

accessSPoint News

This is your portal for department chair activities. We will be transitioning myPoint to accessSPoint throughout the Spring 2017 term.

- The Summer and Fall 2017 [Schedule of Classes](#) are now available on accessSPoint.
- Use the Help link in the Helpful Links [Title for this page is blank to do more text](#)

Student Services Center



Curricular Info

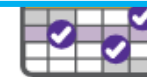


Information about your department's classes is found here.

Student Records



Class Permissions



Helpful Links

- [What is accessSPoint?](#)
- [Contacts](#)
- [Help](#)

Click on Maintain Schedule of Classes

- Course Catalog
- Maintain Schedule of Classes**
- Class Roster
- Student Groups
- View Students by Student Group

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a

Find an Existing Value

Search Criteria

Academic Institution: = ▾ UWSTP 🔍

Term: = ▾ 2178 🔍

Subject Area: = ▾ 🔍

Catalog Nbr: begins with ▾ 🔍

Academic Career: = ▾ 🔍

Campus: begins with ▾ 🔍

Description: begins with ▾ 🔍

Course ID: begins with ▾ 🔍

Course Offering Nbr: = ▾ 🔍

Academic Organization: begins with ▾ 🔍

Only two fields are required: institution and term.

Academic Institution Code must always be **UWSTP**.
 Summer 2017 is **2176**
 Fall 2017 is **2178**.

Enter as much other data as you want to narrow your search.

Subject Area is the curriculum code
Catalog Nbr is the course number.

Case Sensitive

Search Clear Basic Search Save Search Criteria

Click Search

Course Catalog

Maintain Schedule of Classes

Class Roster

Student Groups

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Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Academic Organization: begins with

If you only enter the first two fields, every scheduled class in your department will display below.



Case Sensitive

Search Clear Basic Search

Choose the appropriate course from below. You can click in any column to get to the course.

Search Results

View All

Academic Institution	Term	Subject Area	Catalog Nbr	Level	Organization	Description	Course ID	Course Offering Nbr
UWSTP	2178	GEOG	100	Undergrad	MAIN	Human Impacts on Physical Env	112367	1
UWSTP	2178	GEOG	101	Undergrad	MAIN	The Physical Environment	112368	1
UWSTP	2178	GEOG	105	Undergrad	MAIN	The Dynamic Earth	112371	1
UWSTP	2178	GEOG	115	Undergrad	MAIN	World Regional Geography	112375	1
UWSTP	2178	GEOG	120	Undergrad	MAIN	Human Geography	112383	1
UWSTP	2178	GEOG	241	Undergrad	MAIN	Fndmtls Geographic Info Systems	112386	1
UWSTP	2178	GEOG	260	Undergrad	MAIN	Intro to Cartography	112385	1
UWSTP	2178	GEOG	303	Undergrad	MAIN	Prcls Env Degradation	112405	1
UWSTP	2178	GEOG	310	Undergrad	MAIN	Biogeography	112415	1
UWSTP	2178	GEOG	312	Undergrad	MAIN	Geomorphology	112411	1
UWSTP	2178	GEOG	317	Undergrad	MAIN	Africa	112389	1
UWSTP	2178	GEOG	320	Undergrad	MAIN	Urban Geography	112428	1

First 1-80 of 80 Last

Go to the third tab, Enrollment Control.

Course ID 112383

Course Offering Nbr 1

Add Consent determines which classes have “Instructor Consent” and “Department Consent” required for students to gather before being able to register. Changing this field may affect students who already have a class in their Shopping Cart.

Requested Room Capacity helps the Registrar’s Office find an appropriate room. Please do not change.

Enrollment Capacity is the seat limit for this component.

The **Total** column displays real-time the number of students enrolled or on the Wait List.

Wait List Capacity is the limit for the waitlist. If the capacity is blank or 0, students will not be able to add themselves to a wait list.

Changing other settings on this page may have unintended consequences. **Please contact Joyce Roth to make any other changes to your classes.**

Class Name: ...ography

Regular Academic Session Class Nbr 81069
Lecture Event ID 0000017

Find | View All First 1 of 2 Last

Cancel Class

Enrollment Status Open

*Add Consent No Special Consent Required
*Drop Consent No Special Consent Required

1st Auto Enroll Section
2nd Auto Enroll Section
Resection to Section

Requested Room Capacity 30
Enrollment Capacity 30
Wait List Capacity
Minimum Enrollment Nb

Total
0
0

Auto Enroll from Wait List Cancel if Student Enrolled

Session 1

Regular Academic Session

Class Nbr 81060

Class Section 01

Component Lecture

Event ID 000001699

Associated Class 1

Units 3.00

*Class Status Active

Cancel Class

Class Type Non-

Enroll

Enrollment Status Open

*Add Consent No Special Consent Required

Requested Room Capacity 60

Total

*Drop Consent No Special Consent Required

Enrollment Capacity 60

0

1st Auto Enroll Section

Wait List Capacity

0

Session 1

Regular Academic Session

Class Nbr 81061

Class Section 01L1

Component Lab

Event ID 000001700

Associated Class 1

Units 3.00

*Class Status Active

Cancel Class

Class Type Enrollment

Enrollment Status Open

Requested Room Capacity 30

Total

Enrollment Capacity 30

0

Wait List Capacity

0

Minimum Enrollment Nbr

A note about multi-component classes:

Classes that have a LEC and LAB, or LEC/LAB/DIS, etc, are connected differently in accesSPoint and their enrollments are adjusted independently from each other.

If a lecture has 60 seats, and each lab has 30 seats, enrollments must be changed in all affected components to work properly. If you want to save 5 seats in one lab section, you must adjust the lab to have an Enrollment Capacity of 25 and the lecture to have an Enrollment Capacity of 55.

The same is true for Wait List Capacities – the capacities must line up across all components.

- Basic Data
- Meetings
- Enrollment Contrl
- Reserve Cap
- Notes
- Exam
- LMS Data
- Textbook
- GL Interface

Course ID 112411 Course Offering Nbr 1
 Academic Institution UW-Stevens Point
 Term 2017 Fall Undergrad
 Subject Area GEOG Geography
 Catalog Nbr 312 Geomorphology

Enrollment Control Find | View All First 1 of 2 Last

Session 1 Regular Academic Session Class Nbr 81211
 Class Section 01 Component Lecture Event ID 000002517
 Associated Class 1 Units 3.00

Cancel Class

Enrollment Status Open

Requested Room Capacity	<input type="text" value="10"/>	Total
Enrollment Capacity	<input type="text" value="10"/>	0
Wait List Capacity	<input type="text"/>	0
Minimum Enrollment Nbr	<input type="text"/>	

Combined Section

Notify

Textbook | GL Interface

A note about Combined Sections:

Any classes that meet in the same room, at the same time, with the same instructor are called "Combined Sections" in accesSPoint. This includes 300/500-level classes, cross-listed classes, or any other class that meets the above description.

Combined Sections require special set up to ensure each class works properly. If you want to make capacity adjustments to a class that is a combined section, make your change and then contact Joyce Roth so she can finish the process.

This is the sign that this component is part of a "Combined Section"