

Guide to PAWS Course Search

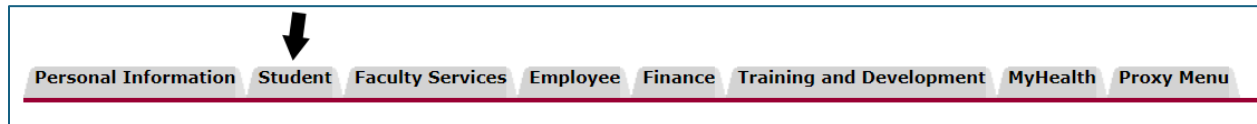
By Danny Gourley Fischer

Academic Advising Services

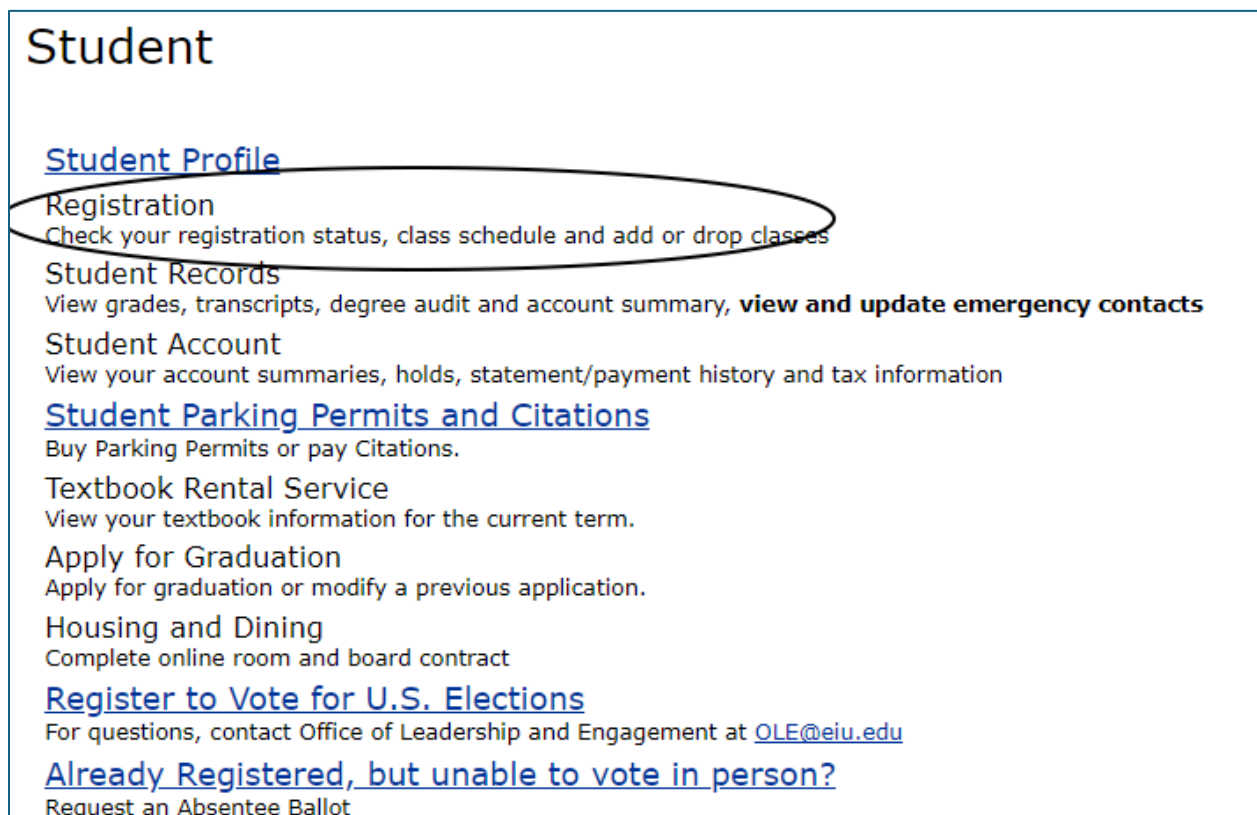
10/31/2025

Opening Course Search

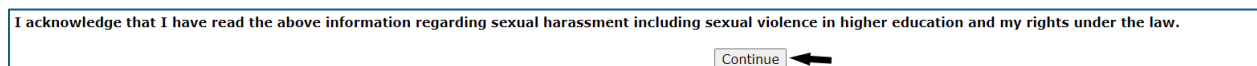
1. From the EIU website, login to PAWS with your network ID and password.
2. Click on the Student tab at the top.



3. Then click on Registration in the menu that appears.



4. You will need to click the Continue button on the next page to confirm that you have read and understand EIU's Sexual Harassment and Discrimination policies.



5. On the next screen, click Look Up Classes.

Registration

Students adding courses after the Census Date (end of the 10th day of class) should contact the Financial Aid Office course(s).

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

Schedule Planner / College Scheduler

Create the perfect class schedule.

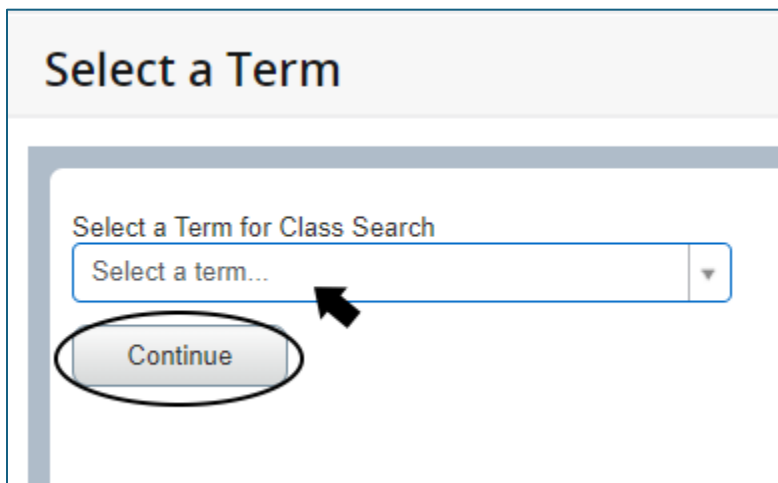
Look Up Classes

Add/Drop Classes

Registration History

Additional Course Costs

6. Use the drop-down menu to select the term you want and click the Continue button.



The screenshot shows a web form titled "Select a Term". Inside the form, there is a label "Select a Term for Class Search" above a drop-down menu. The drop-down menu currently displays "Select a term...". A black arrow points to the drop-down arrow icon on the right side of the menu. Below the menu is a button labeled "Continue", which is circled with a black oval.

Performing a Simple Search

Enter Search Criteria. For example, we want to find ENG 1002G: College Composition II.

1. You can start typing a subject and then selecting it from the menu.

Browse Classes

Enter Your Search Criteria
Term: Spring 2026

Subject

Course Number

Keyword

engl

Electrical Engineering

Engineering Technology

English

2. Then pick your course number. Be sure to include the G on the end if it is a Gen Ed class.

Browse Classes

Enter Your Search Criteria
Term: Spring 2026

Subject

Course Number

Keyword

✕ English

1002G

Search

Clear

▶ [Advanced Search](#)

3. You usually can skip the Keyword field and click Search.

Reading the Course Search Results

The results for a Course Search contain a lot of information, so let's review.

Search Results — 17 Classes Term: Spring 2026 Subject: English Course Number: 1002G												
1 Title	2 Subject Description	3 Course#	4 Section#	5 Hours	6 CRN	7 Term	8 Instructor	9 Meeting Times	10 Campus	11 Status	12 Schedule Type	13 Attribute
College Composition II: Ar...	English	1002G	001	3	30220	Sprin...	Golladay, Jamie L. (Pr...	S M T W T F S 12:00 PM - 12:50 PM Type: S M T W T F S 12:00 PM - 12:50 PM Type:	Main	17 of 23 seats ...	Lecture	* Gen Ed Language Writing Intensive Course
College Composition II: Ar...	English	1002G	002	3	34269	Sprin...	Golladay, Jamie L. (Pr...	S M T W T F S 01:00 PM - 01:50 PM Type: S M T W T F S 01:00 PM - 01:50 PM Type:	Main	17 of 23 seats ...	Lecture	* Gen Ed Language Writing Intensive Course
College Composition II: Ar...	English	1002G	003	3	30222	Sprin...	Davis, Glen D (Primary)	S M T W T F S 10:00 AM - 10:50 AM Type:	Main	11 of 23 seats ...	Lecture	* Gen Ed Language Writing Intensive Course
College Composition II: Ar...	English	1002G	004	3	30223	Sprin...	Davis, Glen D (Primary)	S M T W T F S 12:00 PM - 12:50 PM Type:	Main	20 of 23 seats ...	Lecture	* Gen Ed Language Writing Intensive Course
College Composition II: Ar...	English	1002G	005	3	30224	Sprin...	Hart, Ann M (Primary)	S M T W T F S 09:30 AM - 10:45 AM Type: S M T W T F S 09:30 AM - 10:45 AM Type:	Main	15 of 23 seats ...	Lecture	* Gen Ed Language Writing Intensive Course

1. Title – The title of the course, such as “College Composition II.”
2. Subject Description – The subject of the course, such as “English.”
3. Course Number – The number of the course, such as 1002G.
4. Section – Each section of a course offered gets its own number.
Section numbers have significance and may indicate whether a course is restricted to students in fully online programs.
5. Hours – The number of credits for the course.
6. CRN – The course registration number for the course, a unique 5-digit code that identifies the exact course and section in the database.
7. Term – The term these courses are offered, such as Spring 2026.
8. Instructor – The instructor assigned to the course.
9. Meeting Times – The days, times, and location(s) the course meets.
10. Campus – The EIU campus where the course is taught. Most courses, even online sections, are considered part of the main campus in Charleston, Illinois, but EIU does teach courses at other locations for specific programs.
11. Status – The number of open seats remaining of total seats in the course displayed as “X of Y seats remain.” For example, a section with 17 open seats out of 23 total would display “17 of 23 seats remain.”
12. Schedule Type – The type of course, such as “Lecture,” “Lab,” “Internship,” or “Online.”
13. Attribute – Extra information about the course that may be useful, such as whether it fits into any General Education category or is Writing Intensive.

Performing an Advanced Search

1. Open the Course Search screen and select your term (see [Opening Course Search](#)).
2. Click on the Advanced Search link.

Browse Classes

Enter Your Search Criteria
Term: Spring 2026

Subject

Course Number

Keyword

Search

Clear

► [Advanced Search](#)

Instructor Searches

1. To find all courses taught by a specific professor, start typing the professor's name in the Instructor field of an Advanced Search and choose the option or options that meet your criteria. In our example, we looked for courses taught by Dr. Stowell.

Instructor

stowell

Stowell, Jeffrey.R

2. The results displayed five courses taught by Dr. Stowell.

Search Results — 5 Classes							
Term: Spring 2026 Instructor: Stowell, Jeffrey.R							
Title	Subject Description	Course Nu	Section	Hours	CRN	Term	Instructor
Biological Psychology	Psychology	3310	001	3	30380	Spring...	Stowell, Jeffrey.R (Prima...
Biological Psychology	Psychology	3310	600	3	31032	Spring...	Stowell, Jeffrey.R (Prima...
Psychology of Learning	Psychology	3620	001	3	30484	Spring...	Stowell, Jeffrey.R (Prima...
Undergraduate Research	Psychology	4100B	001	3	33206	Spring...	Stowell, Jeffrey.R (Prima...
Undergraduate Research	Psychology	4100F	002	3	33723	Spring...	Stowell, Jeffrey.R (Prima...

◀ Page 1 of 1 ▶ | 10 ▼ Per Page

Gen Ed Searches

1. To find all courses that meet the Gen Ed Humanities requirement, use an Advanced Search to look for Gen Ed Humanities in the Attribute box.

Attribute

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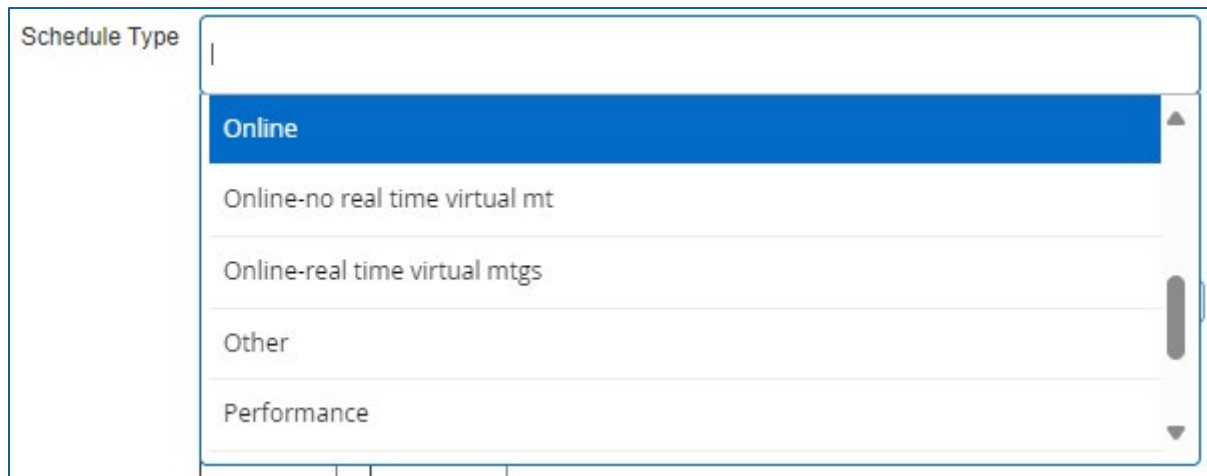
- Gen Ed Fine Arts
- Gen Ed Humanities**
- Gen Ed Language
- Gen Ed Mathematics
- Gen Ed Physical Science

2. The results show 24 courses that all have the Gen Ed Humanities Attribute.

Search Results — 24 Classes												
Term: Spring 2026 Attribute: Gen Ed Humanities												
Title	Subject Description	Course #	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute
Introduction to Africana Studies	African-Ameri...	1000G	001	3	30335	Spring ...	Owango, RosemaryΔ (...)	S M T W T F S 09:00 AM - 09:50 AM Type: Clas	Main	29 of 35 seats re...	Lecture	* Gen Ed Cultural Diversity Gen Ed Humanities Writing Intensive Course
Introduction to Africana Studies	African-Ameri...	1000G	002	3	30336	Spring ...	Owango, RosemaryΔ (...)	S M T W T F S 10:00 AM - 10:50 AM Type: Clas	Main	33 of 35 seats re...	Lecture	* Gen Ed Cultural Diversity Gen Ed Humanities Writing Intensive Course
African American Social Mov...	African-Ameri...	2000G	001	3	31924	Spring ...	Owango, RosemaryΔ (...)	S M T W T F S 12:00 PM - 12:50 PM Type: Clas	Main	32 of 35 seats re...	Lecture	* Gen Ed Cultural Diversity Gen Ed Humanities Writing Intensive Course

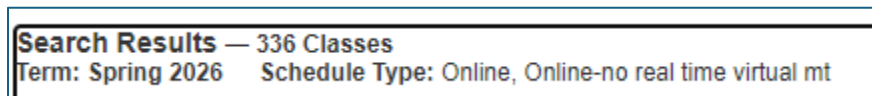
Schedule Type Searches (Face-to-Face and Online)

1. To find all online courses offered for the term, use the Schedule Type field with an Advanced Search. You can select multiple options, and we chose to look for courses labeled as "Online" or "Online-no real time virtual mt" to find online classes where we did not have to be online at a specific day and time.



The screenshot shows a search interface with a label "Schedule Type" and a dropdown menu. The dropdown menu is open, displaying a list of options: "Online" (highlighted in blue), "Online-no real time virtual mt", "Online-real time virtual mtgs", "Other", and "Performance".

2. The results displayed 336 classes that are online for the specified term.



The screenshot shows a header for search results. It includes the text "Search Results — 336 Classes" and "Term: Spring 2026 Schedule Type: Online, Online-no real time virtual mt".

Part of Term Searches

1. To find courses that are in the second half of the term, we performed an Advanced Search using the Part of Term field and looking for Second Half Term.



The screenshot shows a search interface with a label "Part Of Term" and a dropdown menu. The dropdown menu is open, displaying a list of options: "Second Half Term 03/06/2026 - 05/08/2026" (highlighted in blue).

2. The results included 52 classes.

Search Only Open Sections

You can limit any search to only sections that still have seats by using an Advanced Search and checking the box for Open Sections Only at the bottom of the page.

Open Sections Only



Combining Advanced Search Fields

If we wanted to find an online class that meets the Gen Ed Humanities requirement that still had seats open, we would use an Advanced Search plus use

1. the Attribute field to search for Gen Ed Humanities (see [Gen Ed Searches](#)),
2. the Schedule Type field to search for Online (see [Schedule Type Searches](#)), and
3. a check in the box for Open Sections Only (see [Search Only Open Sections](#)).
4. The Advanced Search found one class that meets our needs.

Search Results — 1 Classes							
Term: Spring 2026		Attribute: Gen Ed Humanities		Schedule Type: Online		Open Sections Only: True	
Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor
Logical and Critical Reasoning	Philosophy	1900G	601	3	33549	Spring...	Britton, Teresa , (Primary)