMIC ADVISING SERVICES

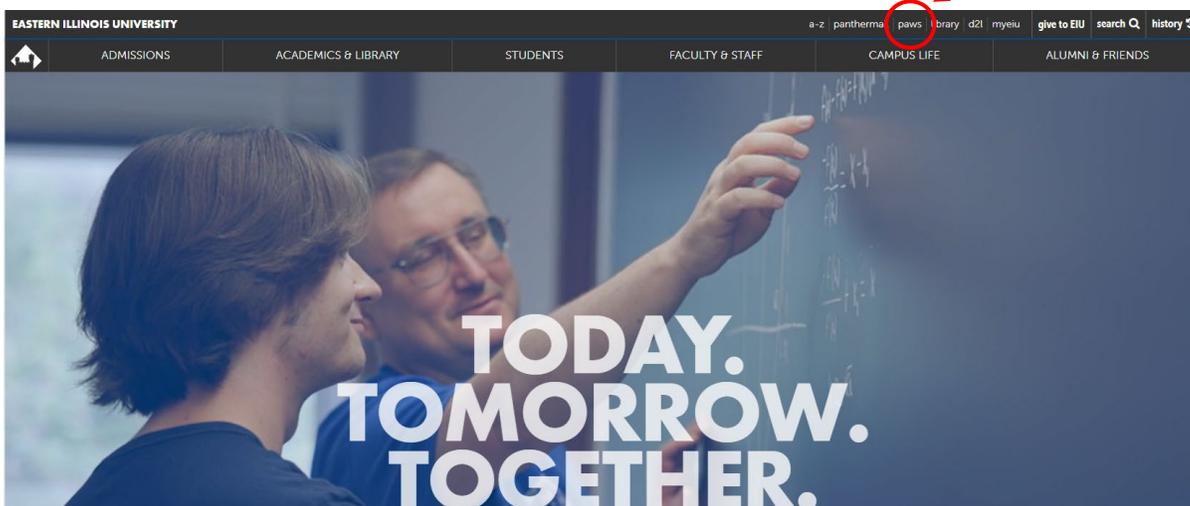


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Guide to Withdraw from a Class Using Schedule Planner

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

- 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

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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](#)

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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

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

Build Schedule | Registration Cart (0) | **Current Schedule / Register by CRN (6)** | Help | Sign out

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Course Status: Open Classes Only [Change] Term: **Fall 2024** [Change]

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
- BIO 1001G Biological Principles and Issues [Options] [Info] [Lock] [Close]
- ELE 1050 Introduction to Teaching as a Profession [Options] [Info] [Lock] [Close]
- ENG 1001G College Composition I: Critical Reading & Source-Based Writing [Options] [Info] [Lock] [Close]

Breaks [Add Break]

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

Prerequisites

12). Click Current Schedule/Register by CRN

Build Schedule | Registration Cart (0) | **Current Schedule / Register by CRN (0)** | Help | Sign out

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Course Status: Open & Full w/Waitlist Open [Change] Term: Fall 2024

Parts of Term: All Parts of Term Selected [Change] Campuses: All Campuses Selected [Change]

You are not currently eligible to register. You can still use the Schedule Planner and save your Registration Cart but you will not be able to register.

Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses [Add Course]

Add the courses you wish to take for the upcoming term.

Breaks [Add Break]

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

Schedules

[Generate Schedules]

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13). Click Edit or Drop Classes

Build Schedule Registration Cart (0) Current Schedule / Register by CRN (6) Help Sign out

My Current Schedule / Register by CRN for Fall 2024

Enter CRN Register

Add ";" comma for multiple adds (e.g., 1234, 1200)

Swap Edit or Drop Classes Print

Status	CRN #	Subject	Course	Section	Day(s) & Location(s)	Dates	Campus	Credits
Enrolled	96833	BIO	1001G	004	Th 9:00am - 10:50am - LFSC 2130 MW 10:00am - 10:50am - LFSC 2080	08/22/2024 - 12/12/2024 08/19/2024 - 12/11/2024	Main	3
Enrolled	97352	ECN	2800G	600	ONLINE D2L	08/19/2024 - 12/13/2024	Main	3
Enrolled	92622	ELE	1050	001	W 1:00pm - 1:50pm - BUZZ 1501	08/21/2024 - 12/11/2024	Main	1
Enrolled	93977	ENG	1001G	016	TTh 11:00am - 12:15pm - COLE 3691	08/20/2024 - 12/12/2024	Main	3
Prerequisites								
Enrolled	98054	KSR	2400	003	TTh 2:00pm - 3:40pm - MCAF 2621 TTh 2:00pm - 3:40pm - MCAF 2210 1 More	08/20/2024 - 12/12/2024 08/20/2024 - 12/12/2024 1 More	Main	2
Enrolled	90953	PLS	1153G	001	MWF 9:00am - 9:50am - COLE 2210	08/19/2024 - 12/13/2024	Main	3
								15

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

Build Schedule Registration Cart (0) Current Schedule / Register by CRN (6) Help Sign out

Edit or Drop Classes for Fall 2024

Cancel Save

Course	Section	Class Settings	Registration Status
BIO-1001G	004		Enrolled
ECN-2800G	600		Enrolled
ELE-1050	001		Enrolled
ENG-1001G	016		Enrolled
KSR-2400	003		Enrolled
PLS-1153G	001		Enrolled

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15). Then select Withdrawal Web.

Build Schedule | Registration Cart (0) | Current Schedule / Register by CRN (6) | Help | Sign out

Edit or Drop Classes for Fall 2024

Cancel Save

Course	Section	Class Settings	Registration Status
BIO-1001G	004		Enrolled ▲
ECN-2800G	600		Enrolled Withdrawal Web
ELE-1050	001		Enrolled ▼
ENG-1001G	016		Enrolled ▼
KSR-2400	003		Enrolled ▼
PLS-1153G	001		Enrolled ▼

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

Build Schedule | Registration Cart (0) | Current Schedule / Register by CRN (6) | Help | Sign out



Registration PIN is required for Fall 2024

Save and Continue

If you don't know or forgot your Registration PIN, contact your advisor.

[Select a different term](#)

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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)).