

Moving from a Wait Listed Course to Enrolled

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 displays the AccessPoint student homepage. At the top, a purple navigation bar contains a dropdown menu labeled "Student Home". Below this, the page is organized into a grid of tiles. The top-left tile is titled "accessSPoint News" and 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. To its right is a "Profile" tile with a person icon and a pencil. The middle row features three tiles: "Tasks" with a warning icon and "2 Holds" below it; "My Classes" with a calendar icon and a graduation cap, which is circled in red; and "Degree Progress" with a pie chart icon. The bottom row includes "Financial Account" with a building icon, "Financial Aid" with a graduation cap and money icon, and "Academic Records" with a graduation cap and document icon. The bottom-most row has "Search for Classes" with a calendar icon and "Helpful Links" with a list of links: "What is accessSPoint?", "Contacts", "Help", and "Change accessSPoint account password". Red arrows point from the text boxes to the "Student Home" dropdown and the "My Classes" tile.

3. Select the “add/drop classes” button to open the pull down menu.

4. Select the “drop classes” button. In order to become enrolled in a wait listed course, you must first drop the wait list before re-enrolling in the course.

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

The screenshot shows the 'My Classes' page for a student named Cassandra Gierke. The page has a purple header with 'Student Home' on the left and 'My Classes' on the right. Below the header is a navigation bar with buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. The main content area is titled 'My Class Schedule' and contains a table with the following data:

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

Below the table is a yellow 'Continue' button. To the left of the table is a sidebar menu with the following items: 'My Class Schedule', 'Schedule Builder', 'Add/Drop Classes', 'Shopping Cart', 'Add Classes', 'Drop Classes', 'Swap Classes', 'Class Permissions', 'Reserved Seats', 'Registration Dates', 'My Final Exam Schedule', and 'My Book List'. Red circles and arrows highlight the 'Add/Drop Classes' button in the sidebar, the 'Drop Classes' button, the '2018 Spring' row in the table, and the 'Continue' button.

My Classes

Cassandra Gierke

My Academics

Search Plan **Enroll** My Academics

Drop Classes

1 2 3

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

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Change Term

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	BIOL 100-01L3 (41534)	Biolgcl Princpls and Human Env (Lab)	We 2:00PM - 4:50PM	Trainer Nat Res Bldg (TNR) 254	K. Slemmons		✓
<input type="checkbox"/>	BIOL 100-01 (41531)	Biolgcl Princpls and Human Env (Lecture)	TuTh 11:00AM - 11:50AM	Trainer Nat Res Bldg (TNR) 120	K. Slemmons	3.00	✓
<input checked="" type="checkbox"/>	BIOL 380-88 (41658)	Principles of Aquaponics (Lecture)		Online	C. Hartleb	2.00	⚠
<input type="checkbox"/>	ECON 111-01 (41811)	Principles of Microeconomics (Lecture)	TuThFr 9:00AM - 9:50AM	Professional Studies (CPS) 310	J. Davis	3.00	✓
<input type="checkbox"/>	INTL 150-01 (40830)	Humanity and Global Environmnt (Lecture)	MoWe 9:30AM - 10:45AM	Collins Classrm Ctr (CCC) 227	E. Jessee	3.00	✓
<input type="checkbox"/>	MATH 109-04 (41050)	Math for Social and Mgmt Sci (Lecture)	MoWe 6:00PM - 7:50PM	Science Building (SCI) A210	G. Adams	4.00	✓
<input type="checkbox"/>	PHIL 100-03 (40861)	Introduction to Philosophy (Lecture)	MoWe 11:00AM - 12:15PM	Collins Classrm Ctr (CCC) 213	C. Horn	3.00	✓

Drop Selected Classes

▶ My 2018 Spring Class Schedule

Go to top

6. You will now be able to view the classes you are enrolled in for that term.

7. Select the wait list you wish to drop by checking the box next to the class.

8. If you have selected all of the wait listed courses you wish to drop, click the yellow "Drop Selected Classes" button.

9. You will now be on the “Confirm your selection” page.

10. Ensure that the selected courses are correct. If they are, take note of the class number (41658 in this case). This will make it easier to add the now authorized course after you finish dropping the wait list.

11. Select the “Finish Dropping” button.

My Classes

Cassandra Gierke My Academics

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Drop Classes 1 2 3

2. Confirm your selection

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

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Enrolled <input checked="" type="checkbox"/> Dropped <input type="checkbox"/> Wait Listed <input type="checkbox"/>						
Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 380-88 (41658)	Principles of Aquaponics (Lecture)		Online	C. Hartleb	2.00	▲

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

[Go to top](#)

12. You will now be on the “View Results” page.

13. You have officially finished dropping your wait listed course. This last page will confirm your action.

- If you see a green check mark, you are good to go.
- If you see a red x, you will need to check the message to figure out why you were not able to drop the course and respond accordingly.

You are now ready to re-add the authorized course.

My Classes

Cassandra Gierke My Academics

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

Drop Classes 1 2 3

3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

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✓ Success: dropped	✗ Error: unable to drop class	
Class	Message	Status
BIOL 380	Success: This class has been removed from your schedule.	✓

[My Class Schedule](#)

14. Your instructor will have entered an authorization into the system, allowing you to enroll in the full course. This means that, after you have dropped the wait list, you can go back on and re-enroll in the exact same course. This is done the same way you added the course the first time, but you do not need to check the wait list box.

In order to complete this:

1. Go back to the “My Classes” page.
2. Open the “Add/Drop Classes” pull down menu. Select “Add Classes” and the proper term. Click Continue.
3. Enter the class number from step ten and click enter.
4. Ensure the class is the correct class. Click the next button if it is.
5. The class will now appear in your shopping cart. Click proceed to step 2/3.
6. Confirm that the class and information is correct. If it is, click finish enrolling. If your instructor has added the proper authorization, you should be enrolled in the course and off the wait list.