

**You will need to “Wait List” all SPE classes with the exception of SPE 2000. If this class fills up, you will need to waitlist this also.**

**Please carefully and completely follow these instructions:**

- **Have a list of your class(es) with correct CRN numbers ready**
- **Log in to PAWS**
- **Click on the Registration link**
- **Select a term from the Drop Down Arrow Choices**
- **Click on the Add/Drop Link**
- **Enter the CRN number(s) for the course(s) you want to wait list**
- **Click “Submit Changes” button**
- **You will get a **RED “warning—this class is wait listed”** notice**
- **Look for the drop down list in the middle of the computer screen where you **MUST select the “Wait List”** option**
- **Click the “Submit Changes” button a second time – IF YOU FAIL TO DO THIS STEP, THE SYSTEM WILL NOT WAIT LIST THE COURSE(S)**
- **The class(es) you just wait listed should now show up on your schedule as wait listed**

You will **NOT** be able to wait list any SPE classes other than SPE 2000 until you have met **prerequisites**.

The **exception** is this: if you are currently in a course which is a prerequisite, you WILL be allowed to wait list the course.

You have to have completed successfully or concurrently be enrolled in SPE 4700 before PAWS will let you waitlist SPE 4800. PAWS is looking for concurrent enrollment in SPE 4900/4901 – enroll/waitlist these at the same time.

If these instructions do not work for you, email [prealy@eiu.edu](mailto:prealy@eiu.edu) with your name, your E#, the class and semester you are trying to waitlist and a brief description of the error message from PAWS.

