

How to Complete the Required Registration Actions Task


accessSPoint News

- Print your [Voter ID Enrollment Verification Letter](#)
- Check your **Tasks** tile to remove any holds before registering for the next term.
- Click [here](#) for instructions on how to register by entering a class number.
- Have questions about registering for Summer or Fall classes? The Registrar's Office can help! registrar@uwsp.edu or 715/346-4301
- Have a registration or financial aid question? Try [Ask a Question](#) - get answers 24 hours a day!

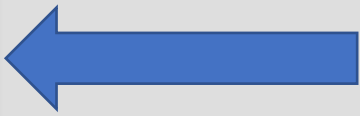
Profile




Tasks




3 To Do's 3 Holds




My Classes




Degree Progress




Financial Account/Billing




Academic Record




Financial Aid



Forms



Search for Classes



Helpful Links

- [Contacts](#)
- [Help](#)
- [Change accesSPoint account password - Newly Applied Students Only](#)

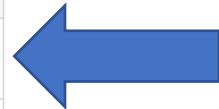
First you are going to login to your accesSPoint, and you will be taken to this screen. You are then going to click on the Tasks tile.

- To Do List 3
- Holds 3
- Completed Agreements

To Do List

3 rows

Task	Requested Date	Status	
Required Registration Actions for Summer/Fall		In Progress	>
		Initiated	>
		Initiated	>



From here you will click To Do List, then Required Registration Actions for Summer/Fall (or whatever term you are going into).



Next >

- 1 Introduction**
Visited
- 2 Contact Details**
Not Started
- 3 Addresses**
Not Started
- 4 Emergency Contacts**
Not Started
- 5 Multiple UWSP Campus Enrollment Acknowledgement**
Not Started
- 6 Financial Agreement**
Not Started
- 7 Complete Task**
Not Started

Step 1 of 7: Introduction

Introduction

The following screens will guide you through verifying key pieces of information that every student must review/update before registering for the following semester. This will only take a few minutes.

When the information on each screen has been reviewed/updated, click on the **[Confirm]** button on the top right corner. Doing so will enable you to continue on to the next screen using **[Next]**. You may click on **[Exit]** (top left) any time to leave these screens to return to them later, but please keep in mind that you will not be able to register until all of these items are confirmed and submitted.

You will be taken to this page which starts the task. After reading the Introduction you will continue to the next step by clicking the next button.

- 1 Introduction Visited
- 2 Contact Details In Progress
- 3 Addresses Not Started
- 4 Emergency Contacts Not Started
- 5 Multiple UWSP Campus Enrollment Acknowledgement Not Started
- 6 Financial Agreement Not Started
- 7 Complete Task Not Started

Step 2 of 7: Contact Details



Confirm

Email

Email	Type	Preferred	
	UWSP	✓	>
	Personal		>

Phone

Phone	Type	Preferred	
<input data-bbox="420 635 471 685" type="button" value="+"/>			
	Mobile	✓	>

In Step 2 you will confirm which email you prefer and the phone number you prefer. After that, you will press the Confirm button, and then a Next button will appear. Click on that to be taken to the next step.

- 1 Introduction
Visited
- 2 Contact Details
Complete
- 3 Addresses
In Progress
- 4 Emergency Contacts
Not Started
- 5 Multiple UWSP Campus
Enrollment Acknowledgement
Not Started
- 6 Financial Agreement
Not Started
- 7 Complete Task
Not Started

Step 3 of 7: Addresses



Confirm

Home Address

+

Address	From
	Current >

Local Address

+

Address	From
	Current >

Campus Address

No address defined

In Step 3 you will check to make sure your addresses are correct. After that you will press the Confirm and again a Next button will appear. You will click on that to be taken to the next step.

- 1 Introduction Visited
- 2 Contact Details Complete
- 3 Addresses Complete
- 4 Emergency Contacts In Progress
- 5 Multiple UWSP Campus Enrollment Acknowledgement Not Started
- 6 Financial Agreement Not Started
- 7 Complete Task Not Started

Step 4 of 7: Emergency Contacts



Confirm

Contact	Phone	Preferred
		✓

In Step 4 you will either add your Emergency Contacts, or if you have them added, you will check to make sure they are correct. After that, you will click the Confirm button, then Next to be taken to the next step.

- 1 Introduction
Visited
- 2 Contact Details
Complete
- 3 Addresses
Complete
- 4 Emergency Contacts
Complete
- 5 Multiple UWSP Campus Enrollment Acknowledgement
In Progress
- 6 Financial Agreement
Not Started
- 7 Complete Task
Not Started

Step 5 of 7: Multiple UWSP Campus Enrollment Acknowledgement

I agree to the terms of this agreement.

Financial Agreement University of Wisconsin - Stevens Point

By clicking Accept, you are accepting all of the terms of the following financial agreement with UW-Stevens Point.

I would like to enroll in and attend classes at the University of Wisconsin - Stevens Point.

In order to attend classes at UW-Stevens Point and remain registered for classes, UW-Stevens Point requires that I pay in full the amount of any fees, tuition, housing and meal plan costs, and other miscellaneous charges incurred in connection with my attendance at UW-Stevens Point, on the dates indicated by UW-Stevens Point for each semester (each such due date, a **"Payment Due Date"**).

UW-Stevens Point will provide me with access to an online "accesSPoint" account. Through my "accesSPoint" account, I will be able to view billing information, including amounts owed by me to UW-Stevens Point and the Payment Due Date for such amounts, and view the status of any financial aid I may be entitled to receive.

Although all amounts owed are payable on the relevant Payment Due Date indicated for such amounts in "accesSPoint", UW-Stevens Point recognizes that students, including myself, may not make such payments in full on the relevant Payment Due Dates for each semester. At its discretion and if certain requirements are met, UW-Stevens Point would like to extend credit to me to allow me to pay certain past due amounts pursuant to an installment payment plan as detailed below (the **"Installment Payment Plan"**). Fees, tuition, room, and meal plan costs are eligible for placement on the Installment Payment Plan.

The Installment Payment Plan will allow me to make payments in two installments later in the semester. A finance charge will appear on the billing statement for each period in which the entire balance is not paid in full by the payment due date. The finance charge is calculated on the previous balance (exclusive of the previous finance charges) reduced by payments and applied credits as they are made during the billing period. The finance charge will be calculated at the periodic rate of 1% per month (annual percentage rate of 12%).

I am being asked to sign this Agreement now so that, in the event that I am unable to pay the entire balance of fees, tuition, room, and meal plans by the relevant Payment Due Date for any fall, spring or summer semester, UW-Stevens Point will place any eligible amounts on an Installment Payment Plan.

The consequences of failure to pay amounts owed by the relevant Payment Due Dates are outlined in the provisions below.

Should I choose not to remain enrolled in some classes, or at UWSP, I understand I have an obligation to complete the drop process for classes for which I have registered. Refunds are based on the refund schedule for drops and withdrawals. If dropping all classes for the term, I will complete the withdrawal process with the Enrollment Services Office, and I will verify my classes have dropped in accesSPoint on the date I requested. Appeals must be submitted within 30 days of the last class date for that term.

TERMS OF AGREEMENT

In consideration of the extension of credit to me, from time to time, by the Board of Regents of the University of Wisconsin System, on behalf of UW-Stevens Point, I hereby acknowledge and agree as follows:

1. Installment Payment Plan. I agree that UW-Stevens Point may, at its discretion, place me on an Installment Payment Plan for any fall, spring or summer semester during which I have failed to pay certain eligible outstanding amounts by the Payment Due Date for such semester, as detailed below:
 - Installment Payment Plans are available for the fall, spring and summer semesters and only costs incurred for fees, tuition, room and meal plans for each semester may be placed on an Installment Payment Plan.
 - To qualify for an Installment Payment Plan for a given semester, I must make a minimum payment towards that semester's outstanding fees, tuition, room, and meal plan costs no later than the relevant Payment Due Dates; the minimum payment that is due will be displayed on my "accesSPoint" online billing statement as well as in the published fee fact information (see # 3 below).
 - At its discretion, UW-Stevens Point may place me on the Installment Payment Plan after the published payment due date for the relevant semester.
 - A finance charge will appear on the billing statement for each period in which the entire balance is not paid in full by the payment due date. The finance charge is calculated on the previous balance (exclusive of the previous finance charges) reduced by payment and applied credits as they are made during the billing period. The finance charge will be calculated at the periodic rate of 1% per month (annual percentage rate of 12%).
 - An Installment Payment Plan for any given semester consists of two required installment payments. The first and second installment payments are due on the dates indicated in "accesSPoint" for such payment.
 - 50% of the total balance subject to the Installment Payment Plan will be due on each installment due date, plus the finance charge which is due no later than the first installment due date. If the total of any amounts placed on the Installment Payment Plan changes, UW-Stevens Point will adjust the installment amounts accordingly. At its discretion, UW-Stevens Point may allocate any adjusted amounts to one or both

Step 5 - You will read through the Financial Agreement. After reading through, you will click the "I agree to the terms of this agreement" button, then click Next.

1	Introduction Visited
2	Contact Details Complete
3	Addresses Complete
4	Emergency Contacts Complete
5	Multiple UWSP Campus Enrollment Acknowledgement Complete
6	Financial Agreement In Progress
7	Complete Task Not Started

Step 6 of 7: Financial Agreement

Credit Agreement University of Wisconsin - Stevens Point

By clicking Accept, you are entering into the Agreement, which will become effective on this date.

BACKGROUND:

I would like to enroll in and attend classes at the University of Wisconsin – Stevens Point

At its discretion, UW-Stevens Point would like to provide certain educational services to me, including, but not limited to classes and coursework, housing, and meal plans.

In order to attend classes at UW-Stevens Point and remain registered for classes, UW-Stevens Point requires that I pay in full the amount of any fees, tuition, housing and meal plan costs, and other miscellaneous charges incurred in connection with my attendance at UW-Stevens Point, on the dates indicated by UW-Stevens Point for each semester (each such due date, a "**Fee Due Date**").

UW-Stevens Point will provide me with access to an on-line accesSPoint account. Through my accesSPoint account, among other things, I will be able to register for classes, access my grades and class schedule, view billing information, including amounts owed by me to UW-Stevens Point and the Fee Due Date for such amounts, and view the status of any financial aid I may be entitled to receive.

Although all amounts owed are payable on the relevant Fee Due Date indicated for such amounts in accesSPoint, UW-Stevens Point recognizes that students, including myself, may not make such payments in full on the relevant Fee Due Dates for each semester. At its discretion and if certain requirements are met, UW-Stevens Point would like to extend credit to me to allow me to pay certain past due amounts pursuant to an installment payment plan as detailed below (the "**Payment Plan**"). Fees, tuition, housing and meal plans costs, and other miscellaneous charges are eligible for placement on the Payment Plan.

The Payment Plan will allow me to make payments in installments throughout the semester. A \$50.00 Enrollment Fee will be charged when you enroll in the plan. However, interest or other finance charges will not be assessed on any amounts placed on the Payment Plan unless and until any such installment payment becomes past due.

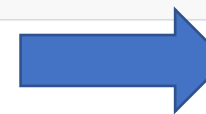
I am being asked to sign this Agreement now so that, in the event that I am unable to pay the entire balance of fees, tuition, housing and meal plans costs, and other miscellaneous charges by the Fee Due Date or enter into a Payment Plan for any fall, spring or summer semester, UW-Stevens Point will charge me an administrative fee of \$75.00.

The consequences of failure to pay amounts owed by the relevant Fee Due Dates are outlined in the provisions below.

TERMS OF AGREEMENT

In consideration of the extension of credit to me, from time to time, by the Board of Regents of the University of Wisconsin System, on behalf of UW-Stevens Point, I hereby acknowledge and agree as follows:

- Payment Plan** I agree that UW-Stevens Point will allow me to make payments in installments in a semester at a cost of \$50.00 for each semester I enter into the Payment Plan.
 - Payment Plans are available for the fall, spring and summer semesters and will include all fees, tuition, housing and meal plan costs, and other miscellaneous charges incurred in connection with my attendance at UW-Stevens Point.
 - At its discretion, UW-Stevens Point may allow me to be placed on the Payment Plan after the published fee due date for the relevant semester.
 - A \$15.00 administrative fee ("Late Fee") will be added to my account if any Payment Plan installments are not paid by the installment due date.
 - The Payment Plan installment due dates are due based on the tuition start date. (check your accesSPoint account for dues dates).
 - The first installment payment must be paid on the first installment due date. The Payment Plan installments will automatically adjust for any credits posted to my account. I must approve any increases to my Payment Plan installments. Any amounts I do not approve to be added to my Payment Plan are due to UW-Stevens Point by the published Fee Due Date.
 - In the event I fail to make two Payment Plan installments, I will be withdrawn from the Payment Plan and assessed a \$75.00 administrative fee. Any amounts due and unpaid by any Payment Plan after the first Payment Plan due date will accrue interest as indicated in section 2(ii) from such date. (Amounts placed on the Payment Plan will not accrue interest unless and until two installment payments are missed.)
 - UW-Stevens Point has the right to deny participation in any Payment Plan for any semester without further notice to me.
- Finance Charges & Amounts Owed.** I agree to pay:
 - The amount of any and all fees, tuition, housing, and meal plan charges, and any other charges related to UW-Stevens Point's provision of educational services to me, assessed by UW-Stevens Point and charged to my accesSPoint account.
 - Interest on any unpaid principal amount of any and all fees, tuition, housing, and meal plan charges and other charges related to UW-Stevens Point's provision of education services to me, from the Fee Due Date of each such amount (as indicated in accesSPoint), until such principal amount shall be paid in full, at a rate of (12) % per year (1% per month); *provided, however*, that interest will not accrue on any amounts placed on a Payment Plan until I am withdrawn from the Payment Plan.
 - Any other late charges ("**Late Charges**") and collection costs ("**Collection Costs**") that may become due as provided in this Agreement.
- "accesSPoint" & Published Fees.** I agree to use my "accesSPoint" account to obtain the most accurate and current information regarding any amounts owed and Fee Due Dates, to check that account monthly, and to read the on-line published fee fact information sheet located at the Bursar's website <https://www.uwsp.edu/SFS/Pages/default.aspx> each semester for additional Installment Payment Plan, date and payment information.
- Course Cancellation & Registration Hold.** I understand that my failure to pay any amounts assessed by UW-Stevens Point, when due, may result in my registration for courses being cancelled without further advance notice, and that registration and enrollment for future semesters may not be permitted unless my account balance is current.
- Restriction of Records.** I hereby authorize the UW-Stevens Point Registrar to restrict the use of my records to prevent my registration and to withhold my transcripts in the event that I fail to timely comply with the payment obligations of this Agreement.
- Student Services.** In the event that I fail to timely comply with the payment obligation of this agreement, I understand that my access to student services on the UW-Stevens Point may be suspended until such payment obligations are satisfied. Student services include use of a campus ID card, access to a student e-mail account, and access to campus facilities.
- Financial Aid.** I understand that aid described as "estimated" on my Financial Aid Award does not represent actual or guaranteed payment but is an estimate of the aid I may receive if I meet all requirements stipulated by that aid program. I understand that if I receive any type of federal financial aid (including Stafford loans and/or PLUS loans) and then withdraw from UW-Stevens Point or reduce my credit load, my financial aid eligibility may be re-calculated. A percentage of the aid I received may be considered unearned and may have to be returned to the funding source and I will be billed for that amount and any outstanding educational benefit overpayment. At its discretion, UW-Stevens Point may allow me



I agree to the terms of this agreement.

Step 6 - You will read through the Credit Agreement. After reading through this, you will click the "I agree to the terms of this agreement" button, and Next.

< Previous

Submit

- 1 Introduction Visited
- 2 Contact Details Complete
- 3 Addresses Complete
- 4 Emergency Contacts Complete
- 5 Multiple UWSP Campus Enrollment Acknowledgement Complete
- 6 Financial Agreement Complete
- 7 Complete Task In Progress

Step 7 of 7: Complete Task

Complete

Thank you for completing these tasks. Once you hit [Submit] above, this registration hold will be removed.



This is your last step! You will now click the Submit button and then you will be taken back to the Tasks tile.

- To Do List 2
- Holds 2
- Completed Agreements

To Do List

2 rows

Task	Requested Date	Status
		Initiated >
		Initiated >

Once you get back to the Tasks tile, you will see that the Required Registration Actions has been removed. You have now successfully completed the Required Registration Action!