

Enrolling in a Wait Listed Course

1. After logging on to AccessPoint, you will arrive at your student homepage.

2. Move your cursor over the “My Classes” tile on your home page and click. This will take you to a new page.

The screenshot shows the 'Student Home' dashboard with a purple header bar containing a dropdown menu labeled 'Student Home'. The dashboard is organized into several sections:

- accessSPoint News:** Contains two bullet points: 'Looking for your Book List? You can find the link in My Classes.' and 'Student Account refunds are being issued by check only', with a 'more' link below.
- Profile:** Features a user icon and a pencil icon.
- Tasks:** Displays a yellow warning triangle icon and the text '2 Holds'.
- My Classes:** Shows a calendar icon with a graduation cap, circled in red. A red arrow points from the 'My Classes' text in the second instruction box to this tile.
- Degree Progress:** Includes a pie chart icon.
- Financial Account:** Features a building icon with a crown and coins.
- Financial Aid:** Shows a graduation cap icon with a green checkmark.
- Academic Records:** Displays a graduation cap icon with a checklist.
- Search for Classes:** Includes a calendar icon with checkmarks.
- Helpful Links:** Lists four links: 'What is accessSPoint?', 'Contacts', 'Help', and 'Change accessSPoint account password'.

3. If you have not yet put together a schedule, you can do so here. Once completed, you can import your cart from schedule builder.* If you have already found all of your classes and they are just waiting to be enrolled, skip to step 9.

*View registration instructions for a How To

4. If you are looking to add a specific course and know the course information (section, class number, instructor, ect.) click here to open the pull down menu. Then click add classes. This will allow you to search for a specific course.

5. Select the correct term by filling in the corresponding bubble. Click continue to work with that term's schedule.

Student Home My Classes

My Class Schedule

Cassandra Gierke My Academics

Search Plan **Enroll** My Academics

My Class Schedule

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> 2017 Fall	Undergraduate	UW-Stevens Point
<input type="radio"/> 2018 Winterim	Undergraduate	UW-Stevens Point
<input checked="" type="radio"/> 2018 Spring	Undergraduate	UW-Stevens Point

Continue

Go to top

Shopping Cart

Add Classes

Drop Classes

Swap Classes

Class Permissions

Reserved Seats

Registration Dates

My Final Exam Schedule

My Book List

6. If you know the class number, type it here and press enter.

7. If you are looking a class up by instructor, section, time, ect. Click search and enter the information you know. This will bring up a list of courses for you to pick and choose.

8. Any courses that you have already been enrolled in, either by importing from schedule builder or manually searching, will show up here.

My Classes

Cassandra Gierke My Academics

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2018 Spring | Undergraduate | UW-Stevens Point Change Term

Open Closed Wait List

Add to Cart

Enter Class Nbr Enter

Find Classes

Class Search Search

Schedule Planner

2018 Spring Shopping Cart

Your enrollment shopping cart is empty.

My 2018 Spring Class Schedule

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 100-01 (41531)	Biogcl Princpls and Human Env (Lecture)	TuTh 11:00AM - 11:50AM	Trainer Nat Res Bldg (TNR) 120	K. Siemmons	3.00	✓
BIOL 100-01L3 (41534)	Biogcl Princpls and Human Env (Lab)	We 2:00PM - 4:50PM	Trainer Nat Res Bldg (TNR) 254	K. Siemmons		✓
ECON 111-01 (41811)	Principles of Microeconomics (Lecture)	TuThFr 9:00AM - 9:50AM	Professional Studies (CPS) 310	J. Davis	3.00	✓
INTL 150-01 (40830)	Humanity and Global Environmnt (Lecture)	MoWe 9:30AM - 10:45AM	Collins Classrm Ctr (CCC) 227	E. Jessee	3.00	✓
MATH 109-04 (41050)	Math for Social and Mgmt Sci (Lecture)	MoWe 6:00PM - 7:50PM	Science Building (SCI) A210	G. Adams	4.00	✓
PHIL 100-03 (40861)	Introduction to Philosophy (Lecture)	MoWe 11:00AM - 12:15PM	Collins Classrm Ctr (CCC) 213	C. Horn	3.00	✓

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Cassandra Gierke

My Academics

Search Plan **Enroll** My Academics

Add Classes

1 2 3

1. Select classes to add - Enrollment Preferences

2018 Spring | Undergraduate | UW-Stevens Point

BIOL 380 - Principles of Aquaponics

Class Preferences

BIOL 380-88 Lecture Open

Session Regular Academic Session

Career Undergraduate

Wait List Wait list if class is full

Grading Graded

Units 2.00

Enrollment Information

- Prerequisite(s): Either BIOL 101 or BIOL 130, and BIOL 160; or Instructor Consent. May not earn credit in both BIOL 380 and BIOL 384.

Cancel

Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
88	Lecture		Online	Christopher Hartleb	01/22/2018 - 05/11/2018

NOTES

Class Notes See www.uwsp.edu/ar/Pages/Program-rates.aspx for per credit distance education online service fees applied to this class. Aquaponics lab experience BIOL 384 will be held during summer session.

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9. After importing your cart, or manually searching for your classes, you will need to go through and approve the enrollment preferences for each course. Ensure that all of the information is correct.

10. If you wish to be added to a wait list, check the box here. You will automatically be added to the wait list if the class is full.

11. After all of the previous steps are completed, select the next button. If you have selected to add more than one course, the system will automatically take you to the next course page where you can revisit steps 9 and 10. Otherwise you can click next and continue on.

12. After approving all courses' enrollment preferences, they will appear in your shopping cart.

13. If everything appears correct, click the yellow button to proceed to the next step.

Shopping Cart

Cassandra Gierke My Academics

Search Plan Enroll My Academics

Add Classes 1

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ BIOL 380 has been added to your Shopping Cart.

2018 Spring | Undergraduate | UW-Stevens Point Change Term

Open Closed Wait List

2018 Spring Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	BIOL 380-88 (41658)		Online	C. Hartleb	2.00	

Add to Cart

Enter Class Nbr Enter

Find Classes

Class Search

Search

Schedule Planner

Proceed to Step 2 of 3

My 2018 Spring Class Schedule

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 100-01 (41531)	Biologcl Princpls and Human Env (Lecture)	TuTh 11:00AM - 11:50AM	Trainer Nat Res Bldg (TNR) 120	K. Slemmons	3.00	✓
BIOL 100-01L3 (41534)	Biologcl Princpls and Human Env (Lab)	We 2:00PM - 4:50PM	Trainer Nat Res Bldg (TNR) 254	K. Slemmons		✓
ECON 111-01 (41811)	Principles of Microeconomics (Lecture)	TuThFr 9:00AM - 9:50AM	Professional Studies (CPS) 310	J. Davis	3.00	✓
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MATH 109-04 (41050)	Math for Social and Mgmt Sci (Lecture)	MoWe 6:00PM - 7:50PM	Science Building (SCI) A210	G. Adams	4.00	✓
PHIL 100-03 (40861)	Introduction to Philosophy (Lecture)	MoWe 11:00AM - 12:15PM	Collins Classrm Ctr (CCC) 213	C. Horn	3.00	✓

14. You will now be on the confirm classes page.

Shopping Cart

Cassandra Gierke My Academics

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

Add Classes 1 2 3

2. Confirm classes

Select **Finish Enrolling** to process your request for the classes listed. To exit without adding these classes, select **Cancel**.

2018 Spring | Undergraduate | UW-Stevens Point

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 380-88 (41658)	Principles of Aquaponics (Lecture)		Online	C. Hartleb	2.00	⚠

[Cancel](#) [Previous](#) [Finish Enrolling](#)

[Go to top](#)

15. If everything appears correct, click finish enrolling.

Shopping Cart

Cassandra Gierke

My Academics

Search Plan Enroll My Academics

Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors

2018 Spring | Undergraduate | UW-Stevens Point

✓ Success: enrolled		✗ Error: unable to add class	
Class	Message	Status	
BIOL 380	Message: Class 41658 is full. You have been placed on the wait list in position number 1.	✓	
My Class Schedule		Add Another Class	

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16. Make sure you read the message that appears.

- If you see a green check mark, you have been enrolled or added to a wait list if necessary. If added to a wait list, you can find your position here.
- If you see a red x, you will need to check the message to figure out why you were not able to enroll and respond accordingly.