

**Office of the Registrar
University of Wisconsin – Stevens Point**

WEB REGISTRATION INSTRUCTIONS

If you are currently enrolled in on-campus classes, you may register on the web for your classes in the upcoming term(s). Or you may continue to register in-person if you prefer. Your registration appointment time is the same, whether you register on the web or in-person.

Please observe the complete registration instructions printed in the Timetable. Then follow the steps below for when and how to register on the web.

Step 1:

Go to <http://www.uwsp.edu/register>

- a. Enter your campus login and password.
- b. Select the appropriate term and click "Select." (Fig.1)



Fig. 1

Step 2:

Check your web registration appointment date and time, which is based on the number of credits you have earned toward graduation. (Fig. 2) Your appointment date and time is the same to register on the web or in-person.



Fig. 2

NOTE: Do not use the Back or Refresh buttons on your browser when using the web registration system.

Step 3:

Check the same web page to see if you have HOLDS on your registration. (Fig. 3) Be sure to clear any HOLDS. For example, you must pay the \$100 registration deposit before you register. You can do this on-line by credit card or by taking or mailing your payment to the Bursar's Office, Room 007, SSC. The deposit must be received and processed for the hold to be released.

- ▶ **Registration Holds that must be cleared prior to registering:**
- Pay \$100 Deposit [Click Here to Pay on-line](#)
 - Obtain Electronic Authorization from advisor to register on Web
 - Verify the information on this page and then click the button on the bottom of this page

Fig. 3

Step 4:

Verify the information on the registration appointment screen and click the box at the bottom of the screen that reads (**I have reviewed and verified the information on this page.**) to release this hold. (Fig. 4)

Click on the button below to verify the information on this page and to release the Hold.

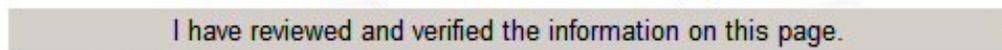


Fig. 4

Step 5:

Obtain all necessary authorizations before you register.

Electronic Authorizations: Your adviser must indicate electronically that you were advised, and the department chairs will electronically authorize you to enroll in Permission Required, Closed, Independent Study, and Internship sections. They can do the same for credit overloads of 18-20 credits or first repeats of D, D+ or F grades. If the departments grant their authorizations electronically, the authorizations will appear on the same screen as your appointed registration time (Fig. 5) If departments grant their approvals by signing a form, you will need to bring the form to the registration office to complete your registration.

▶ **Electronic Authorizations Granted by Academic Departments**

Authorization	Course No	Section	Subtitle	Date Authorized	
Permission Required	ART	102	1	XXXX/XXXX	Delete
Closed	IRES	331	4	XXXX/XXXX	Delete

Please delete Authorizations not needed so they can be reassigned to other students.

Fig. 5

Paper Authorizations: Certain authorizations must be on signed forms. For example, you must submit an approved form to audit a course, enroll for 21 or more credits, take a course on Pass-Fail or repeat a course for the second time. You must bring the signed forms to the registration office to complete your registration.

Step 6:

When you have completed the prior steps, you may proceed to register for classes on or after your registration appointment date and time at <http://www.uwsp.edu/register>

- a. Enter your campus login and password.
- b. Select the appropriate term.
- c. Select "Click Here to Register for Classes". (Fig. 6)



Fig. 6

Step 7:

Register for classes or revise your schedule using any combination of the following approaches.

- a. **Add Courses From Electronic Authorizations** - If you were electronically authorized to register for a course, click the "Check to Add" box for each course and click on "Add Checked Course(s)". (Fig. 7) If the courses are successfully added to your schedule and you don't plan to add other courses, you are finished.

Pending Electronic Authorizations

Check to Add	Authorization	Course No	Sec	Date Authorized	
<input type="checkbox"/>	Permission Required	ART	102	1	XXXX/XXXX XXXXXX AM Delete
<input type="checkbox"/>	Closed	IRES	331	4	XXXX/XXXX XXXXXX AM Delete

Please delete Authorizations not needed so they can be reassigned to other students.

[Add Checked Course\(s\)](#)

Fig. 7

- b. **Add Courses From Curriculum, Course, Section Menu** – You can also add a course to your schedule by selecting the curriculum, course, and section from the menu boxes and clicking on “Add Course” for each course you want to add. (Fig. 8) The course will be added to your schedule provided it is open and does not require any special authorization.

Select Curriculum, Course, and Section from the menus to the right, and click “Add Course” to register for each course.

OR

[Click here to Search and Register for Courses](#)

Fig. 8

- c. **Add Courses From Course Search** - If you want to search for possible courses to add to your schedule, use the “Click Here to Search and Register for Courses” feature. (Fig. 8) Note the following example of using the search function to find courses offered in the term for which you are registering.

- ◆ Select Writing Emphasis (WE) courses from the GDR Courses menu, and click “Search for Courses” to get a list of all WE courses. (Fig 9).

Select from the menus and boxes on the right to search for specific courses. For example, click on the drop down menu after GDR courses. Select a GDR category and Click on “Search For Courses” to get a list of GDR courses in that category.

[Return to Schedule](#)

Fig. 9

Do NOT register for courses that conflict in time unless you have the approval of each instructor for the courses that conflict.

When you find a course you want to add, click “Add” from the list of courses that are retrieved from your Search. (Fig. 10) The course will be added to your schedule provided it is open and does not require any special authorization.

Click the “Add” button in front of the course and section to add to your schedule.

**** Note: PR = Permission is Required to register for this course.****

*CONFLICTS WITH CURRENT SCHEDULE										
Add	COMMUNICATION	221	BASIC JOURNALISM: NEWSWRITING AND REPORTING							
	Sec	2W	3.0	LECT	2	11:00-12:15	T R	CAC	301	Kim, Hyun K
										Exam Grp: 3 16 Seats
Add	COMMUNICATION	321	ADVANCED JOURNALISM							
	Prereq:	221	OR CONS INSTR							
	Sec	1W	3.0	LECT	1	14:00-16:30	M	CAC	301	Kim, Hyun K
										Exam Grp: 2 17 Seats
Add	COMMUNICATION	334	WRITING FOR PUBLIC RELATIONS							
	Prereq:	221, 230	OR CONS INSTR							
	PR Sec	1W	3.0	LECT	1	9:35-10:50	M W	CAC	202	Haney, James
										Exam Grp: 14 17 Seats

Fig. 10

- d. **Swap Courses** - Use the swap feature when you want to drop a course and replace it with one you want to add. The swap will process the drop and add simultaneously. If the add is successful, the drop will be processed. If the add is not successful, you will retain the course that you were attempting to drop.

To swap courses, click on “Swap” after the course on your schedule that you want to drop. (Fig. 11)

Course Schedule (Term) [Printable Schedule](#)

Course No	Sec	Crs	Type	Hours	M	T	W	R	F	S	S	Bldg	Room	Start	End	Instructor(s)	Exam Grp
ACCT	210	1	3.0 Prereq	LECT	08:00-09:15	M	W					CCC	309	XXXX	XXXX	Love, William H	8
COMM	221	W2	3.0 Prereq	LECT	11:00-12:15	T	R					CAC	301	XXXX	XXXX	Kim, Hyun K	3
6.0																	

You are registered for the (Term) classes listed above.

Fig. 11

That will open another screen (Fig. 12) that will show the course you selected to drop. Then select the curriculum, course and section from the menu boxes for the course you want to add in its place. Click the “Swap Course” button. One course will be dropped and the other added provided the course to be added is open and does not require any special authorization.

Course you want to drop:
ACCT 210 Section 1

Course you want to add:

Curriculum: CHEMISTRY
 Course: 101-BASIC CHEMISTRY
 Section: 2

Select Curriculum, Course, and Section from the menus to the left to select the course you want to add. Click "Swap Course" to drop and add these courses.

Click "Cancel" to cancel swap and return to schedule.

Fig. 12

- e. **Drop Courses** - To drop a course, click on “Drop” after the course on your schedule that you want to drop. (Fig. 13)

Course Schedule (Term) [Printable Schedule](#)

Course No	Sec	Crs	Type	Hours	M	T	W	R	F	S	S	Bldg	Room	Start	End	Instructor(s)	Exam Grp
ACCT	210	1	3.0 Prereq	LECT	08:00-09:15	M	W					CCC	309	XXXX	XXXX	Love, William H	8
COMM	221	W2	3.0 Prereq	LECT	11:00-12:15	T	R					CAC	301	XXXX	XXXX	Kim, Hyun K	3
6.0																	

You are registered for the (Term) classes listed above.

Fig. 13

Step 8:

When you have finished adding or registering for classes, click on “Printable Schedule” if you want a copy for your records. Otherwise, you can simply logoff when you have finished. Once you have registered on the web for a specific term, you are responsible for your schedule. You will remain registered until you drop your courses or until you notify the Office of the Registrar in writing that you are canceling your registration.

IMPORTANT POINTS

- ▶ You can return to <http://www.uwsp.edu/register> to review or change your schedule. Changes to Summer and Winterim are allowed until the official first day of the term. Changes to Fall and Spring are allowed through the eighth day of the term. After these dates, you will have to report to the Registration Office to register or to drop/add.
- ▶ Drop deadlines are prorated for courses that meet less than the full semester. See the timetable for the various deadlines for dropping courses.
- ▶ You are strongly encouraged to meet with your adviser if you make significant changes to your schedule.
- ▶ The deadline for continuing students to cancel their registration and receive a refund of their \$100 registration deposit is about 2 weeks before start of term. See the timetable for exact date.
- ▶ If you are still registered when the term begins and you decide not to attend school, you must report to the Registration Office to withdraw from school.