



School of Education College of Professional Studies University of Wisconsin-Stevens Point

Instructions for Registering for EDUC 758- Cooperating Teacher

Thank you for your participation in the Cooperating Teacher program with the UW-Stevens Point School of Education. Directions on how to apply to the university as a non-degree seeking students and register for your class are below. If you have any questions about the registration process or run into issues please contact the Office of the Registrar at 715-346-4301 or registrar@uwsp.edu. This is a two-step process:

1. Applying to the University
2. Registering for Your Class.

A Note about the UW-System Application Fee

As a non-degree seeking student you SHOULD NOT be assessed the \$56 application fee when applying to the UW System. If you run into an issue, please contact the UW-Stevens Point Office of the Registrar before continuing your application process.

STEP ONE: Applying to the UW System for Special Students (or Non-Degree Seeking Students)

Before you can register for classes you must first apply to the University. Special Students may fall into the following Categories:

- Teachers seeking to maintain certification
- Community members taking classes for personal enrichment or growth in an occupation
- Those needing classes in preparation for admission to graduate or professional school
- Persons interested in trying some classes before applying for full admission to the university
- Guest students studying in Semester Abroad programs
- Senior citizens or other auditors
- High school students (juniors or seniors) who wish to take college courses prior to graduating from high school

Special students at UW-Stevens Point (excluding high school students) should fill out the [UW-System Application](#) for Special student admission.



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New to the UW System?

[Register](#) as a New User to the UW System.

Already in the UW System (you took classes for credit at any school in the UW System)?

Log In your existing user ID. If you don't remember your Log In ID, contact UW HELP by phone or chat (Monday through Friday, 8:00 am to 4:30 pm, Central time) or e-mail (eapp@uwex.edu).

Voice: 1-800-442-6459
Deaf/HoH: via 711 Relay
E-mail: eapp@uwex.edu

Important Note: System generated emails such as the welcome email, the password reset, forgotten login ID and application submission confirmation emails may be blocked by some email providers. If you have not received an expected email, please contact us via phone or chat.

The screenshot shows a dark red background with white text and form elements. On the left, a box says "REGISTER OR LOG IN TO ACCESS THE APPLICATION" with a checklist icon. To the right, there are two main sections: "NEW USER" with a person icon, a "Register" button, and the text "Register now and start the admission process."; and "EXISTING USER" with "Login ID:" and "Password:" fields, a "Login" button, and links for "I can't remember my login ID" and "I can't remember my password". Two blue arrows on the right point to the "NEW USER" and "EXISTING USER" sections, labeled "New Users" and "Existing Users" respectively.



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When you are creating your application, under “Reason for Applying” select “Special/Non-degree”.

CREATE APPLICATION - INITIAL QUESTIONS

Reason for Applying:

- Undergraduate Degree, Certification or Certificate**
You want to take undergraduate-level courses to complete an associate (2 year) degree, bachelor's degree, certification or an undergraduate-level certificate (high school diploma or equivalent required).
- Graduate Degree, Licensure or Certificate**
You want to take graduate school courses to receive a Masters, Specialist or Doctoral degree, professional licensure or a graduate-level certificate (bachelor degree or higher required).
- Special/Non-degree**
You want to take college courses for personal or professional fulfillment, and are not seeking a degree, certification or certificate.
- UW Flexible Option Online Degree or Certificate**
UW Flexible Option offers a variety of online degree and certificate programs in partnership with UW-Madison, UW-Milwaukee, and UW-Parkside. Check that your program of interest is a **UW Flexible Option program**.

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Under “Applying To”, select UW-Stevens Point.

Proceed through the application selecting the appropriate term you are applying for the course (Fall 20XX, or Spring 20XX). If the term you are applying for is already in session, contact [UW HELP](#).

STEP TWO: [Registering for Classes](#) on AccesSPoint

Once your application has been submitted to UW-Stevens Point, the Office of the Registrar will activate your account and forward you an e-mail to the e-mail address you provided when you applied to the UW System. This e-mail will review how to log in and access AccesSPoint – UWSP’s online registration portal. Please follow the directions in that e-mail but if you have difficulty registering for your class see the UW-Stevens Point website or contact the Office of the Registrar on the UWSP Campus.

If you’re not sure how to register once you log into AccesSPoint, please view specific [tutorials](#) on how to use the system.

The course you will be registering for is **EDUC 758**. If you run into any issues and UW system is unable to resolve them, please contact the School of Education at soeacac@uwsp.edu or call 715-346-2040.